

THE UT CHRONICLES

The Official Newsletter of Drew University Technology



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DREW
TECHNOLOGY

NEW HIRE TECHNOLOGY NEEDS FORM

Onboarding a new employee can be a lot of work. It is our hope to make this process slightly more streamlined by gathering all the information about the technology needs for your new employee at once – things like a phone, computer, and system access. We request that a supervisor fill out the [Tech Needs form](#) as soon as they know that someone will be filling a position. It is important to note that equipment cannot be assigned, and an account cannot be given permission to access anything, if the new employee does not file the required paperwork with Human Resources (HR's data input creates the employee's account). As any office in need of a new staff member will tell you: time is of the essence!

CALL FORWARDING ON THE MITEL PHONE

To forward your calls to another phone, such as your cell, you will use a Mitel feature known as Availability States. These states can be managed from your desk phone by pressing the Options soft key and entering your voicemail password.

Once the state is configured, you can enable it from your desk phone or by calling the voicemail system at 973-408-4933. Learn more at <https://uknow.drew.edu/confluence/x/D4vMB>.



DREW BANNER USERS GROUP

In March, Drew reconstituted the Banner Users Group. Members represent departments that use Banner as well as those which may not be "hands on" users, but whose functions are dependent on Banner, for example, Institutional Research.

The group serves as departmental liaisons, sharing Banner-related information with their constituent users, other departments, and UT. The user group will assist UT in setting priorities for Banner-related projects across the University, helping to ensure that institutional needs are balanced against departmental needs. Further, given the substantial volume of Banner updates released each quarter, each member also functions as the department "point person" to ensure testing is performed effectively and timely so that we can keep Banner up-to-date.

PASSWORDS

Passwords might become a topic you're eventually advised not to bring up at dinner with new friends, like politics or religion. But to us, it is important that you know some things about passwords! You've been told not to reuse passwords and to use passphrases. You might even use a password manager to help. Have you considered multi-factor authentication, such as Duo Security? We require all Drew employees to enroll in Duo Security.

If you've already enrolled, you should know that you will sometimes need your device password instead of (or in addition to) your uLogin password. This password is used only in cases of apps or devices that are not able to log you in using two-factor authentication. Luckily, these are becoming fewer in number!



THINGS OF NOTE

- Curious about Google? Looking for some professional development? Visit the G Suite Learning Center and see what Google will teach you about Google Docs or optimizing your inbox.
- When dialing an on-campus extension from your office phone, just dial the last 4 digits so the call can be routed by the Drew phone system. Dialing "9" plus the full 10-digit number routes the call outside the Drew system first (which results in a billable call).