MESSAGE FROM THE CIO

As another productive spring semester comes to a close, we are providing reminder information. In this issue, read about askIT self help resources, CBT online training materials and NBC Learn – all valuable educational resources provided at no cost to the University community. As the severe weather season is upon us, we also remind you to update your TechAlert information to receive emergency communications. We appreciate your continued partnership as we collaborate to protect institutional information resources and data.

GO TECH!
—Sam Segran
Associate Vice President for IT and Chief Information Officer

As you take advantage of the many information resources provided by Texas Tech University, please remember that use of these resources must adhere to the TTU IT Acceptable Use Policy. The Acceptable Use Policy defines your personal responsibilities when using TTU information resources. Mobile devices, electronic files, data, computer hardware, software, and peripherals are examples of institutional information resources.

Highlights of the Acceptable Use Policy:
• The TTU policy applies to all TTU faculty, staff, students, and others granted access to any University information resources, regardless of location or method of access;
• Information resources must be used in a manner consistent with the mission and objectives of TTU and the State of Texas;
• TTU faculty, staff, and students must only use information resources they have been granted access to and no one may attempt to circumvent security measures;
• Information on safe computing practices is available for the campus community at http://www.ttu.edu/safecomputing. Please report any potential or actual IT security violations or weaknesses immediately to the TTU Information Security Officer at (806) 742-0840 or security@ttu.edu;
• Be respectful, courteous, and ethical in the use of information resources;
• Do not share information resources login information (e.g., eRaider username or password). Account owners are personally responsible for all uses associated with their account;
• Incidental personal use is restricted to authorized users within certain guidelines (outlined in the Acceptable Use Policy);
• TTU information resources must not be used for personal/commercial gain or for political activity; and
• All use of information resources is governed by local policies and applicable state/federal law.

We invite you to review the complete list of TTU IT Security Policies at http://www.it.ttu.edu/security. In all things at TTU, Integrity Matters!

TechAlert is the TTU Emergency Alert Notification System used to communicate important alerts and emergency response information to faculty, staff, and students. If you have not already done so this semester, please take a moment and update your cell phone, home phone, or text message information at www.emergency.ttu.edu, and click on the "TechAlert" option to review your current information. You may enter as many as four phone numbers with TTY/TDD for hearing impaired and text messaging options. The system is used to alert the university community of emergency situations, such as severe weather warnings and class cancellations/delays.

Please note that your emergency contact information in this system is not shared with any other campus departments or external organizations. Your emergency contact numbers in the TechAlert! database are used solely for emergency notifications.

askIT is a TTU IT service that allows the TTU community to get online help materials 24 hours a day, 7 days a week! Visit www.askIT.ttu.edu and review the categories and rich IT assistance resources for our campus community. This online, self-service tool allows you to troubleshoot many IT problems at your convenience. You can customize searches spanning more than 20 different categories, or browse through popular IT questions and answers. The self-help service allows you to run reports on current and past TTU IT Help Central issues; customers are able to quickly check the status on an open issue.

The TTU IT Division supports learning “anytime, anywhere” for the TTU community with free online Computer-Based Training (CBT). CBT, a Skillsoft product, is a self-paced, interactive training system with over 5,000 courses available to all TTU faculty, staff, and students. CBT courses can be used for professional development, resume enhancement, academic curriculum support, course supplement, and on-the-job training. The wide range of course offerings make CBT courses valuable for faculty, staff and students with all experience levels and technical backgrounds.

DATA SAFETY – IT TAKES A COMMUNITY
RECEIVING TECHALERT EMERGENCY NOTIFICATIONS
IT HELP WHEN YOU NEED IT
ONLINE TRAINING – ON YOUR SCHEDULE
Examples of available course topics:

- Basic-to-advanced software application skills (Word, Excel, PowerPoint, Access, etc);
- Human Resources and Talent Management;
- Budgeting Fundamentals;
- Server management skills;
- Programming skills;
- Customer service skills and management;
- Financial management skills;
- Project management skills; and
- General management skills.

TTU has partnered with Skillsoft since 1999 to bring the campus this rich set of online training content. The multimedia learning modules are highly professional, and the content is designed by relevant industry experts.

Faculty, staff and students report the following features are the most popular:

- Download a course and work offline from anywhere;
- Track course progress;
- Select relevant course components (just-in-time training);
- Set goals and reminders; and
- Assess skill mastery.

Visit www.cbt.ttu.edu, provide your eRaider credentials, and access the extensive course catalog – begin your online learning! For technical assistance, please contact IT Help Central at ithelpcentral@ttu.edu or 806-742-4357 (HELP).

NBC Learn Higher Ed includes:

- Over 10,000 primary source videos, documents, letters, and images;
- Current events videos updated daily;
- Resources for Sciences, Arts & Humanities, Careers, Business, and most disciplines;
- Historic news broadcasts and newsreels from the 1930’s to the present;
- Full transcripts and bibliographic citations;
- Closed captioning for all resources;
- Rights and copyright authorized for educational use;
- Intuitive search and customer friendly browser interface; and
- Cue Card Media player.

The TTU community can access this exciting new service in three different ways:

1. TTU NBC Learn Site
   On the web, go to http://nbclearn.ttu.edu, sign-in with your eRaider, and start searching and viewing NBC Learn content. From this site, you will have “personalized” access to NBC Learn, and can create play lists and export content.

2. TTU Library Search
   From the TTU Library Search page (www.library.ttu.edu), search using your topic keywords, and items from NBC Learn will be included in your search results.

3. Blackboard
   NBC Learn is available in Blackboard for faculty who wish to incorporate this content into their instructional materials. Note that students and faculty can create and maintain a list of favorite NBC content within their Blackboard course.

Non-personalized access to NBC Learn Higher Ed is also available from any campus or home computer by visiting http://highered.nbclearn.com.

For more information regarding this new service, visit the informational site, http://www.depts.ttu.edu/infotech/nbclearn. For additional questions or information, please contact IT Help Central (ithelpcentral@ttu.edu) or (806) 742-4357 (HELP).