

# Information Technology Division Bulletin

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## Message from the CIO

The Office of the CIO designated April 16th through 20th as TTU IT Spring Cleaning Week. In this issue, we offer suggestions for “cleaning” your website, devices, and storage. As is customary, the TTU IT Division and the TTU Operations Division sponsored Shred Week, allowing departments to securely discard unneeded documents that contain personally identifiable information and other unneeded documents. “Spring Cleaning” your TTU IT equipment and resources allows the institution to extend the life of equipment, reduce unnecessary consumption of resources, and destroy unneeded data that could pose risk. Together we can strive to increase IT resource efficiencies and optimize resource utilization. Go Tech!

—Sam Segran, Chief Information Officer and Vice President for IT



## Spring Cleaning

Remember Your Website

As you do your spring cleaning for 2018, don't forget to scour and scrub your website. Old pages and outdated information can confuse visitors, and may send a negative message to potential students, faculty, and staff.

### 1. Check your contact information

Make sure email and phone information is up-to-date, easy to find, and displayed in several locations.

### 2. Remove old documents

Where possible, move legacy documents off the web server and on to local storage. Be sure to delete earlier versions of a published file; keeping older versions in a web folder can create confusion, consume space, and allow search engines to find/return the outdated version!

### 3. Refresh your images

Slideshows and image galleries are a great way to engage visitors on your site, but don't leave them up too long. Rejuvenate your site with new images, icons, and colors periodically. When posting images, be sure that you comply with Federal, State, and TTU guidelines and policies (e.g., TTU OP 30.22 and 52.02).

### 4. Make sure your website reflects relevant changes to your organization or department

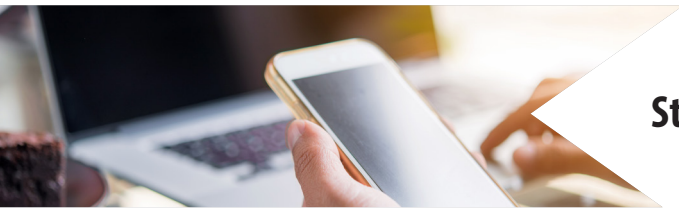
Sometimes we spend so much time focusing on the new information to publish, that we forget the staple information. Don't let the basic information (location, strategic plan, etc.) become outdated.

## Sanitize Your Device



Statistics vary on the number of bacteria and viruses that live on our devices, but industry experts agree that our devices come into contact with a wide variety of contaminants every day. All the more reason to sanitize your devices on a regular basis!

The TTU IT Division invites you to **SANITIZE YOUR DEVICE** on Tuesday, May 15 and Thursday, May 17—11am to 1pm in the SUB, across from Copy Mail. TTU IT will provide device cleaning wipes for you to “sanitize your device” and avoid unwanted germs.



## Storage Management

Optimize University Resources

In the spirit of “spring cleaning,” the TTU IT Division encourages you to schedule time to sort through your files and emails. Taking a few minutes to look through your email inbox, folders, and archives will help you stay organized and conserve institutional data storage resources.

This same method can be applied to additional TTU educational resources offered to faculty and staff such as:

- Mediasite—enterprise lecture capture system;
- SharePoint—multi-purpose web platform used for document and file management;
- Blackboard—learning management system; and
- Wiki—user-managed website that allows users to create and edit web content.

A full list of educational and enterprise services can be viewed here: <https://www.depts.ttu.edu/itts/services/>.

We recommend the following practices when sorting and managing files:

- Establish a system to organize the files you send, receive, and store;
- Delete old/unwanted files that you are not required to retain (Records Retention OP 10.10);
- Be sure to check any Deleted Items, Sent Items, or Junk folders regularly; and
- Archive old files that you need to retain.

Thank you in advance for your efforts in conserving institutional data storage resources. For detailed instructions and support, please contact IT Help Central at (806) 742-4357 (HELP) or [ithelpcentral@ttu.edu](mailto:ithelpcentral@ttu.edu).

## Shred Week Success



For the past several years, the TTU Information Technology Division and the TTU Operations Division have partnered to provide affordable, on-campus document shredding—Red Raider Shred.

This spring, Shred Week took place from February 12 to February 16, and a total of 172 box pickups were completed, with an estimated total weight of 6,775 pounds or 3.39 tons of paper.

As always, thank you to the Operations Division for collaborating with us to provide a valuable service to the TTU community. For additional information and service details, please call (806) 742-8327 (TEAR) or visit [www.depts.ttu.edu/services/redraidershred/](http://www.depts.ttu.edu/services/redraidershred/).

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