



December 2017



[From the Desk of the VP](#)

In this month's issue, Mark Adams reflects on the accomplishments of 2017 and looks forward to collaborating in ways that will enable student success and your goals in 2018 and beyond.

[>>Read More](#)



[Elfis on Campus](#)

Elfis Dock Gigaflop, IT's magical scout Elf has returned! Watch for him in different locations throughout campus in December. If you spot him, be sure to snap a picture and post to social media using #ElfisOnCampus

[>>Read More](#)



[Holiday Reminder](#)

Remember to save your work and log off of your workstation (do not simply lock or shut off your computer) during the University's winter break.

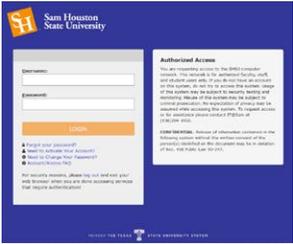
[>>Read More](#)



[Telephone System Upgrade](#)

On Thursday, December 14, the campus telephone system will be upgraded.

[>>Read More](#)



[Off-Campus Login Screen Changing](#)

The off-campus login screen for several services will look slightly different and respond to screen dimensions beginning December 1.

[>>Read More](#)



[Security Tips for Travelers](#)

Simple tips to keep you safe online when traveling.

[>>Read More](#)



[Tech Tip: Sharing a OneNote Notebook](#)

Learn more about how to share a digital notebook.

[>>Read More](#)

[My Sam Portal & Banner Goes Live](#)

The My Sam Portal and Banner updates will go live on Friday, December 15.



[>>Read More](#)



[December Training Schedule](#)

Visit Talent Management to register for classes in WebCMS, Qualtrics, Adobe Acrobat, Skype for Business, Photoshop, OneNote or Office 365.

[>>Read More](#)

Story Ideas Welcome!

Have a story idea or topic you'd like us to talk about? We'd love to hear from you! Contact the IT@Sam Communications Staff at 936-294-4497 or ITComms@shsu.edu.

Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu



MEMBER THE TEXAS  STATE UNIVERSITY SYSTEM

Follow SHSU on:



From the Desk of the VP



2017 has been a productive year for Sam Houston State University. Contributing to that productivity was the upgrade to Windows 10 and the facelifts to My Sam (SHSU's portal) and Banner as well as a new data center. 2018 promises to be equally productive with new and exciting technology endeavors across campus.

As we look toward the New Year, remember that IT@Sam is here to collaborate with you in providing the tools, services, and resources that will continue to enable student success and extend your capabilities to accomplish your goals.

From all of us at IT@Sam, have a safe and happy winter break. We look forward to seeing you in the New Year.

Mark Adams

VP of Information Technology

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu



MEMBER THE TEXAS  STATE UNIVERSITY SYSTEM

Follow SHSU on:

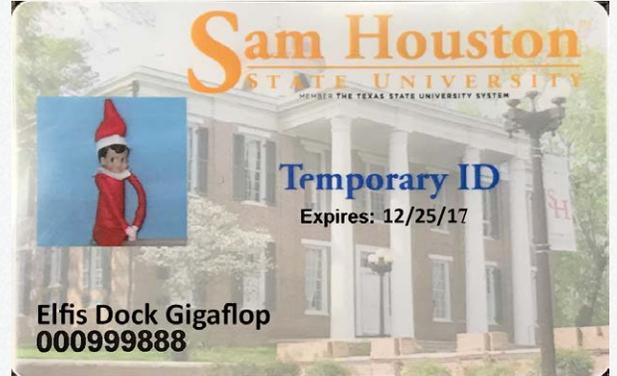




Elfis on Campus

The Elf on the Shelf® is a magical holiday tradition recognized in households around the world. Last year, IT@Sam introduced the magical scout elf, Elfis Dock Gigaflop.

Throughout December, Elfis will return from the North Pole and perch in a different location around campus to watch students, faculty, staff, and visitors. If you spot him, be sure to snap a picture and post it on social media using #ElfisOnCampus.



1 2 3 4 5 6



Follow IT@Sam:



Follow SHSU: [Facebook](#) [Twitter](#) [Instagram](#) [YouTube](#) [LinkedIn](#) [Pinterest](#)



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu



MEMBER THE TEXAS



STATE UNIVERSITY SYSTEM

Follow SHSU on:





Holiday Reminder

As you prepare to leave campus for the University's winter break, please remember to save your work and log off of your computer workstation (do not simply lock or shut off your computer). Logging off leaves your computer on and connected to the network to receive any updates that we may be pushing out over the holidays.



PC users: click the Start button and select the SH logo (or your profile picture) and choose [Sign Out](#).

Mac users: click the Apple icon on the top left of the screen and select Log off.

For up-to-date information, please view the announcements section in the [Cherwell Portal](#).

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.





Telephone System Upgrade



On Thursday, December 14, beginning at 8 pm, and concluding on Friday, December 15, 2017 at 5 pm, the telephone system will undergo maintenance. This maintenance will cause a brief outage of telephone services including office telephones, emergency towers, and voicemail. The service outage will be rolling and is expected to last less than five minutes per telephone device. Please make appropriate plans around this scheduled maintenance.

As always, please contact us if you have any questions or concerns.

Follow IT@Sam:





Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu



MEMBER THE TEXAS  STATE UNIVERSITY SYSTEM

Follow SHSU on:





Off-Campus Login Screen Changing

On Friday, December 1, 2017, a new login page is scheduled for go-live. This means that over the coming weeks as you log on to services such as SamWeb, Ad Astra, Banner, Blackboard, Cognos, DegreeWorks, etc. from off campus, the look and feel will be slightly different.





Sam Houston
State University

Username:

Password:

LOGIN

- [Forgot your password?](#)
- [Need to Activate Your Account?](#)
- [Need to Change Your Password?](#)
- [Account/Access FAQ](#)

For security reasons, please [log out](#) and exit your web browser when you are done accessing services that require authentication!

Authorized Access

You are requesting access to the SHSU computer network. This network is for authorized faculty, staff, and student users only. If you do not have an account on this system, do not try to access this system. Usage of this system may be subject to security testing and monitoring. Misuse of this system may be subject to criminal prosecution. No expectation of privacy may be assumed while accessing this system. To request access or for assistance please contact IT@Sam at (936)294-1950.

CONFIDENTIAL: Release of information contained in the following system without the written consent of the person(s) identified on the document may be in violation of Sec. 438 Public Law 90-247.

Should you ever have any cybersecurity concerns, please do not hesitate to contact the Service Desk at servicedesk@shsu.edu or (936) 294-4357.

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu



MEMBER THE TEXAS  STATE UNIVERSITY SYSTEM

Follow SHSU on:





Security Tips for Travelers

Cyber security should not be limited to the home, office, or classroom. It is important to practice safe online behavior and secure our Internet-enabled mobile devices whenever we travel, as well. The more we travel and access the Internet on the go, the more cyber risks we face. No one is exempt from the threat of cyber crime, at home or on the go, but you can follow these simple tips to stay safe online when traveling.



IT@Sam recommends users of portable computing devices to take the following measures:

- All reasonable precautions to prevent data compromise should be taken when using portable computing devices (e.g., shield screen from passive viewing, password protected screen saver).
- Ensure the device is shut down or secured when not in use (e.g., password protect devices offering such capabilities).
- Physically safeguard the devices. Keep portable computing devices within view or securely stored at all times. Unattended portable computing devices must be physically secure (e.g., locked in an office, desk drawer or filing cabinet; in an automobile, secure in a non-visible location).
- Use encryption to safeguard all storage media, (e.g., hard drives, USB flash drives, flash memory cards).
- Confidential information should not be stored on a portable computing device.
- Do not allow unauthorized persons to access SHSU portable computing devices or media. You are responsible for any misuse of the information by persons to whom you have given access.
- Promptly notify IT@Sam if any portable computing device or media has been lost or stolen.
- If you are a two-factor authentication user and will be out of range for cellular services, [request a block of codes](#) for use in case they are needed.

**Additional information can be found in the [SHSU Information Security User Guide](#).*

Stop.Think. Connect., a national public cyber security awareness campaign, has published the following travel tips:

Before You Go

- Update your mobile software. Treat your mobile device like your home or work computer. Keep your operating system software and apps updated, which will improve your device's ability to defend against malware.
- Back up your information. Back up your contacts, photos, videos and other mobile device data with another device or cloud service.
- Keep it locked. Get into the habit of locking your device when you are not using it. Even if you only step away for a few minutes, that is enough time for someone to steal or destroy your information. Use strong PINs and passwords.

While You Are There

- Stop auto connecting. Disable remote connectivity and Bluetooth. Some devices will automatically seek and connect to available wireless networks. And Bluetooth enables your device to connect wirelessly with other devices, such as headphones or automobile infotainment systems. Disable these features so that you only connect to wireless and Bluetooth networks when you want to.
- Think before you connect. Before you connect to any public wireless hotspot – like on an airplane or in an airport, hotel, train/bus station or café – be sure to confirm the name of the network and exact login procedures with appropriate staff to ensure that the network is legitimate. Do not conduct sensitive activities, such as online shopping, banking, or sensitive work, using a public wireless network. Only use sites that begin with <https://> when online shopping or banking. Using your mobile network connection is generally more secure than using a public wireless network.
- Think before you click. Use caution when downloading or clicking on any unknown links. Delete emails that are suspicious or are from unknown sources. Review and understand the details of an application before installing.
- Guard your mobile device. To prevent theft and unauthorized access or loss of sensitive information, never leave your mobile devices—including any USB or external storage devices—unattended in a public place. Keep your devices secured in taxis, at airports, on airplanes, and in your hotel room.

Common Cybersecurity Threats While Traveling

- Unsecured wireless networks. While public wireless networks provide great convenience, allowing people to connect to the Internet from almost anywhere, they are unsecure and can allow cyber criminals access to your Internet-enabled devices. Beyond the typical public wireless networks found at airports, restaurants, hotels, and cafes, they are increasingly available in other places, such as on airplanes and in public parks.

- Publicly accessible computers. Hotel business centers, libraries, and cyber cafes provide computers that anyone can use. However, travelers cannot trust that these computers are secure. They may not be running the latest operating systems or have updated antivirus software. Cyber criminals may have infected these machines with malicious viruses or install malicious software. One example is keylogger malware which, when installed, captures the key strokes of the computer's users and sending this information to criminals via email. Through this malware, criminals are able to receive users' personal information, such as name, credit card numbers, birthdates, and passwords.
- Physical theft of devices. Thieves often target travelers. Meal times are optimum times for thieves to check hotel rooms for unattended laptops. If you are attending a conference or trade show, be especially wary — these venues offer thieves a wider selection of devices that are likely to contain sensitive information, and the conference sessions offer more opportunities for thieves to access guest rooms.

[Tips](#) provided by Homeland Security and Stop. Think. Connect.

Stop.Think.Connect.™ is a national public awareness campaign aimed at increasing the understanding of cyber threats and empowering the American public to be safer and more secure online. The Campaign's main objective is to help you become more aware of growing cyber threats and arm you with the tools to protect yourself, your family, and your community. For more information visit www.dhs.gov/stopthinkconnect.



Homeland Security

www.dhs.gov/stopthinkconnect



STOP | THINK | CONNECT™

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu





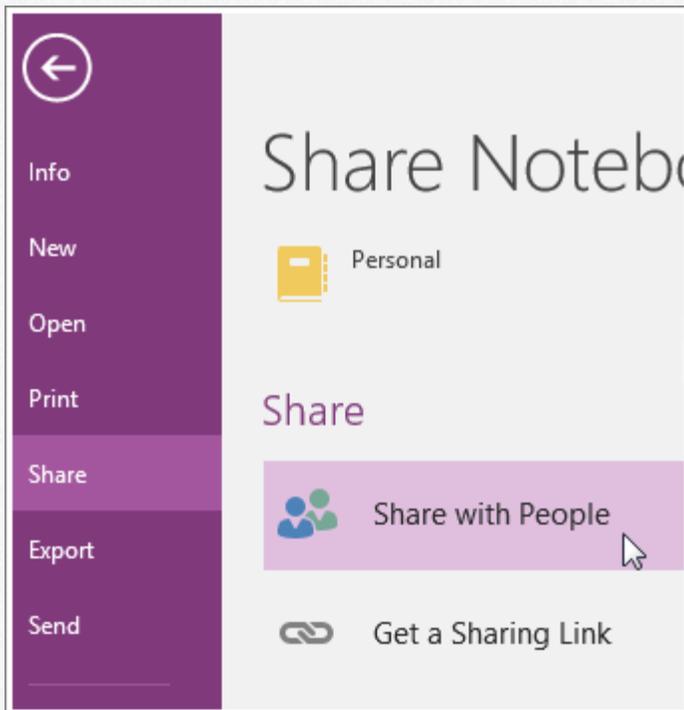


Tech Tip: Sharing a OneNote Notebook

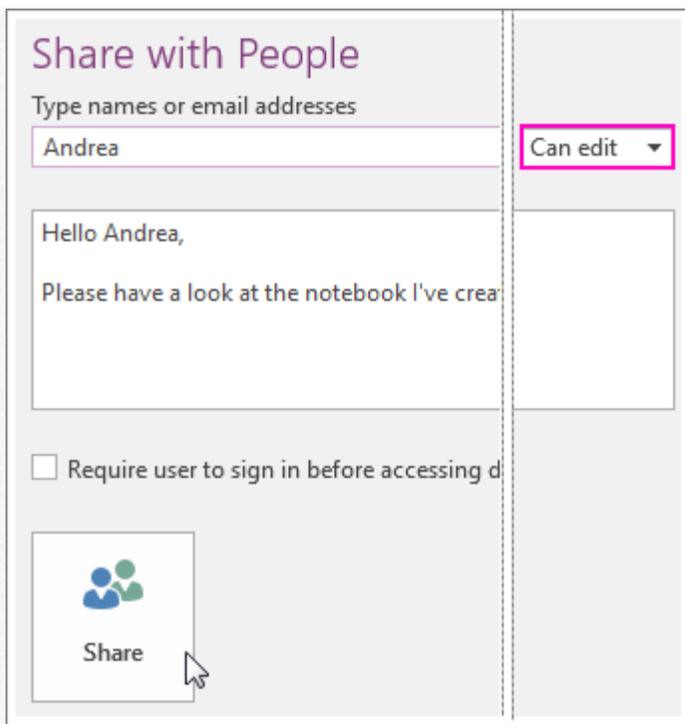
Microsoft OneNote is a digital notebook. So, whether you're at home or in the office, you can use OneNote to take notes, wherever you go. And OneNote automatically saves and synchronizes your notes. OneNote also has its own sharing feature.

Sharing can be done through the Share feature on the menu on the left in backstage view or by selecting Invite people to this notebook below the file location.

1. Choose File > Share.



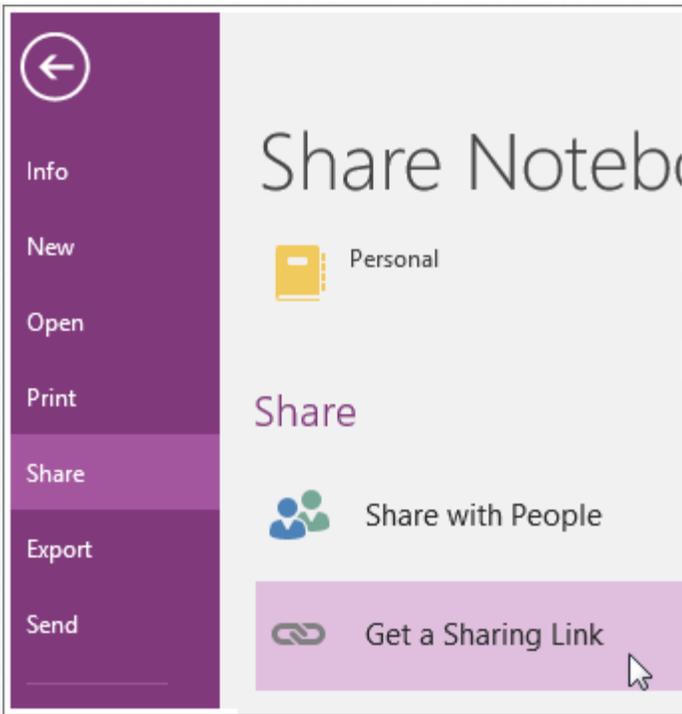
2. Under Share with People, type the names or email addresses of people you'd like to share your notebook with.



3. In the drop-down box on the right, choose whether each person can edit or just view your notebook.
4. Add a personal note, if you'd like, and choose Share. The people you've selected will get an email invitation to open your notebook.

You can also generate a link to your notebook so others can view or edit it. If someone forwards the link to another person, they will also be able to see your notebook.

1. Choose File > Share > Get a Sharing Link



2. Next to View Link or Edit Link, choose Create Link.

If you use OneDrive, it is important to know that OneNote has its own sharing feature and therefore, notebooks should be shared directly from the OneNote application. Sharing a OneNote notebook using OneDrive can cause errors and can corrupt the file.

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu

More SHSU Menu



My Sam Portal & Banner Goes Live

[My Sam](#), SHSU's portal, and Banner Administrative Applications (formerly known as Banner INB) has gotten a digital facelift and will go live on Friday, December 15, 2017.

In addition, there are [new](#) Banner keyboard shortcuts.

My Sam Portal

Banner Administrative Applications (formerly known as Banner INB)

To learn more about the updates, read the [September](#), [October](#), and [November](#) issues of the IT@Sam Newsletter.

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu





December Training Schedule

Several technology training sessions are available during the month of December.

One-on-one assistance and department training are available upon request. For questions, or to schedule a training, contact our Training Staff at ITTraining@shsu.edu.

Date	Time	Title
December 4	2:00 - 3:30 pm	WebCMS
December 5	9:00 - 10:00 am	Qualtrics - Introduction
December 5	2:00 - 4:00 pm	Excel 2016 - Advanced
December 6	9:00 - 10:00 am	Adobe Acrobat DC - Introduction
December 8	9:00 - 10:00 am	Skype for Business 2016 - Introduction
December 12	9:00 - 11:00 am	Photoshop CC 2015 - Introduction
December 12	2:00 - 3:00 pm	OneNote 2016 -Introduction
December 13	9:00 - 10:00 am	Office 365 - Introduction

To sign up for one of these training sessions, please visit [Talent Management](#).

If you are unable to attend a class you have registered for, please make sure to cancel in [Talent Management](#). This will allow those on the waiting list the opportunity to register for the class.

Cancellation Policy: Classes require a minimum of five (5) attendees. Classes that do not meet this requirement will be canceled at least 24 hours before the start of the class. Should a class be canceled, the

enrolled attendees will be notified by e-mail and by phone.

Follow IT@Sam:



Follow SHSU:



Sam Houston State University

Huntsville, Texas 77341
(936) 294-1111 | (866) BEARKAT

© Copyright Sam Houston State University. All rights reserved.

Maps & Contacts Menu



More SHSU Menu



MEMBER THE TEXAS  STATE UNIVERSITY SYSTEM

Follow SHSU on: