

# DO YOU KNOW...



## HOW TO SEE WHAT ASSETS ARE ASSIGNED TO YOU OR YOUR DEPARTMENT?

Self-service is available for employees to see assets assigned to them or their department.

To see your assigned asset(s), follow these steps:

- 1) Go to [service.kennesaw.edu](http://service.kennesaw.edu) and log in.
- 2) Select Assets at the top on the right.
- 3) Select Personal, Departmental, or Divisional as desired.

This will list all assets assigned to you or your department/division respectfully.

To export your results please click on the pancake symbol at the top of your list and select the preferred export (i.e. "Export as Excel") to download the list to your computer.

## HOW YOU CAN ORDER GENTLY USED TECHNOLOGY?

Employees can request gently used technology on a first-come, first-served basis. There is no cost for this technology but it is subject to availability.

To order follow these steps:

- 1) Go to [service.kennesaw.edu](http://service.kennesaw.edu).
- 2) Select "Technology."
- 3) Select "Service Request."
- 4) Select "Gently Used IT Equipment" under **Categories** on the left-hand side.

Once you have completed the request, a representative of UITs will contact you for the delivery of the equipment.

## WHAT TO DO ABOUT TECHNOLOGY FOR A NEW HIRE?

UITs ensures employees have appropriate technology for their roles. By policy, UITs tracks the life-cycle of technology.

The chart below shows the equipment eligibility for each type of employment status.

Employment Status:	Role Type:	Equipment Eligibility:
Full-Time	Employee (Faculty or Staff) hired as full-time, whose job requires technology	New computer designated as LCR eligible
Part-Time Faculty	Faculty member working less than a full-time faculty position (includes adjunct faculty)	Gently used computer
Limited-Term Faculty	Full-time faculty contracted for a preset number (typically 2) of annual renewals	New computer designated as LCR eligible
Part-Time Staff	Staff member working less than a full-time staff position	Gently used computer
Front Desk	Location where employee(s) work that is front-facing to students or employees	New computer designated as LCR eligible
Student Assistants	Student hired to augment staff or faculty workload	Gently used computer
Contractor	Contractor hired for part-time or full-time work through an outside agency	Gently used computer



## A Helpful New Feature in D2L

A great new feature is coming to D2L! When an email is forwarded from D2L to an instructor's KSU mail account, the email subject will include the text [D2L] and a blue bar will appear in the body of the message, reminding the instructor to log in to D2L to be able to reply to the message. This upgrade, coming in early November, helps instructors remember not to reply to messages forwarded from D2L. Instructors should instead log into D2L and reply from the platform.

## Explore the Training Dashboard

The Training Dashboard gives every KSU employee the chance to see which required pieces of training have been completed and which ones remain outstanding. The dashboard also included the due dates and the status of any direct reports.

Don't miss out on using this helpful tool to keep essential pieces of training completed in a timely manner.

[Explore the Training Dashboard now!](#)



## Required Zoom Updates

Beginning November 5, the minimum version required for the Zoom client (Windows, macOS, Linux, iOS, Android, Intune, and Blackberry) is 5.8.6. To avoid having to update your Zoom app as you are attempting to join a meeting, please update Zoom *in advance* at your convenience.

To take advantage of all the latest security and functionality features, Zoom recommends that you update to the latest version, which is currently 5.12.2.

To see your version number, follow the steps found here: <https://support.zoom.us/hc/en-us/articles/201362393>

To update to the latest version, follow the steps found here: <https://support.zoom.us/hc/en-us/articles/201362233-Upgrade-update-to-the-latest-version>



### Duo Drama?

If the Duo app is not responding to push notifications, or the call option isn't calling the phone, then restart your phone and try Duo again.

— Submitted by Patricia W.



# October 2022 CYBERSECURITY AWARENESS MONTH

## Staying Cyber-Secure

While October may have been National Cybersecurity Awareness Month, Kennesaw State University is committed to being cyber-secure year-round! Use these helpful tips to keep your data, devices, and the campus community safe from phishing attempts and bad actors seeking to access your information and accounts.



**Don't trust the display name of who the email is from**

*Just because it says it's coming from a name of a person you know or trust doesn't mean that it truly is. Be sure to look at the email address to confirm the true sender.*



**Look, but don't click**

*Hover or mouse over parts of the email without clicking on anything. If the alt text looks strange or doesn't match what the link description says, don't click on it—report it.*



**Check for spelling errors**

*Attackers are often less concerned about spelling or being grammatically correct than a normal sender would be.*



**Consider the salutation**

*Is the address general or vague? Is the salutation to "valued customer" or "Dear [insert title here]"?*



**Beware of urgency**

*These emails might try to make it sound as if there is some sort of emergency (e.g., someone needs money right away, your account has been compromised, or someone is in trouble).*



**Is the email asking for personal information?**

*Legitimate companies are unlikely to ask for personal information in an email.*

