ST.CLAIR
COLLEGE

IT INSIGHTS

🦁 FEATURED PROJECTS & INITIATIVES

IT Client: Most Staff and Students are able to install the Microsoft Office products (Word, Excel, etc) on their personal computer, by logging into the MyStClair portal, clicking on the Office 365 Apps tile, logging in, and then clicking on the "Install Apps" button near the top right corner of the main dashboard. You can select which products you'd like to install.

IT Systems: T4 slips are available online through the Peoplesoft Personnel system.

Please find the instructions on how to access your T4 from the Peoplesoft Personnel system.

🦁 MONTHLY FEATURES

IT CLIENT:

Learn some useful tricks when using Google Maps. Improve the way you get around and find local points of interest

IT SYSTEMS:

T4A slips will be available on SIS.

Please find linked instructions on how to access your T4A from the SIS

🦁 THE CYBERSECURITY CORNER

The Importance of Keeping Your Password Secure

The security of both company and personal systems remains under threat as criminals persist in exploiting stolen passwords. Consequently, it has never been more crucial to employ robust passwords and safeguard them effectively.

Regrettably, numerous individuals commit password errors that can result in significant consequences, both personally and for the company. For

instance, a concerning 49% of adults admit to jotting down at least some of their online passwords, with 18% confessing that this is their primary method of password recall.

Thankfully, most password mistakes are avoidable. Below are some tips to help you steer clear of common pitfalls:

- **Avoid Writing Down Passwords:** Refrain from jotting down your passwords.
- **Use Unique Passwords:** Employ different passwords for each system or account.
- **Opt for Unpredictable Passwords:** Select passwords that are not obvious, common, or easily guessable, especially by those who may have access to basic information about you.
- **Follow IT Recommendations:** Adhere to IT guidelines on selecting stronger passwords and managing them securely.
- **Avoid Unnecessary Password Changes:** Only change passwords upon IT request or if there are clear security reasons to do so; avoid changing them simply because you've used them for a while.
- **Secure Your Devices:** Lock your smartphone and other devices when not in use.
- **Enable Two-Factor or Multi-Factor Authentication:** Whenever possible, use additional layers of security like two-factor or multi-factor authentication.
- **Consider Passphrases:** Consider using easily remembered long passphrases instead of complex passwords.

GRIFF'S PRO TIP OF THE MONTH

Microsoft is releasing a new StickyNotes app for Windows. [See more info here](#).

Bonus Tip: Holding down the Ctrl key while using your mouse wheel will Zoom In and Out in nearly any window.

THIS MONTH'S CONTEST

Feeling Lucky?!

Scour the picture to find all of the hidden griffins. Once you think you've found them all, submit your answer on the form.

Use this online form to submit your answer. Three (3) winners will be chosen at random.

Click here to see contest rules.

🏆 **LAST MONTH'S CONTEST WINNERS**

The winners of last month's contest deciphered that the riddle referred to the **#SAINTSNATION** sign in our campus lobbies.

Congratulations to our 3 WINNERS from last month's contest!

HOURS OF OPERATION:

IT HELPDESK (x2500)

Mon-Thu: 8am to 8pm
Fri: 8am to 7:30pm

IT CLIENT SERVICES

Mon-Fri: 8am to 10pm
September - June
Mon-Fri: 8am to 5pm
June-September

IT AUDIO/VIDEO

Mon to Thu: 8am to 8pm
Fri: 8am to 7:30pm

Something you'd like to see in future issues?
Drop Us a Line