

May 2022



PDF Spring Cleaning!!



To help meet federal compliance requirements for website accessibility, IT and MarComm are partnering to host an inaugural “PDF Spring Cleaning” of the NKU website.

Throughout May, all web editors are asked to review and deactivate/delete all outdated and unnecessary PDF files on NKU webpages following these two easy steps:

1. Review [this video](#) for step-by-step directions on navigating to your documents in the digital asset manager.
2. Use the [decision tree](#) to determine if the content can be downloaded and then deactivated and deleted, or eventually converted to an accessible format.

Maintenance Outage

Saturday, May 21 at 10:00 PM through Sunday, May 22 at 2:00 AM all network services will be unavailable due to new hardware installations.

Multifactor Authentication

Faculty leaving campus for the summer may want to sign up for a more secure way to log in to online accounts using [multifactor authentication](#) before leaving campus. This will eliminate the challenge of having your password expire over the summer months. Remember with multifactor authentication your password will not expire for 365 days!

Upload Files to OneDrive

To avoid losing stored documents, upload your files to [Microsoft OneDrive](#). This is a quick and easy way to back up your files. With OneDrive you can store files, and easily share them with other NKU faculty, staff, and students. Since OneDrive is a cloud storage solution, you can update and share your files from any internet-connected device.

Use OneDrive to Securely Share Documents

Saving your work in [OneDrive](#) makes it accessible from any internet-connected device. It is saved in a secure cloud and automatically backed up.

The files that you store in OneDrive are initially set to private, and available only to you. You may choose to share specific files with specified colleagues to enable easy collaboration.

Check out the [OneDrive tutorials](#) to learn how to save your files in OneDrive, and then how to work with them once they are there.

The Importance of Being Accessible

Since the beginning of COVID-19, more services have transitioned to virtual delivery. Digital accessibility has always been important, but it is now more important than ever. In 2020, litigation rates around accessibility issues increased 23%. [Learn more about this critical issue](#) and resources to prevent legal action against NKU.

For assistance, submit a [service request](#) to meet with an accessibility analyst.

ITAC Software Requests Due

The ITAC Academic Software Allocation Program is an annually funded program run by the Information Technology Advisory Committee (ITAC). Annually, the committee has a software request process whereby deans, department chairs, or directors submit prioritized software requests for the committee's review.

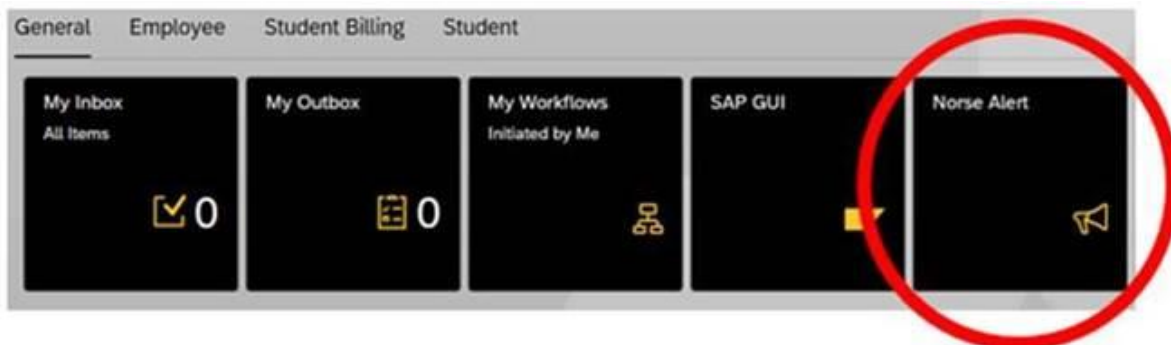
The goals of this program are to provide funds for new or existing software that impacts the instructional process. Please see your Dean or Department Chair for the 2022 ITAC Software Request form. Department chairs/directors should email submission requests to [Bert Brown](#) by June 3, 2022.

Update Your Settings in Norse Alert

Update your settings in the Norse Alert emergency notification system.

Go to >myNKU

Click Norse Alert



Check your current settings. If your current settings need to be updated, click UPDATE SETTINGS and make changes as needed. If your current settings are accurate click CONFIRM NO CHANGES.

UPDATE SETTINGS

CONFIRM NO CHANGES

Squiz Funnelback Search

The Squiz Funnelback website search system is powered by a learning algorithm that will continue to curate search results as keywords are introduced. Additionally, keyword synonyms can be added to promote desired results. For troubleshooting or

assistance, please submit a [web project request form](#) to Marketing and Communications.

[Test drive this new search program!](#)

Help Desk Summer Hours

Beginning May 16, the IT Help Desk summer hours will be:

- Sunday: Noon to 8:00 pm
 - Monday through Friday: 7:00 am to 10:00 pm
 - Saturday: 8:30 am to 5:00 pm
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Norse Tech Bar Summer Hours

Beginning May 16, the Norse Tech Bar summer hours will be:

- Monday through Friday 8:00 am to 4:30 pm
 - Later hours on orientation days
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Fall Software request

As part of annual maintenance, all lab and classroom computers have the operating system reinstalled to clear the clutter that accumulates during a school year. Therefore, any specialized software previously installed on computers will NOT be automatically reinstalled unless IT receives a [service request](#) to do so.

If you would like any software added to or retained in departmental labs, smart classrooms, or IT computer labs, submit a service request **by July 15th**, along with appropriate licensing verification.

You may place your Software request early, before leaving campus for the summer!

Qualtrics Survey Questions

Some Qualtrics survey questions are not accessible to participants who use screen readers. Your survey must not utilize inaccessible question types. NKU is responsible for verifying the accessibility of all survey questions.

Likert questions are a popular question type that does not meet NKU's Digital Accessibility Policy standards.

Accessible questions include:

- Descriptive text
- Multiple choice
- Net promoter score
- Text entry
- Slider (but NOT graphic slider)

If you have questions please contact the [IT Training Team](#).

How to Map your J: and K: Drives

Mapping your network drives allows you to access files saved to your J: and K: drives. [Drive Mapping Instructions](#) are available to assist you. Please contact the [IT Help Desk](#) if you need additional support.

Web-Editing Tips

Check these [five web-editing tips](#) to ensure you are editing efficiently while maintaining your website.

<https://nku.edu/it>

Check our website for the latest system alerts and news.

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