



TECHNOLOGY TIPS

Brought to you by the Information Technology Department

TConnect transitioning to Self Service

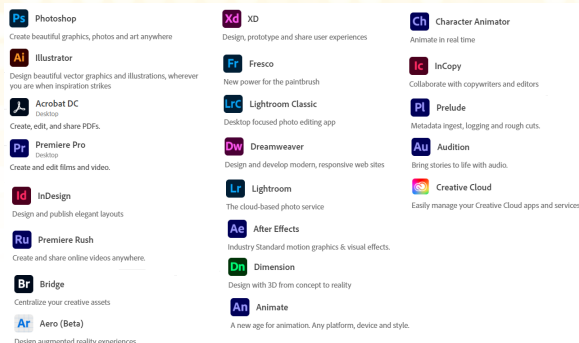
Colleague Self Service is a robust web application that enables users to interact with their individual information in the Colleague databases. Self Service is more robust and user friendly than WebAdvisor or TConnect. WebAdvisor is reaching its end of support, and we are on track to have all its features available in Self Service within the next year.

Working from home? We're here to help

Getting ready to work from home for the first time? Stop by and see the IT support team, located on the 2nd floor of One College Centre. They will be happy to make sure your laptop or tablet is ready for remote use. This will help to alleviate frustration and ensure efficiency when working remotely.

Adobe applications available

Adobe Creative Cloud is available to all Temple College employees for work computers. The apps in the graphic below are available in our subscription. Contact the Help Desk to make sure it is installed on your computer.



Single Sign On (SSO) update

The Information Technology Team is working diligently to improve access and authentication to our various systems. The change will be in a couple of phases. We will first enable Single Sign ON (SSO), which allows the end users to log in to the various applications such as Self Service, CRM-ADVISE, CRM-RECRUIT, D2L and email using the same username and password. In a later phase, we will establish a new portal where users can log in once to an easy-to-navigate interface and gain access to all authorized applications and services. More information on this exciting change will be coming soon.

Changes coming to D2L

Keeping data in sync between our Student Information System (Colleague) and our Learning Management System (D2L) is critical for the success of our students. For many years, Temple College relied on a home-grown batch interface to perform this task. Starting this summer, we will be utilizing a new platform: the Ellucian Intelligent Learning Platform (ILP). This easy-to-use platform streamlines common teaching and learning tasks between administrative and learning management systems. Benefits include real-time enrollment change updates, and in a future phase we will have direct gradebook integration which eliminates the need for faculty to enter final grades manually into the Student Information System.

Having password problems? Need help logging in?

Stop by in person, email helpdesk@templejc.edu, or call 254-298-8450

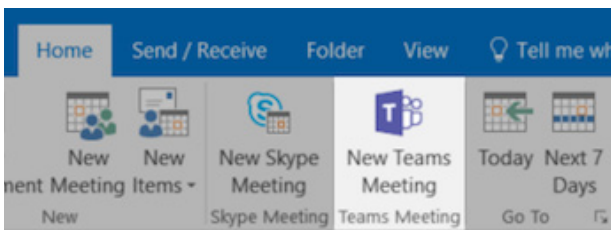
TECHNOLOGY TIPS

Want to know how to do something? Send your suggestions for Technology Tips to shawn.dach@templejc.edu

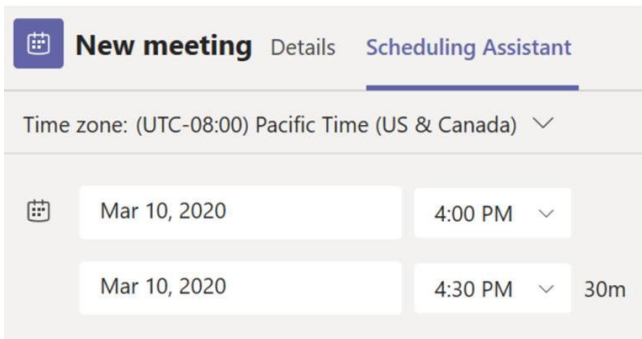
Important Tips

1 Schedule a Teams meeting from Outlook

Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app. Read how to use it here: <https://support.microsoft.com/en-us/office/schedule-a-teams-meeting-from-outlook-883cc15c-580f-441a-92ea-0992c00a9b0f>



Want to schedule a meeting through Teams? Here's an article that details how to do that: <https://support.microsoft.com/en-us/office/schedule-a-meeting-in-teams-943507a9-8583-4c58-b5d2-8ec8265e04e5>



2 Make your mouse, keyboard and other input devices easier to use

There are lots of ways to make the devices that you use to interact with your PC—like a mouse or keyboard—easier to use. Read more here: <https://support.microsoft.com/en-us/windows/make-your-mouse-keyboard-and-other-input-devices-easier-to-use-10733da7-fa82-88be-0672-f123d4b3dcfe>

3 Personalize your desktop

Windows 10 gives you the option to personalize the color and accent color of a variety of surfaces you see when you use Windows. Read more here: <https://support.microsoft.com/en-us/windows/change-colors-in-windows-d26ef4d6-819a-581c-1581-493cfcc005fe>



Get your documents up to standard

Have a document you want added to our website? Before it can be uploaded, it needs to meet accessibility standards for students who use screen readers. A session on how to make documents accessible will be offered on Tuesday, Jan. 12, at 2 p.m. as part of Welcome Week. Look for details on this and other Welcome Week sessions coming soon!

Know where your emails are coming from

All emails originating from outside Temple College are being tagged with [External Email] in the subject line of the email and the message below appears in the body of the email:

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

These tags are being added by the IT team to bring to your attention the fact that the email originated from outside Temple College. During a recent test, more than 150 employees clicked on potentially dangerous "phishing" emails that were sent out and 30 percent of those people clicked on a link in the phishing message itself (which can be extremely dangerous).

If we are to stay free of viruses and ransomware, we have to be aware of where emails are coming from and scrutinize them carefully.

P.S. The highlight color will change periodically throughout the year.