THE UT CHRONICLES

The Official Newsletter of Drew University Technology

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DREW
TECHNOLOGY

REQUIRED SECURITY TRAINING FOR GLBA COMPLIANCE

Drew University is launching a security education and awareness training initiative for all employees, consultants (sometimes called "non-Drew employees"), and student employees as part of our compliance with the Gramm-Leach-Bliley Act. The Gramm-Leach-Bliley-Act (GLBA) is a law that applies to financial institutions, including universities which maintain records regarding things like tuition payments and financial aid. Please note: Not all students are required to take this training.

Those required to participate received an email on November 19, 2021 linking them to the CyberRiskAware Training Portal. After creating a password and logging in to the Training Portal, these users will see the 4 assignments they are required to complete by December 22, 2021: Removable Media, Email Security, Social Engineering Part 1 and Part 2.

If you have any questions about this requirement, please reach out to Human Resources at humres@drew.edu. If you have any questions generated by the training, please reach out to University Technology at helpdesk@drew.edu.

MOST POPULAR PAGES IN TECH HELP

Each month, we update the list of the previous month's most popular pages and post it to the front page of the Technology Help and Information space in U-KNOW.

In the month of October, these were the pages with the highest number of visitors:

- CloudPC
- PDF-XChange Editor
- "Account not configured" error in Citrix Workspace
- Two-Factor Authentication with Duo Security
- Having Trouble Logging In?
- Installing Microsoft Office - Student
- Saving Files to Your Computer in SPSS
- Using Microsoft Word Templates
- Thesis and Dissertation Formatting
- Setting Up Citrix Workspace for CloudPC

TIME MANAGEMENT TOOLS

Every so often, University or Instructional Technology will offer a workshop discussing some of the time management tools and strategies we've encountered over the years. As we approach another finals season, we wanted to take this opportunity to share this resource with you, our Time Management Tools Handout. This is a collection of items, some recommended by Drew students and some by Drew employees, grouped into different categories: Google Apps, including Tasks and Keep; Distraction blockers like Cold Turkey or the Forest app; reminder apps like Sworkit or Focus Booster; and task management products like Trello, Cozi, or the myHomework Student Planner.

The focus of this handout is on some tech tools that can help you manage your time and attention, but it is important to remember that you will be healthier and more productive if you routinely step away from the technology. At the University in the Forest, we encourage spending some time outside in nature, observing the trees and the squirrels!

"Almost everything will work again if you unplug it for a few minutes, including you."
– Anne Lamott
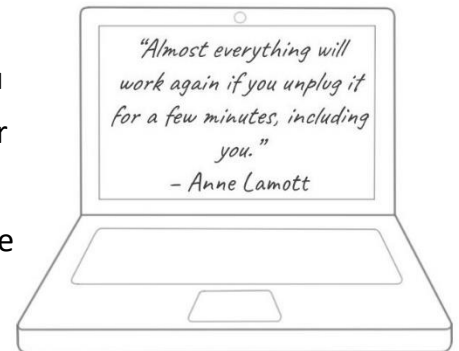
HELPFUL LINKS AND NUMBERS

For easy reference, here are some links and phone numbers you may want handy:

973-408-4357	973-408-3001
UT Helpdesk	Classroom Tech Help
To log or view a tech support request: **help.drew.edu**	**uknow.drew.edu/techdocs** Technology Help and Information