

IT Department Newsletter

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Grant Funded Purchases

The IT Department requests the opportunity to assist with grant requests to help ensure that the necessary IT resources are in place to support the requested equipment. Anyone planning to purchase computers and/or other related technology equipment with grant funding should coordinate with the IT Department prior to submitting the grant proposal/request so that we can properly prepare for your needs should the grant be awarded.

Computer Hardware Purchases

The STCC Business Office will stop/hold any Purchase Requests for computers, monitors, printers and other computer-related hardware that have not been approved by the IT Department. Please contact the IT Department (helpdesk@stcc.edu) prior to requesting or purchasing any of the above equipment to receive a quote for supported equipment from an approved vendor. Unless otherwise specified, newly purchased equipment will be delivered to the IT Department for inventory and configuration. The IT Staff will then make final arrangements for delivery and installation at the end user's location.

Faculty/Staff: Keep your Passwords Safe

Many faculty/staff have students assisting them in a variety of capacities. It is good experience for the students, and it is of tremendous value to the faculty/staff. Carefully choose what tasks to assign to students. In particular, when it comes to logging into Datatel, keep your password to yourself and do not share it with your student worker. This is especially true if you use students to enter your grades, or perform other tasks where the student may see another student's information. This is a Family Educational Rights and Privacy Act (FERPA) violation, and a major security breach. Help us to keep ALL of our information safe: Do not share passwords with students. There are limited cases where students DO get access to Datatel for specific tasks. Please contact the IT Help Desk if you feel that your student needs special access to Datatel for a particular task.



Dell Higher Education Program

Did you know that STCC participates in the Dell Higher Education Program? This program offers discounts on desktops, laptops, and other products to students and their parents, and to faculty and staff, for their personal purchases. (Note that these are personal purchases, and the College does not provide support on them!) Check out this link to learn more... it's in the "Helpful Links" page of the STCC IT Department's web site.

http://www.stcc.edu/it/it_links.asp



Locked Records Cause Problems

Are you locking records and preventing other offices from processing their work?
Are you changing information that should only be changed by someone else?

These may be happening and you were not even aware of it.

If you enter a student's record for whatever purposes, **be sure to EXIT that student's record when you are finished.** By staying in a

student's record you are locking that student from being used by anyone else.

If you enter a student's record to view data and do not change any information...

Be Sure To Cancel Out - Do Not Save/Update.

By saving you may inadvertently update data that you should not have.

For example: If a student is not yet accepted by the admissions office, user offices should not be detailing into the student's program for an upcoming term and then saving out of the screen. If, for some reason, a user office needs to detail into the student's program for the upcoming term, and that program was NOT already active, they MUST cancel out of the screen after viewing the information they need. If they feel the student should be accepted or the student's program needs to be active for them to continue with their process, they should be contacting the admissions office. A user office should never change the status of a student's program from potential to active.

Procedure to Request a Query

This is a reminder that all Datatel Query requests should be sent to the IT Help Desk (helpdesk@stcc.edu). Requests will be reviewed/prioritized. If your request is

needed for an outside agency (federal or state government, National Science Foundation, etc.), please indicate that on your request, along with a requested completion date.

College Policy on the Use of STCC IT Resources

Help the IT Department make your life run smoother... please review and follow College policy, and contact the College's IT Help Desk with computer-related and phone-related issues (helpdesk@stcc.edu).

It is recommended that all faculty and staff review, at the start of each semester, the College's policies relating to information technology (IT). Below are links to STCC IT policies, for your perusal:

To review the College's Policy on the Use of STCC IT Resources,

http://www.stcc.edu/it/it_use_policy.asp



Energy Saving Tip!

When you turn off your PC, **TURN OFF your panel** (i.e., monitor, screen) as well! Together, we can make a difference!