

March 2021



Lab & Classroom Software for the Summer & Fall Semester

It's computer lab and smart classroom update time again! Please submit a [service request](#) to IT no later than **Monday, March 15**.

This request should be made:

- If you would like any software added to departmental labs, smart classrooms, or IT computer labs
- If you want to make sure particular software remains on a lab or classroom system for the summer and fall semesters
- If you are using software that has not been used previously, be sure to provide proof of licensing as well as the installation media

Because of the complexity of running multiple applications for instructional use, software requests submitted after the deadline may not be available for immediate use at the beginning of the semester.

Records Retention

General Correspondence

General correspondence is correspondence that is not crucial to the preservation of the administrative history of the university. It is generally of a non-policy nature and without permanent value. It deals only with the general operations of the university. correspondence should be retained **no longer than two years**.

Informational and Reference Materials

Informational and reference materials are aids of a technical or non-technical nature used in the conduct of official business. The disposition for such materials is to **destroy when no longer useful** to the receiving unit. Examples of informational and reference materials may include externally created brochures and publications, duplicate copies of memoranda

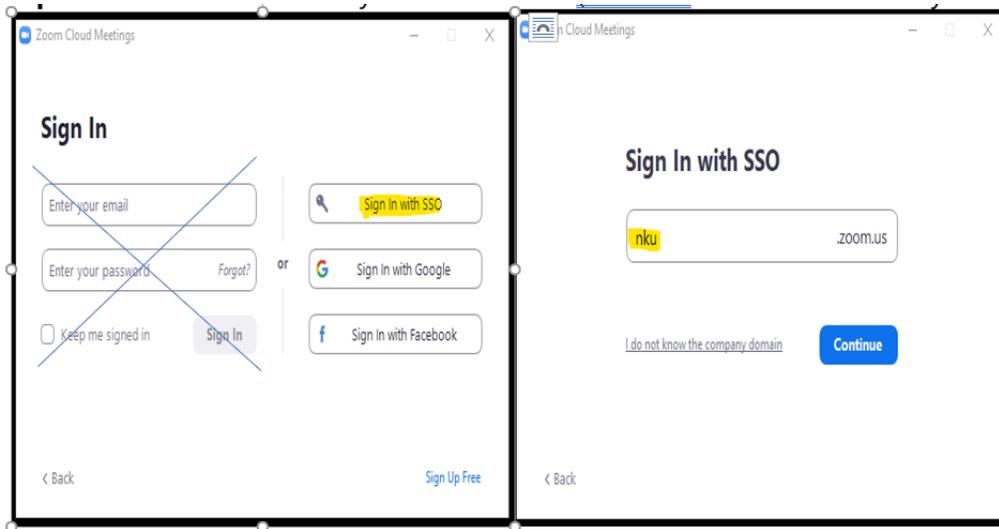
that do not require action by the receiving unit, literature not related to day-to-day activities, and some tracking tools, such as logs.

Zoom Sign In – SSO Required

Beginning Thursday, April 1st, Single Sign On (SSO) will be required to log into Zoom. This means you will need to use your NKU credentials to access your NKU Zoom account.

To log into Zoom, use the specific NKU url: <http://NKU.zoom.us> .

To avoid confusion or misunderstanding among users about how to authenticate Zoom, please remember that **Zoom participants will need to use "Sign in with SSO" and then input the NKU domain.** Only "nku" is needed (.zoom.us is in the selection by default.)



Faculty Staff Equipment Loans

As a result of the campus shutdown for the Spring 2020 semester, a significant amount of equipment has been on loan since March/June 2020. All device loans for Faculty and Staff from the Norse Tech Bar will be due the week of August 2nd. Equipment maintenance and software updates are necessary to prepare for the Fall 2021 semester. Watch for a reminder email from CheqRoom, letting you know that "your loan is ending soon".

If you are a full time faculty or staff member and would like to keep the borrowed laptop as your replacement computer, please enter a [service request](#) so we can schedule a time to process your request.

If there are extenuating circumstances returning your loaned equipment by the week of August 2nd, please enter a [service request](#) and we will review these on a case by case basis.

Parked Vendor Invoice Enhancements

Recent enhancements to the *Parked Vendor Invoice (PVI)* process have been put into production. The goal is to enhance features similar to other FI functions. Changes were made to include processes on the initial screen, verbiage, and workflow.

On the initial *MyInbox* screen, users can approve, reject, or send the PVI back for correction.

- Approve – users approve and it workflows to next level approver. If last level approver, the document posts and encumbers budget.
- Reject – if users reject, this deletes the workflow, parked document, and unencumbers budget.
- Send PVI Back for Correction– the PVI returns to the initiator (process change). The initiator receives an email regarding the change and a workflow in *MyInbox*, to process the change. Once the change has been processed, it will workflow again to all approvers.

Contact the [IT Help Desk](#) with questions.

Alert: Retirement Phishing Scam Takes Aim at NKU Employees

With the NKU pension issue resolved, you may be looking for email communications regarding next steps or other information about retirement plans. Stay alert! NKU is receiving phishing emails regarding retirement planning, but these organizations have absolutely no affiliation with NKU or KERS/KPPA! Do not setup a meeting or discuss your retirement plans with these organizations. Look for the following scam indicators in emails:

- Sender email addresses ending with <name>@district-assistance[.]com
 - Marked as [EXT] in the subject line
 - Use of only your last name in the greeting (e.g. Employee Smith, Employee Jones)
 - Request for call or teleconference
 - Sense of urgency language (e.g. Appointments fill up quick)
 - Links to set appointments
 - Statements like "Licensed representatives are not employees of the college or state retirement system. All representatives are independent and licensed by the state department of insurance."
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