Information Technology Division Bulletin
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Message from the CIO

With the spring semester in full swing, we wanted to highlight TTU IT resources available for you to use in support of institutional strategic goals and priorities. NBC Learn, as well as IT ShortCourses, are a rich resource for faculty and staff for professional development or to augment classroom instruction. For those traveling abroad this spring, we provide some guidelines for data security abroad, as well as a reminder about changes to accessing campus resources remotely. Finally, the TTU IT Division will be partnering with the TTU Operations Division to host another Shred Week from March 25 through 29. Now is a good time to begin planning to rid your office of unneeded electronic and paper documents that contain confidential information. Go Tech!

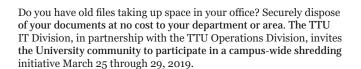—Sam Segran, Chief Information Officer and Vice President for IT

NBC Learn

TTU faculty, staff, and students will continue to have full access to NBC Learn this year. To access NBC Learn, please visit nbclearn.ttu.edu, or locate content through the main campus library information search. TTU has worked with Blackboard to integrate NBC Learn content into our campus learning management system, so that faculty may easily import materials into their Blackboard courses. The NBC Learn Higher Ed collection includes a rich set of content:

- Over 10,000 primary source videos, documents, letters, and images;
- Current event videos updated daily;
- Historic news broadcasts and newsreels from the 1930's to the present;
- Closed captioning for all resources; and
- Rights and copyright authorized for educational use.

For more information regarding this service, please visit the informational site, it.ttu.edu/nbclearn.

Red Raider Shred Week | *March 25-29*

Do you have old files taking up space in your office? Securely dispose of your documents at no cost to your department or area. The TTU IT Division, in partnership with the TTU Operations Division, invites the University community to participate in a campus-wide shredding initiative March 25 through 29, 2019.

To schedule and prepare for a pick-up at your location:

1. Register TODAY at https://www.depts.ttu.edu/services/redraidershred/Shredweek/shredweekform.php.
2. A Red Raider Shred representative will contact you to schedule a time for pick up.
3. Remove all binders, metal fasteners (excluding staples), CDs, and hard drives. Then place all documents you need shredded in a sturdy, lidded box. For questions or concerns, please contact Red Raider Shred at redraidershred@ttu.edu.

For hard drive and CD shredding, the Red Raider Shred representative will be able to assist you with instructions. For more information and service details, call Red Raider Shred at (806) 742-8327 (TEAR). In accordance with Texas state laws, TTU OP10.10, and TTUHSC OP10.09, all master copies of state records, regardless of their format, must fulfill their minimum retention time before being properly disposed. By submitting documents for shredding during Shred Week, you are acknowledging that these laws and policy requirements have been completely fulfilled. Neither the Operations Division nor the TTU IT Division will be held liable for any information or documentation that does not follow the Texas Tech University System's records retention schedule, available at http://swco.ttu.edu/recordsmanagement/2015%20TTU%20RRS.pdf?

Each department should complete and maintain its own disposition log to document when master copies of records are disposed. A blank disposition form can be found at http://swco.ttu.edu/recordsmanagement/dform.htm.

Further records management inquiries can be sent to Lynn Whitfield at lynn.whitfield@ttu.edu.

ShortCourses

The TTU IT Division offers a variety of free, instructor-based ShortCourses to all faculty, staff, and students. We currently focus **ShortCourse instruction around six primary areas:**

- Mathematics and statistical software;
- Microsoft Office productivity and collaboration tools (Access, Excel, OneNote, Outlook, PowerPoint, SharePoint, and Skype for **Business);**
- Web development and publishing (Dreamweaver, Expression **Web, and more);**
- **Cybersecurity;**
- Mediasite Lecture Capture and Enterprise Video; and
- 3D Printing.

Courses are taught by trained professionals in the main ATLC **facility, located in the west basement of the TTU Library Building. In** addition, Technology Support can create customized courses, or offer ShortCourses in the form of guest lectures. To register, or to find out **more information, please visit itts.ttu.edu/training/shortcourses, or** call (806) 742-1650.

Data Safety and Traveling Abroad

American academic freedom and the advanced research & development (R&D) conducted at academic institutions have resulted in progress **in innumerable areas. However, there are still some considerations to** help protect your students and your R&D from being stolen by other **researchers, or used by hostile foreign governments and/or their** military agencies:

- Prior to your travel, be sure to visit http://travel.state.gov or https://www.cia.gov/library/publications/the-world-factbook/ to obtain country background, updated travel advisories, and the **current political situation of the countries being visited;**
- Do not travel with any unnecessary information or current **research on a laptop;**
- Avoid placing internet addresses ("favorites") on any laptop you take. Take only that info which you will present or discuss at the **conference;**

- Do not leave your laptop unattended;
- Make sure your laptop is password protected;
- Do not continue to use a laptop that begins to run slowly or acts strangely after taking it overseas. Have the system professionally **analyzed for viruses or spyware before and after travel. Recognize that your personal belongings may be searched several times; and**
- Be aware of unsolicited requests sent to you on the Internet, persons asking questions about your research, and persons requesting your opinion as to the status of others' research being conducted at the Academic Institution. Information about **failures in research can be as valuable as successes. Be careful in discussing any research that is not your own.**

For more information on data safety and traveling abroad, please visit **cybersecurity.ttu.edu.**

VPN Service Announcement

On January 14, 2019, the TTU IT Division migrated the TTUnet VPN (Virtual Private Network) service used to connect to our campus network remotely, in order to retire aging hardware. To improve the **security posture of TTU, in an increasingly complex threat landscape,** enhanced security features have been integrated into the new VPN solution. IT Division usability testing for the new VPN solution has successfully completed, and the new VPN service is available for **general use.**

As a reminder, the RDP and SSH gateways should be used when accessing a single system remotely. Information on using the RDP and **SSH gateways can be found at:**
- https://www.askit.ttu.edu/remoteaccess

For additional information, feedback, questions, or assistance, contact IT Help Central at (806) 742-4357 (HELP) or ithelpcentral@ttu.edu.

View IT Bulletins online at
infotech.ttu.edu/itbulletin

Computer-Based Training (CBT):
www.cbt.ttu.edu