



**October 2023**

***Cybersecurity Awareness Month***

**In this issue:**

Required Cybersecurity Training . . . . . 2

Password Protection Tips . . . . . 3

How to Report Suspicious Emails . . . . . 4

October Technology Workshops . . . . . 5

OwlTrain: Your E-Learning Hub . . . . . 6

UITS Contact Information . . . . . 6

KSU Status Page . . . . . 6





## Required Cybersecurity Training

In alignment with the University System of Georgia’s cybersecurity training requirements, Fall Cybersecurity Awareness Training is now available. This training takes approximately 15–20 minutes. **All employees must complete this training by Oct. 31.**

Fall Cybersecurity Awareness Training is delivered via KnowBe4, the USG-provided learning platform. You can access the training through from the University Information Technology Services (UITs) [Office of Cybersecurity webpage](#).

Employees who do not want to take the training online or do not have access to a computer can attend one of the following in-person sessions:

Day	Time	Location
Tuesday, Oct. 10	10–10:30 a.m.	Marietta: J.M. Wilson Student Center, Room A216
Tuesday, Oct. 17	10–10:30 a.m.	Kennesaw: Bagwell Education Building, Room BEB402

*Supervisors, you can track the training status of your employees by logging in to Owl Express, selecting the “Employee Services” tab at the top, and clicking on “Training Dashboard.”*

Your participation is sincerely appreciated! Thank you for helping safeguard the information with which we are entrusted.

If you have any questions about this training, please contact the KSU Service Desk—call 470-578-6999 or email [service@kennesaw.edu](mailto:service@kennesaw.edu).



# Password Protection Tips

As faculty and staff at Kennesaw State University, we are responsible for protecting sensitive information. Using strong passwords is one of the simplest and best steps we can take to safeguard data.

**Key tips for password management:**

- 1. Complexity is key:** Incorporate a mix of numbers, special characters, and uppercase and lowercase letters. Avoid simple or guessable patterns like "password1234."
- 2. Uniqueness matters:** Use a different password for each account.
- 3. Length is strength:** The longer your password is, the better. Each password should include at least 12 characters.
- 4. Phrases may outperform words:** Consider using memorable phrases or short sentences as passwords—and remember to include numbers and special characters, as well.
- 5. Passwords should be updated regularly:** Change your password every 6–12 months, at a minimum. If you suspect your account has been compromised, change your password immediately.



# How to Report Suspicious Emails

Reporting suspicious emails is as simple as clicking the "Phish Alert Report" button in your KSU email and confirming your submission in the pop-up panel on the right-hand side of the screen.

Frequently asked questions:

## ***What happens when I click "Phish Alert Report"?***

A pop-up on the right-hand side of the screen will ask you to confirm your choice to report the email. The email will then be deleted from your inbox and forwarded to the UITS Office of Cybersecurity for investigation.

## ***What if I mistakenly clicked "Phish Alert Report" and need to access the email?***

Reported messages can be found in your "Deleted Items" folder until the folder is emptied (after which point, the deletion will be permanent, just as with any other deleted message). As long as the message is still in the "Deleted Items" folder, it can be moved back to your inbox.

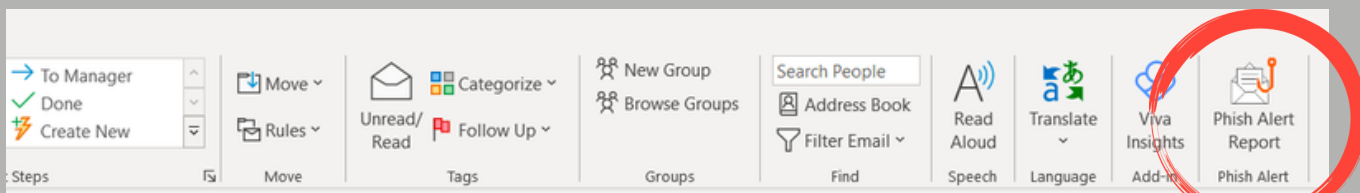
## ***What if I'm not sure whether an email is a phishing attempt?***

It's best to err on the side of caution. If you are unable to verify a sender's unusual or suspicious request in person, by phone, or through a Teams message, you are advised to report the message. You can also check the [Phish Market](#) for information about campus-wide alerts.

## "Phish Alert Report" Button



Outlook on the Web  
as found at [ksuemail.kennesaw.edu](http://ksuemail.kennesaw.edu)



Outlook App  
opened on your computer





## October Technology Workshops

UITS offers a variety of **free online workshops** for faculty and staff. Register and join in [OwlTrain](#).

Date	Time	Topic
M, 10/2	2–2:30 p.m.	Canva
Th, 10/5	2–3 p.m.	Adobe Premiere
M, 10/9	2–2:30 p.m.	Kahoot!
T, 10/10	10–11 a.m.	Excel 1: Foundations
W, 10/11	10–11 a.m.	Excel 2: Tables & Charts
R, 10/12	10–11 a.m.	Excel 3: Pivot Tables
F, 10/13	10–11 a.m.	Excel 4: Advanced Functions
M, 10/16	2–2:30 p.m.	OneNote
W, 10/18	2–3 p.m.	Qualtrics
R, 10/19	2–3 p.m.	Adobe InDesign
R, 10/26	2–3 p.m.	Adobe Illustrator
F, 10/27	10–11:30 a.m.	Omni
M, 10/30	2–2:30 p.m.	Teams Forms
T, 10/31	10–11 a.m.	Get It Together: Tech Tools to Get (and Stay) Organized

Check out our complete [Fall technology workshop schedule](#).










## OwlTrain: Your E-Learning Hub

OwlTrain is KSU's free e-learning platform filled with live and self-paced workshops and courses designed to empower faculty, staff, and students alike. OwlTrain features a user-friendly interface and a wide range of resources.

Log on to [OwlTrain](#) to learn about . . .

- Data management and analysis 
- KSU-supported technology 
- Productivity and collaboration tools 
- Professional improvement 
- Project management 
- *And more!*

## UITS Contact Information

Do you need help with KSU-supported technology?  
UITS is here for you.

### Contact the KSU Service Desk

470-578-6999

[service.kennesaw.edu/technology](https://service.kennesaw.edu/technology)

### Service Desk Walk-Up Counters:

Kennesaw: Pilcher Building, Room 106

Marietta: Academic Building, Lower Level



## KSU Status Page

Subscribe to the [KSU Status Page](#) to receive text or email updates on the status of KSU technology maintenance, outages, and updates. Visit [status.kennesaw.edu](https://status.kennesaw.edu) and click the blue text that reads "Subscribe To Updates."

