

Information Technology

Security

Who is responsible?

- All users at North Iowa are responsible for the security of the system.

What are we protecting?

- Student transcript information including grades, standardized assessment scores, and individualized tests.
- Health information including shot records, health issues, family history, and medications.
- Students identities including SSN in some cases.
- Students and Employees from "bad stuff".

Why is this a big deal?

- It is the law.
- Security helps to protect the reputation of the district.
- Security helps to prevent legal or civil penalties.
- It is the ethical thing to do.

How do I help protect things

Reset your password

- Password to login to the domain including webmail and the domain are forced to be changed every 180days. This helps to clean the slate for brute force, man in the middle, and compromised passwords.
- If you think your password has been guessed, change it.
- When you change your domain login password, also change your other passwords such as JMC.

Use strong passwords

"Adopting strong password policies is one of the most effective ways to ensure system security."

- 6 Characters - A strong password has at least 6 characters but more is always better
- 3 of the 4 types of characters –
 1. English Upper Case Letters A, B, C, ... Z
 2. English Lower Case Letters a, b, c, ... z
 3. Westernized Arabic Numerals 0, 1, 2, ... 9
 4. Non-alphanumeric ("special characters")
([]!.,-<>:;'"?/\~!@#\$\$%^&*()_+=)



- How can I remember a strong password?

Use a trick of putting something you can remember in code for example:

- Chr1st1n^ (this is Christina with caps and special characters)
- mAd1s0n (note it is zero not an O)
- Niba#1 (North Iowa Bison are number one)
- Msi5!YOld (My Son is 5 years old)
- lh1ll15#yN (I have lived in Iowa for 5 years now)

- Some additional strong password tips:

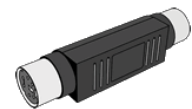
- Your password should not contain your e-mail name or any part of your full name.
- Never write your password down
- Never share your password with anyone
- Your new passwords should never be the same as any of your last eight passwords.
- Your password should not be a "common" word
(for example, it should not be a word in the dictionary or slang in common use).
- Your password should not contain words from any language, because numerous password-cracking programs exist that can run through millions of possible word combinations in seconds.

Logoff or lock a station when you walk away from your system

- This prevents unauthorized people for using your account rights, changing information, or even installing software to track your usage/key strokes.
- Computer screens will lock after 20min of inactivity.
- Systems will auto logoff after 8 hours of inactivity.

Report suspicious activity

- If someone unauthorized is 'messaging' with your computer, ask them what they are doing. If it doesn't sound right. Report it to tech support.
- If you see hardware that is new that you do not recognize on your CPU, please report it.



Careful with printed documents

- When printing documents that are sensitive such as tests and grades, be sure that you can go to the printer immediately to pickup.
- Print to the office printers / copiers or the media center and call down to have it picked up by office personnel.

Lock your door

- Physically securing your room / computer can prevent a lot of issues.

Backup, backup, backup

- Files saved to the network based MY DOCUMENTS are backed up.
- Items saved to the desktop are not backed up.
- Favorites are now stored in MY DOCUMENTS and are backed up.
- The quick fill addresses in OUTLOOK are not backed up, but contacts are.

Features and How tos

Detailed how to documents can be found on the home page under **TECH SUPPORT**

HOW TO GET

TECHNICAL SUPPORT

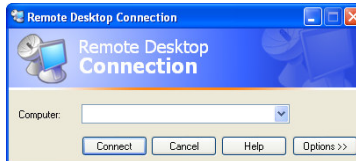
- 1—Try the trouble shooting tips.
- 2—Ask someone in your department or a student.
- 3—Check the how to on the homepage under TECHNICAL SUPPORT.
- 4—Contact a Media Center. They can resolve or direct you to a resolution.

TROUBLE SHOOTING IDEAS

- Logoff and back on. A missing menu bar, stuck printer, or locked program can be corrected with this.
- Reboot the computer if possible. This can speed up access, clear stuck printers and programs.
- Print to another printer. Sometimes printers have problems. By picking another printer you can get your job printed. If this works be sure to notify tech support.
- Check the cables, sometimes cables get kicked and are 1/2 way unplugged. This will fix black monitors, no network access, no power, and many other issues.
- Power the printer on and off, pull the paper tray out,

Remote Access

You can access the domain system from anywhere in the world using the remote access procedure:



Remote Desktop Client found on windows XP machines under:

Start – All Programs – Accessories – Communication – *Remote Desktop Connection*

When it asked for a computer, type in:

T1.northiowa.org = Buffalo Center

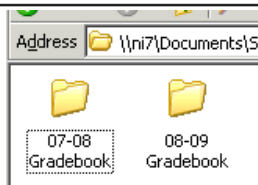
TH1.northiowa.org = Thompson

It will ask for username and a password.

You will then be in the Terminal Server

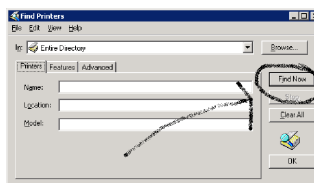
IP Gradebook

Access your grades using the IP Grade book. This is found under MY DOCUMENTS.



Add any printer / Anytime

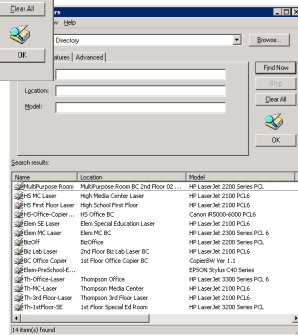
- 1 – Start Menu Printers and Faxes
- 2 – Add Printer
- 3 – Next
- 4 – A Network Printer



- 5 – Find in Directory
- 6 – FIND NOW BUTTON

7 – Choose the appropriate printer

- 8 – Hit OK
- 9 – NO – Next
- 10 - FINISH

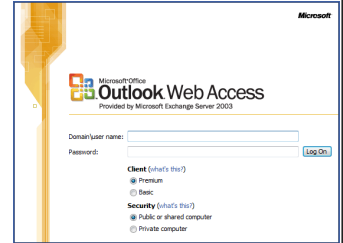


Webmail

You can access your email from anywhere in the world by going to:

<http://www.northiowa.org>

and click on webmail on the bottom right side of the page.



When finished choose the LOGOFF option.

SPAM Filter

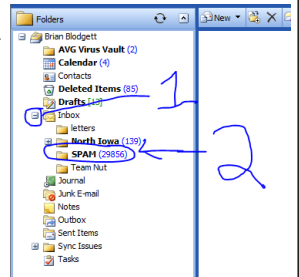
The SPAM filter works as follows:

1—Emails KNOWN to be SPAM are returned to the SPAM.

2—Emails suspected of being

SPAM are placed in the folder SPAM under the inbox.

Please check this occasionally.



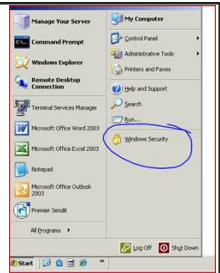
Tips:

- You can delete the entire SPAM folder by right clicking and choosing delete.
- If a file is being flagged as SPAM, reply to it once and it should whitelist it so it does not go to SPAM.
- If you are getting a lot of SPAM in your INBOX please let tech support know so things can be adjusted.

Locking your workstation

Thick Client—If you are using any kind of a thick client, all you have to do is hit Control – Alt – Delete and then use your enter key to lock it.

Thin Client—If you are using any kind of a thin client, click on start, / windows security (as shown in the photo), then lock with the enter key.



Using full OUTLOOK

Outlook provides for easier access to email and provides additional features.

Useful Links

- ▢ CHANGE YOUR PASSWORD
- ▢ Faculty Request Form
- ▢ Setup Outlook

Go to the home page, click on TECHNICAL SUPPORT. On the right side you will see. SETUP OUTLOOK. This will configure outlook on your system. Once configured it will not need to be done again on that system.