ITS UPDATE
WHILE YOU WERE OUT EDITION,

September 2016
Updated Acceptable Use, Sensitive Data policies posted on ITS website

Information Technology Services has updated several policies to reflect best practices and to provide clear and unambiguous guidance on the appropriate use of the University's technology and data resources. You can review the new Sensitive Data Protection Policy and the updated Acceptable Use of Data and Technology Resources policy on our website. The Social Security Number Protection Policy is also posted to guide how manage SSNs and other sensitive information.

Researchers should be aware of new data protection question in WVU+kc

Starting Oct. 8, researchers will see this new question about their data when submitting IRB protocols and proposals in WVU+kc, “Does this project have data protection requirements?”

How will you know? The answer is YES if you see the following statements or similar statements in your research grant:
• “The computer where the research data will be stored must be in a locked room and cannot be connected to the internet.”
• “The computer where the research data will be stored must be encrypted.”
• “The researchers who will access the research data must use secure authentication then the research grant.”

Learn more at it.wvu.edu/research. Please contact infosec@mail.wvu.edu if you are uncertain whether your data needs to be protected or if you want advice on an appropriate data protection plan.

Faculty volunteers needed to participate in pilot of new test scanning service

ITS is seeking faculty volunteers to help pilot a new test scanning service this fall. Instructors of classes with fewer than 100 students are needed because smaller class sizes will make it easier to analyze data. You will be able to print answer forms and scan completed tests using a local Managed Printing copier (Bizhub). You no longer have to drop off tests for scanning and pick them up for distribution.

To participate, instructors will need access to a network-connected Bizhub copier from Printing and Copier Services. The copier must be set up to communicate with an Active Directory network file share, which any department or college IT support staff can manage. Please reply JC Doll if you are interested in participating or have questions.

Apple catalog, IT purchasing form are now available in Mountaineer Marketplace

Apple is now a preferred catalog vendor in Mountaineer Marketplace, with dozens of items available in the purchasing system that replaced WVUBuy over the summer. When you click the Apple icon, a window will connect you to the punch-out site. You may be prompted to click an “Allow Pop-Up” button to complete this step.

In addition to Apple, users interested in software or computer hardware can shop the Dell and CDWG preferred catalogs in Mountaineer Marketplace. Software, hardware and consulting services ordered through non-preferred catalog vendors such as HP also require completion of an IT Pur-
chasing form now posted under “Additional Forms” on the Marketplace home page.

After submitting this form, you will immediately be notified whether the purchase is pre-approved or requires an IT, security or revenue review. This pre-approval does NOT replace approvals that may be required by your EBO or department. This form is ONLY required for non-catalog vendors. However, users at the Health Sciences Center must continue to seek pre-approval for ALL orders regardless of whether WVU has a contract in place with the vendor. The HSC IT Purchases form is also under the “Additional Forms” section of the Marketplace home page.

Students and employees may use preferred first names in MIX, Portal, other systems

Faculty, staff and students may now use their preferred first names in a number of University systems that previously required the use of only legal names. Those systems are: MIX email; the WVU Portal; StarRez for housing; Argos for data reporting; and SSC Campus for advising.

DegreeWorks will be able to accept preferred names by December 2016, and Information Technology Services intends to add eCampus to this list of systems in the fall of 2017.

Students may contact the Office of the University Registrar, the WellWVU Carruth Center, the Center for Women’s and Gender Studies or the LGBTQ+ Center for assistance in making these changes. International students should contact the Office of International Students and Scholars.

Employees who want to change their preferred first names should submit a request through it.wvu.edu/help or email ITSHelp@mail.wvu.edu.

Students workers can get WVU employee discount on Adobe Creative Cloud

Student employees at WVU may now take advantage of the same steep discount on Adobe Creative Cloud that has long been afforded to University faculty and staff. Student workers may purchase a license for just under $10 through http://onthehub.com.

Students who are not employees of the University also receive a 70 percent discount, paying just $68 per year. That’s a significant savings over Adobe’s special first-year pricing for students ($240/year) and an 80 percent discount off Adobe’s normal student price ($360/year). For additional information about discounted software available through ITS, visit slic.wvu.edu.