CAMPUS TECHNOLOGY USER GROUP (CTUG)

MARCH 7, 2017

LSU BALLROOM A

AGENDA

- WELCOME

- NEW UNITS IN IT – C. MANRIQUEZ

- 0365 – C. MANRIQUEZ

- CAMPUS EVENTS – C. FURMAN

- LMS SELECTION – C. FURMAN

- SECURITY AUDIT – K. BOYER

- ABSENCE MANAGEMENT - UPDATE – B. CHANG

- HR/CS SPLIT – UPDATE – B. CHANG

- FIM – UPDATE – B. CHANG

NEW UNITS IN IT

- UNIVERSITY PRINTING SERVICES
  - Reprographics
  - Copy Center
  - Copier Program – Walk up
- DISTANCE EDUCATION AND MEDIATED INSTRUCTION
  - DHTV
  - LMS Support
- TORO INNOVATION INCUBATOR

OFFICE 365

- Now available for no cost to faculty, staff, students

- Working on moving university to off premise location

CAMPUS EVENTS

TECHNOLOGY in EDUCATION

SAVE THE DATE:

SEPTEMBER 28, 2017

Technology in Education Day is a one-day symposium held on the CSU Dominguez Hills campus. This is a unique opportunity for instructors, librarians, administrators and instructional designers to come together to discuss best practices, collaborations, and ideas in online instruction.
More information coming soon.

- HTTP://WWW4.CSUDH.EDU/IT/CONFERENCE/INDEX

Possible topics for presentation include:
- **The state and future of learning management systems (LMS)**
- **The digital publishing model (e-textbooks, e-publishing, e-readers)**
- **Assistive and accessible technology**
- **State and future of mobile learning**
- **Cloud computing for the university**
- **Campus IT Security and disaster recovery**
- **Best practices in online instruction and for student engagement and retention**

LMS SELECTION PROCESS

- CSU LMS WORK WITH DOF

CSU 2017 INFORMATION SECURITY AUDIT

- **Governance –Roles And Responsibilities**

- **Security Program Governance**

- **Governance Roadblocks**

- **Information Security Policies**

- **Information Security Program - Risk Assessments**

- **Information Security Program –Data Classification**

- **INFORMATION SECURITY PROGRAM –SECURITY AWARENESS**

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- **PERSONNEL SCREENING**

  - NETWORK SECURITY – NETWORK PROTECTION

  - NETWORK SECURITY- BOUNDARY PROTECTION

  - NETWORK SECURITY –TRANSMISSION INTEGRITY AND CONFIDENTIALITY

  - ADMIN SUPPORT MAINTENANCE

  - VULNERABILITY MONITORING

  - INFORMATION BACK-UP

Confidentiality Agreement

Asset Tracking

Identity Validation – Processes
Identity Validation – Identification
Authentication-Mechanisms
Authorization –Roles assigned in PeopleSoft application

Security Monitoring-Intrusion monitoring

Security Monitoring –Process used to validate Access Control
Web Development-Processes and Change Management
Data Storage and Portable Media Protection

Incident Response –Incident Response Processes
Incident Reporting -Incident Reporting Processes

Third Party System and Services Acquisition and Contractor Security
Email - Policy

OBSERVATIONS

File Sync And Share And
The Future Of Work

OneDrive

Dropbox

OBSERVATIONS (CONT'D)

OPERATIONS SECURITY	SERVER ADMINISTRATION
	Campus server administration required improvement. Specifically, we noted that:
	• The campus did not have a process for ensuring that vulnerabilities identified during network scans were corrected timely.
	• The campus process for applying security patches was not sufficient to ensure that servers were up to date and had current software.
	A lack of consistently applied server security standards and routine scanning of servers for potential vulnerabilities could result in compromised systems and unauthorized access to sensitive data or disruption of campus computing services.
OPERATIONS SECURITY	WORKSTATION SECURITY MANAGEMENT
	Campus practices for network endpoint management did not ensure that all employee workstations were consistently patched or secured.
	Inadequate updating of browser software and inadequate removal of vulnerable software products and unauthorized software may lead to compromise and potential loss of protected confidential information or inappropriate access to systems. Proper workstation security decreases the risk that malicious software will be introduced and harmful software will be installed.

OBSERVATIONS- (CONT'D)

Faculty & Staff Password Policy

Based on CSU policy requirements and information security best practices, the campus password expiration guideline requires that all Faculty and Staff change their campus password during the months of February, May, and September.

- **Gather all of your mobile devices.**

- **If you have a desktop iMac, we recommend that you** change your password using System Preferences **on your assigned Campus iMac.**

- **To change your password**, log on to the following site:
    - https://my.fullerton.edu/accounts/employeepassword/

- **On mobile devices, wait for password prompts.**

- We **strongly encourage** you to update your password security questions so that you can reset your password if you forget.
    - Update Security Questions

PASSWORD REQUIREMENTS

- Should be between 12 and 20 characters
- Contain 3 of these 4 requirements:
    - Uppercase letters
    - Lowercase letters
    - Numbers
    - Symbols: ! @ $ % & * - _ + , .
- No part of your name can be used
- **You cannot use your last 24 campus passwords**

Campus Password Guides

- Change Password Quick Guide
- Update Password on Campus-Issued Laptop Quick Guide
- Password Guidelines
- Forgot Your Password?

Update Password On Mobile Devices

After you have changed your campus password, you will need to update the email and WiFi passwords on any mobile devices that are connected to your campus account. *So be sure to have them close by.*

Find Out How!

OBSERVATIONS - (CONT'D)

ACCESS CONTROL

USER-ACCESS CONTROLS

The campus administration of the user-access process required improvement.

Specifically, we found that:

- Reviews of user-access privileges were not always performed for all systems and applications with access to level 1 data, as required by CSU policy.

- Documentation of user-access privileges requested and approved for the campus financial system, human resource system, and student health system were not always maintained.

- Separated employees were found to have access to the student health system.

Inadequate administration of user account privileges increases the risk of inappropriate access.

ABSENCE MANAGEMENT - UPDATE

- **WEEK OF MARCH 6, 2017**
  - Complete data cleanup
  - Finalize configuration, development, security, and training
  - Begin user testing
  - Send communication and website

- **WEEK OF MARCH 13, 2017**
  - Announce training dates and post high-level user guides
  - Complete user testing

- **WEEKS OF MARCH 20, 2017 – FEB 24, 2017**
  - Begin training and post detailed user guides
  - Production conversion and module activation

- **WEEK OF MAR 27, 2017**
  - Launch absence management to the campus

MAJOR NOTABLES FOR AM

- **Employees and/or timekeepers will enter leave hours (sick or vacation) online in the Peoplesoft system**

- **Managers and supervisors will be able to approve/deny monthly timesheets online**

- **Paper timesheets will no longer be needed by hr/payroll**

- **Time and labor for non-exempt/hourly employees will be implemented and hours worked will be entered online in Peoplesoft**

HR/CS SPLIT - UPDATE

	Pass 1		Pass 2		Pass 3		Move To Production	
	Start	End	Start	End	Start	End	PRD Down	PRD Live
Dominquez Hills	05/08/17	05/22/17	08/14/17	08/28/17	09/25/17	10/09/17	11/02/17	11/06/17

HR/CS Split/Upgrade Project
- To begin first week of May
- Go-live first weekend in Nov 2017
- Freeze on modifications and additions to HR and Student Admin

FIM - UPDATE

- **COMPLETE AUTO DISABLES PROCESS 3/9 – 3/10**

- **IMPLEMENT UPDATES TO SUPPORT NEW AUTHENTICATION FOR SKILLPORT 3/9 – 3/10**

- **NOTIFICATION OF NEW ACCOUNTS**

- **REMINDER – ACCESS IS DRIVEN BY PEOPLESOFT DATA**
  - **KEEP POI EXPIRATION DATES UPDATED**

QUESTIONS?