



Procurement Reminder

To purchase technology, such as software, external hard drives, or computer equipment outside of the computer replacement program, please be sure to complete the [IT Procurement Request Form](#) for approval before placing the order.

Additionally, please remember that when saving carts on vendor websites, a follow up purchase requisition (PR) is required for the 'saved cart' to be ordered. The order will not be placed by simply saving the cart.

Chrome Book Compatibility

As we approach midterms, please remind your students that Chrome Books are not good solutions for class technology. Many software apps **will not work** with Chrome Books. This includes **Respondus Lock Down Browser** that is used for many online tests, Office 365 downloads, and more.

VoiceThread Maintenance Outage

VoiceThread will be performing a database upgrade **Saturday, October 10th** from 5:00 am to 7:00 am. VoiceThread will be completely offline during this two hour timeframe.

Training Site

The new [NKU training site](#) will be active **Thursday, October 1st**. This site will work more efficiently and effectively than the previous site. It responds faster, and will send Outlook email reminders for training classes you have registered to attend.

If you are already registered for trainings in the old system, they will redirect to the new system beginning September 30th.

Quick Keyboard Shortcut Tips

To quickly access additional computer features you may want to try some of these keyboard shortcut tips:

- Windows D – allows you to see your desktop
 - Windows D (again) – takes you to where you were before the first Windows D
 - Control R (or F5) – Refreshes your page
 - Control W – closes the current tab
 - Control T – opens a new tab
 - Control / Shift / T – Undoes / re-opens the previous 'close tab' (up to 4 tabs)
 - Alt S – sends your current email message
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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.

Status pages for NKU service providers

If something isn't working for you (or your students) when trying to access any of the following providers, please click on the provider name linked below to sign up for their status updates. This will permit you to see any current service disruptions and events that have occurred recently. These notifications include both scheduled maintenance as well as unplanned issues.

- [Kaltura](#)
- [Zoom](#)
- [Canvas](#)
- [Office 365](#)
- [Adobe](#)

Mobile App

To get the NKU faculty/staff profile on the mobile app choose the appropriate App Store link below:

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

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](#)