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# 2016 Year of Security



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# Why is it the year of security?

Major data breaches & associated Lawsuits becoming commonplace.

## Emergence of Ransomware AND

### #1 ISSUE INFORMATION SECURITY

Developing a holistic, agile approach to information security to create a secure network, develop security policies, and reduce institutional exposure to information security threats

Percentage of institutions that have...

Conducted an IT risk assessment **78%**

Adopted an IT acceptable use policy **96%**

Mandated IT security training for faculty and staff **71%**

Deployed malware protection **92%**

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Breaches currently displayed:

Breach Types: DISC, HACK, CARD, INSD, PHYS, PORT, STAT, UNKN

Organization Types: EDU

Years: 2016

**64,540** Records in our database from  
**14** Breaches made public fitting this criteria

## Data Breach Cost Calculator

### Instructions

Answer the questions in the shaded section. Your estimated costs will be automatically calculated based on your answers to these seven questions.

?	Total Number of Affected Records?	<input type="text" value="1000"/>
?	Type of Data Breached?	<input type="text" value="Social Security #"/>
?	Number of Years for Credit Monitoring?	<input type="text" value="1"/>
?	Data is in a centralized system/location?	<input checked="" type="radio"/> Yes <input type="radio"/> No
?	Actual Fraud is expected already?	<input checked="" type="radio"/> Yes <input type="radio"/> No
?	Is PCI compliance an issue?	<input type="radio"/> Yes <input checked="" type="radio"/> No
?	Federal Class Action Lawsuit filed?	<input checked="" type="radio"/> Yes <input type="radio"/> No

**Incident Investigation**

\$231,400

**Customer Notification / Crisis Management**

\$32,075

**Regulatory and Industry Sanctions**

\$850,000

**Class Action Lawsuit**

\$1,250

**Total Cost:** \$1,114,725

**Per Record Cost:** \$1,115

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# *Why Specifically at UWF?*

We have *increasing* audit responsibilities

We must remain in compliance with FERPA

We have a duty to protect and safeguard our student's  
and employee's data

We've recently been named a **Center for Academic  
Excellence** at the national level

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# Where do we begin?

Q) What are *our* crown jewels?

A) Research and Personal Information

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# Types of data and “weakest link”

Protected (*Sensitive, Regulated*)

Private

Public

WE (*people*) ARE the WEAKEST LINK

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# What does this mean to “me?”

Everyone who works with private or protected data must be equipped with the essential knowledge to protect these assets.

To assert this you become a:

**Certified Knowledge Worker.**

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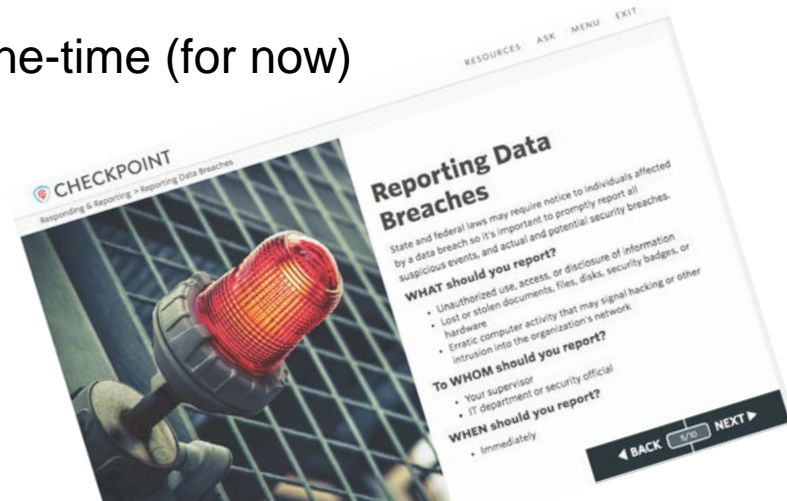
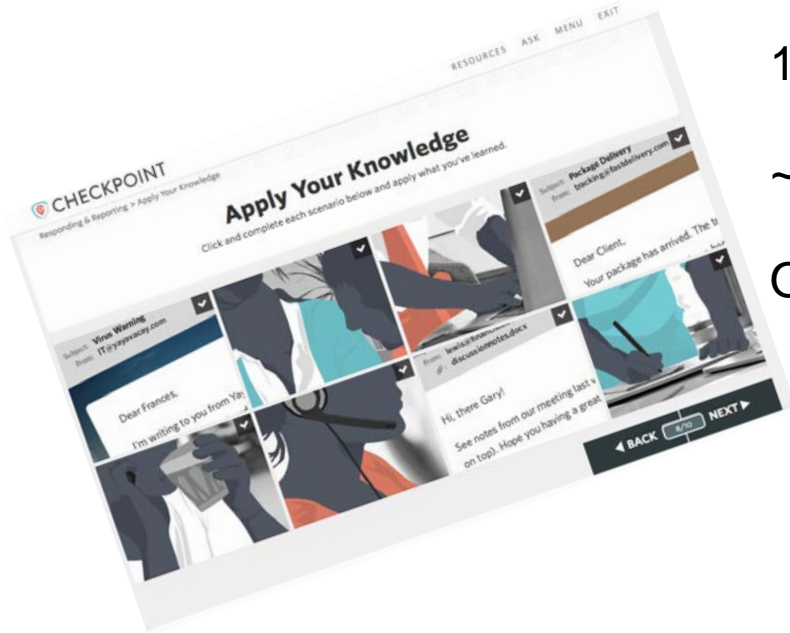
# How do I obtain this certification?

2 Online Modules

1 Qualtrics “quiz”

~ 3 hrs (over the course of 4 months)

One-time (for now)







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# What happens if I don't?

Would we not want the same courtesy?

We (UWF) are compelled to protect access and therefore you may hinder your access to certain tools (*Classmate for example*)

How can we claim to be a Center of Academic Excellence if we resist the most basic effort to reach a common level of Information Security awareness and competence?

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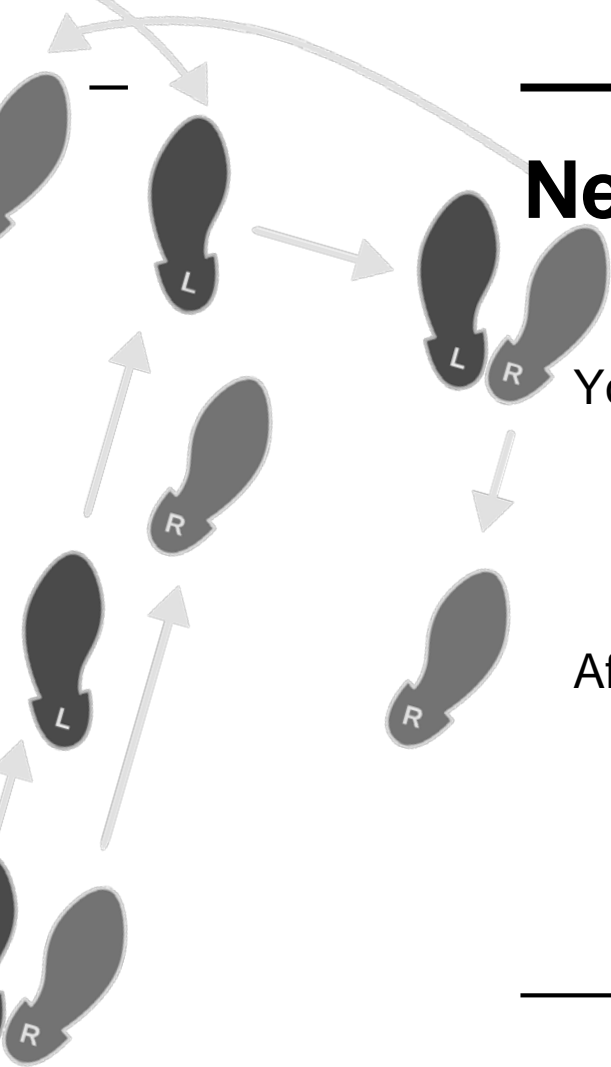
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## Next Steps...

You will soon be receiving the **climate survey** please help us with this.

After the climate survey you will receive a communication inviting you to complete your certification.

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# New Services

For instruction and Support

Service Desks

Instructor Guide

ArgoApps and “G:” Drive

Office 2016 and Office365

Turning Point “cloud” Clickers

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# Welcome to the UWF Service Desks

What do you need help with?



## Popular

[Banner Support](#)

[CEPS Help Desk](#)

[College of Health Se...](#)

[Enrollment Affairs IT ...](#)

[ITS Requests](#)

[ITS Support Center](#)

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[Browse all](#)

## Recent



[Purchase Request · ITS Office](#)

Submit a request to buy something.



[ITS Request · ITS Requests](#)

Requests for new reports, systems, services, or enhancements.



[ArgoNet Account for Persons Not ... · ITS Support C...](#)

Request a new ArgoNet account for personnel not paid by UWF.



[General Assistance · ITS Support Center](#)

Request general IT help.

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## Service Desks

# Instructor Guide

Created by Geri Genovese, last modified by Akeem Richard on Jun 11, 2015

This guide is intended for anyone who teaches courses at UWF.



## Instructor Prep

- Managing eLearning preferences for my class in Classmate
- Posting office hours
- Purchasing a Parking Permit
- Requesting desk copies of textbooks
- Requesting exam copies
- Submitting book orders to the Bookstore
- Syncing GradesFirst and Google calendars
- Textbook Adoption - Follett | Discover (Faculty)
- Viewing and modifying Instructional Method in Classmate
- Viewing my instructor schedule in Classmate

## Start of class(es)

- ACAD/FACS
- Classmate
- Confirming attendance of students in your class
- Creating discussion topics in eLearning
- Final Exam Schedule
- How do I confirm Attendance for a Course?
- Message Composer User Instructions
- Uploading a Syllabus to FACS
- Viewing my class waitlist in Classmate
- Viewing my instructor schedule in Classmate

## During the term

- Completing your Combined Activity Effort Reporting

## Technology

- ArgoApps
- ATC - Quality Online Instructor Certificate
- Atomic Learning
- Atomic Learning
- Blackboard Collaborate
- Blackboard Collaborate Classic
- Blackboard Collaborate Ultra
- BlueJeans
- Changing your MyUWF/ArgoNet password
- Classroom Technology Support
- Computer Support
- Confluence
- Contacting Blackboard Collaborate Technical Support
- eDesktop Virtual Computer Lab
- eLearning
- G: Drive (Kumo)
- Google Apps
- How do I connect to eDesktop for GIS?
- How do I connect to eDesktop?
- How Do I Contact Blackboard Collaborate Technical Support?
- How do I open and save files in eDesktop?
- How do I register my Clicker?
- Instructional Technology Guide



## References

- Banner Support
- Getting started with Confluence
- Submitting JIRA ticket request for a Schedule Change
- Understanding parts of term

## New Hire Information

- FERPA Online Training

## Student Info

- Course Fees
- How do I Update My Contact Information?
- Issuing registration overrides
- Registering a clicker using eLearning\*\*
- Registration error messages (for faculty, staff, & advisors)\*\*
- Student Guide
- Student Technology Guide
- Understanding registration errors and overrides
- Using the app: Contact and privacy information
- Using the Contact and Privacy Info Wizard
- Withdrawing After Drop/Add

# Instructor Guide

### All Apps



Access 2016  
Microsoft Office 2016

[Details](#)



ArcMap

[Details](#)



Excel 2016  
Microsoft Office 2016

[Details](#)



OneNote 2016  
Microsoft Office 2016

[Details](#)



PowerPoint 2016  
Microsoft Office 2016

[Details](#)



Project 2016  
Microsoft Office 2016

[Details](#)



Publisher 2016  
Microsoft Office 2016

[Details](#)



PythonWin

[Details](#)



SAS v9\_4

[Details](#)



SOLIDWORKS 2015 x64 Edition

[Details](#)



Visio 2016  
Microsoft Office 2016

[Details](#)



Word 2016  
Microsoft Office 2016

[Details](#)

ArgoApps and “G:” Drive (kumo, a.k.a Google Drive)

## No need to sign up

Your IT department has turned off signup for Office 365 Education, but it looks like you already have access to some of the apps that come with Office 365 Education. We'll send you to the page where you can access them now.

OK, got it 

### Software

[Office](#)

[Tools & add-ins](#)

[Phone & tablet](#)

## Office

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 2016 for Mac (Recommended)

This will install the following apps on your computer: Word, Excel, PowerPoint, Outlook and OneNote.



Word



Excel



PowerPoint



Outlook

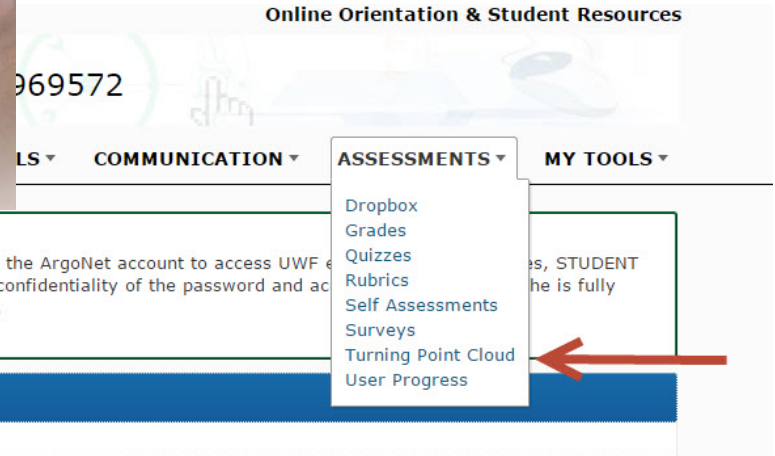
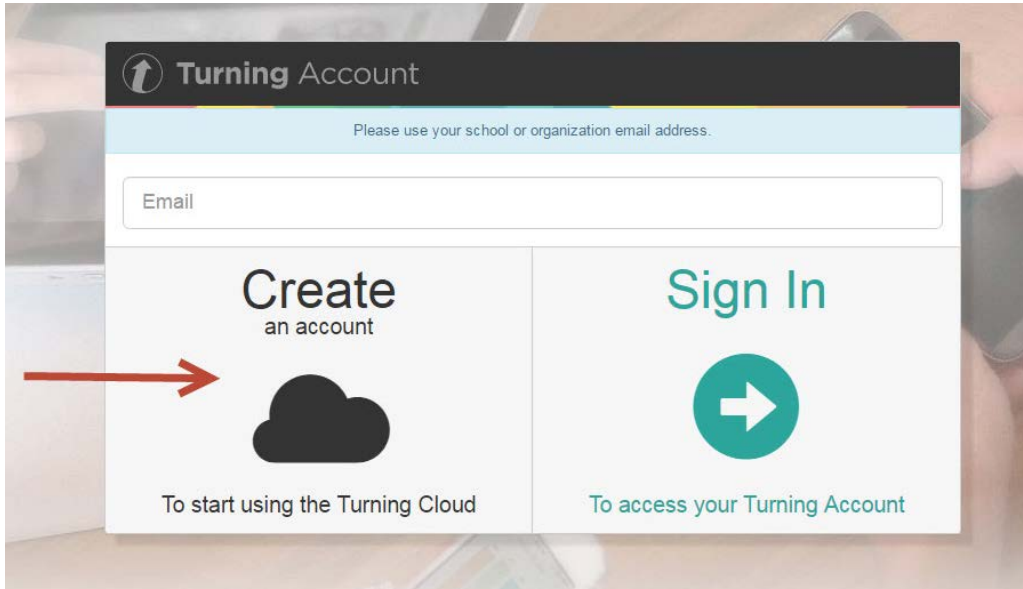


OneNote

[Review system requirements](#)

Install

## Office 2016 and Office 365



Turning Point Technologies a.k.a “Clickers” (*now Cloud-based*)

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