

October 2020



This year The Great PDF Purge rises out of the pumpkin patch to help make NKU's website more accessible. We are calling upon our great web editors to purge some PDF files from their webpages.

To help meet federal compliance requirements for website accessibility, IT and MarComm are partnering to host this inaugural digital asset management event, "The Great PDF Purge", throughout the month of October. Ongoing communication will occur with web editors, but we want everyone to be aware as your department web editor might need direction and feedback.

Your mission is to remove outdated and unnecessary PDF files from your department webpage folders in following these two easy steps:

Step 1: Review [this video](#) for step-by-step instructions on navigating to your documents in the digital asset manager.

Step 2: Use the [decision tree](#) to determine if the content can be downloaded and then deleted or eventually converted to accessible material. (The objective is to purge where possible.)

Visit the [NKU Accessibility site](#) to learn more about [The Great PDF Purge](#) and other accessibility resources or [training](#). We are here to help you! For assistance please contact the [IT Help Desk](#).

Save the Date - CyberSecurity Open Forum

NKU is here to help you with your technical security health in 2020! Meet the campus Information Security team, learn a few personal privacy tips, and ask questions to engage in open dialog about cybersecurity.

The Office of Information Technology will be hosting CyberSecurity open forums, **Thursday October 22, 2020**. There will be two sessions: 10:30 am and 2:00 pm. The sessions will utilize the same presentation, however questions may take them in different directions. More information about the forums will be released soon.

Security Tips

Own your online presence: When you download a new mobile app, check the security and privacy setting before doing anything else. Configure those settings to your comfort level. The default setting may allow for more information sharing that you are comfortable with

Share with care: Think before posting about yourself, others, and the University online. Consider what a post reveals and who might see it. An easy way to stay safe is to make your social media accounts private. Also consider creating an alternate persona to use for online accounts and limit how much personal information you share, especially with setting up security questions.

Keep tabs on your apps: Most connected appliances, toys, and devices come with a mobile application. Your mobile device could have suspicious apps running in the background, or may use default permissions you unintentionally approved. Check the developer of apps before downloading to make sure they come from legitimate sources and uninstall apps you no longer use.

Zoom Update

The recent Zoom update may have changed the passcode and waiting room settings on your scheduled meetings. A passcode is turned on by default for all new meetings, and

is embedded in the meeting invitation. To utilize the waiting room you may need to change your personal settings in [Zoom](#).

- First login
- Go to Settings
- Go to Security
- Go to Waiting room and make sure the toggle switch is toggled blue as shown below

Security

Waiting Room



When participants join a meeting, place them in a waiting room and require the host to admit them individually. Enabling the waiting room automatically disables the setting for allowing participants to join before host.

Training Site

The new [NKU training site](#) is now active. This site will work more efficiently and effectively than the previous site. It sends Outlook email reminders for training classes you have registered to attend.

If you are already registered for trainings in the old system, they have been redirected to the new system.

One-on-One Technology Support Appointment

NKU IT is here to help you with your technology needs! You may [schedule a 30 minute one-on-one support appointment](#) with your building Client Support Specialist.

Meetings with IT technicians are scheduled virtually via *Zoom* appointments. However if you prefer a face-to-face meeting, please indicate that in the "what topic do you want to discuss" section. Please note, due to limitations of the software, you will still receive a Zoom invitation, even though the client Support Specialist will meet you for a socially distanced face-to-face meeting.

Mobile App

Join **over 1000** NKU colleagues who are using the faculty/staff profile on the mobile app!

Choose the appropriate App Store link below:

- [Apple App Store](#)
 - [Google Play Store](#)
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Technology Reminder

Per the Safe Colleges re-entry training, if you are working on campus, remember to take your laptop and work materials home with you each day.

Check our [IT website](#) for the latest system alerts and news.
Follow updates on Twitter [@NKUCIO](#)