

UNIVERSITY OF DALLAS

Information Systems and Technology

April 6, 2022

Greetings from your Information Systems and Technology Team!

Please take a moment to review some important technology updates highlighted below. If you have any questions or would like more information on these or other technology related topics please do not hesitate to reach out to technology@udallas.edu. Most importantly, we want to thank you for all your help in keeping the university cyber secure!

Technology Best Practices

Our Best Practices resource page is available to you for quick answers to a number of current cybersecurity and technology questions, <https://udallas.edu/offices/technology/best-practices.php>. Topics include the importance of locking your computer when you step away, strong password standards, public network use, and more. On this page you will also find links to our previous newsletters and the #BeCyberSecure resources.

Password Reminders

Instructions for setting up the required multi factor authentication, and a step-by-step guide on how to reset your password when needed can be found on the UD website in one easy to follow guide. Feel free to bookmark this page or download a copy for quick reference: <https://www.udallas.edu/offices/technology/documents/Multi-Factor-and-Password-Reset.pdf>

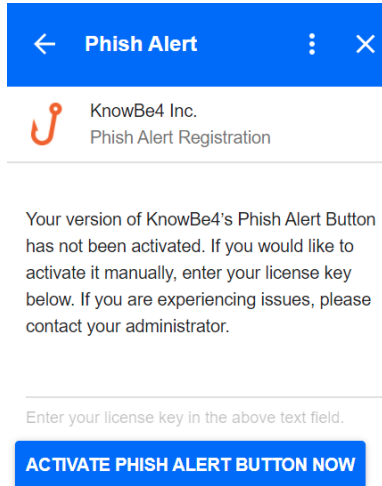
It is recommended practice to change your passwords every 90 days to increase security. If this is not your current practice, we recommend using these quarterly newsletters as a recurring reminder to update your older passwords.

Microsoft Office 365 Training

Looking to develop a new skill or refresh your knowledge on topics like PowerPoint, OneNote, or Excel? UD faculty and staff have the opportunity to access the Microsoft training support site. Here you will find video training on all topics within the Microsoft Office 365 suite. Happy learning! <https://support.microsoft.com/en-us/training>

Phish Alert Button - License Key

In October 2021 we launched the Phish Alert Button (PAB) to your Gmail account as a way for UD faculty and staff to safely report potential phishing attempts to our department. If you suspect an email is a phishing attempt please do not hesitate to notify our department using the Phish Alert Button.



If you have a KnowBe4 cyber training account, supplemental training on the Phish Alert Button can be found on the KnowBe4 training website, <https://training.knowbe4.com/ui/login> under the “Library” header. If you have any questions about the Phish Alert Button or are missing the license key please email technology@udallas.edu.

Questions

If you have any questions or would like additional resources on these topics please reach out to technology@udallas.edu or the UD Help Desk at, support@udallas.edu.
