FOCUSED ON YOU!
AUDIENCE-FRIENDLY WEB PAGES

NEW WEAN MAC CTC
TECHNOLOGY-RICH CLUSTER

ALSO:
• Computing Course Refresher
• Cluster and Classroom Updates
• Making CMU Digitally Accessible
• CMUWorks Update
• PowerFAIDS Financial Aid Software
• QR Codes? Use Caution!
• DMCA Process for Students
• Keep your Computer & Identity Secure

NEW!
GOOGLE APPS @CMU FOR UNDERGRADS
Google Apps @ CMU

Undergraduate students on the Pittsburgh campus are going Google for email and calendar. New students were transitioned during orientation week. All other undergraduates will transition over the August 30th weekend.

Google Apps @ CMU is easy to use and familiar to many on campus. Students, you can store documents, create appointments and share files with others who use Google Apps...and, you have 30 GB of storage! Continue to use your Andrew userID and password with Google; your email address is the same (AndrewuserID@andrew.cmu.edu). Already forwarding your mail? No worries. It will continue to forward with no action required on your part. If you’re using a mobile device with the Gmail app or email client, you will need a Google Apps password. For more information, visit google.cmu.edu.

Special Google Transition Support

As you transition to Google Apps, Computing Services staff will be available to help you. Please visit one of our support stations:

- Tuesday, August 27
  3:30-6:00 pm
  UC Rangos - Technology Tailgate
- Saturday, August 31
  12:00-5:00 pm
  Morewood, Doherty and UC
- Sunday, September 1
  2:00-5:00 pm
  Morewood, Doherty and UC
- Monday, September 2 (Labor Day)
  2:00-5:00 pm
  Morewood, Doherty and UC

Tips for Faculty and Staff

As a faculty or staff member, follow these tips when sending email to students:

- Students maintain their “@andrew.cmu.edu” email address, so there’s no real change in the way you send email to them.
- To search for a student’s email address, use the CMU directory or search the Global Address book in your email software.
- To invite a student to a meeting, send an invitation via your calendar client. For help, refer to “Scheduling with Exchange/Google” at cmu.edu/computing/email/cyrus/doc-cal/exchange/.
The new Computing Services student, faculty and staff pages at cmu.edu/computing make it easy to access the computing resources and other information most important to YOU. Quick links offer immediate access to Box storage, webmail, software, clusters, and more.

Be sure to bookmark this page for the latest computing news including network or other outage alerts and security risks.

Focus on STUDENTS

The new Computing Services student, faculty and staff pages at cmu.edu/computing make it easy to access the computing resources and other information most important to YOU. Quick links offer immediate access to Box storage, webmail, software, clusters, and more.

Focus on FACULTY

cmu.edu/computing/faculty/

Focus on STAFF

cmu.edu/computing/staff/

Free Course Offers Computing Resource Refresher

Faculty, staff and students are provided with an array of computing resources at Carnegie Mellon. Whether it is accessing software applications, searching for and evaluating information or understanding policies and regulations, academic and professional success at the university is dependent on your ability to make effective and appropriate use of these tools.

To reacquaint yourself with the computing resources available or to prepare for the start of classes, we recommend that you visit the open and free version of the Computing@Carnegie Mellon (C@CM) course. Even if you have taken the course before, you will find new learning activities that will strengthen your existing skills and provide instruction on new resources available this year.

Faculty, staff and students are encouraged to bookmark the course website at oli.cmu.edu as it will serve as an excellent reference during your time at Carnegie Mellon.

To access a free and open version of this course, visit oli.cmu.edu and click Sign In. Select the CMU users sign in here option and then authenticate with your Andrew userID and password. Once you authenticate, use the course key ccmoliopen.

Student Technology Tailgate

Tuesday, August 27th
UC Rangos   3:30 - 6:00 p.m.

Rita’s Italian Ice · Sweets · Pizza
Information · Help · Giveaways
Chance to Win a Chromebook
and other great prizes
New Wean Mac CTC - 5201

The Mac cluster located in 5201 Wean Hall has been transformed into a second Collaborative Teaching Cluster (CTC). This new CTC has the same technology-rich features and layout as the original Windows CTC across the hall in 5202. Both spaces are designed to foster faculty and student interaction while supporting multiple instructional activities in one teaching space. The elimination of long rows and tables allows instructors to move easily through the space, facilitating consultation with students at computers. The room layout also improves visibility lines for instructors and students alike.

Mac CTC Highlights

- 30 desktop seats (computer, desk space, and chair)
- 15 laptop seats (desk space, chair, access to power and wireless data)
- Y-shaped tables provide an ideal setup for small groups or individual work
- 6 wall-mounted LCD screens capable of multiple display, annotation, split-screen
- Wall-mounted as well as mobile whiteboards
- Fully-equipped lectern with document camera

For more information on the CTC, visit cmu.edu/computing/clusters/facilities/ctc.html.

Wean Mac CTC - Technology-rich space fosters faculty and student interaction; supports multiple activities.
In preparation for the return of students, Computing Services public computing clusters were updated over summer break. From fresh carpeting and furniture in CFA 318 and 323, to new hardware in other areas, the public clusters strive to meet your needs.

- All Windows clusters were upgraded to Office 2013.
- Mac cluster machines are now running Mountain Lion - Mac OS X 10.8.
- A number of new software titles are now available in the public clusters; see a complete list of cluster software at cmu.edu/computing/clusters/software/cluster_software.html.
- A web-based version of the Virtual Andrew client is now available. Virtual Andrew provides remote access to a Windows cluster computer; see cmu.edu/computing/clusters/software/virtualandrew/.
- Similar to the Windows Collaborative Teaching Cluster (CTC) in Wean Hall, a new Mac CTC has been established in Wean 5201; see New Wean Mac CTC on page 4.
- Windows cluster computers in Hunt Near & Far, Baker 140 E and F were upgraded to new Dell machines.
- Windows cluster computers in Morewood Gardens, West Wing Collaborative Cluster, Baker 140D and Residence on 5th as well as all web stations have been upgraded with newer models.
- New equipment and easy-to-follow guides are available on the Clusters Multimedia Lending menu; see cmu.edu/computing/clusters/lending/lending-list.html.
- The projection equipment in 100A Cyert Hall Mac cluster and 5207 Wean Hall Linux cluster have been updated with large LCD monitors.
- The “real time” printer status web page now lists easy-to-identify printer names and locations as well as a link to the printer troubleshooting guide; see clusters.andrew.cmu.edu/printerstats/.

**Clusters updated. Ready to go!**

**Classroom Upgrades**
Faculty and other teaching associates can look forward to working in a number of upgraded classrooms in Scaife and Wean Hall. Rooms now offer new projectors, document cameras, digital connections and an updated touchscreen interface.

**Upgraded Classrooms**
Scaife Hall 208, 212, 214, 219, 220, 222
Wean Hall 5302, 5304, 5310, 5312, 5316, 5320, 5403

**Making CMU Digitally Accessible**
Did you know that all requests for disability accommodation should be directed to Larry Powell, Manager of Disability Resources, lpowell@andrew.cmu.edu? This includes requests for accessible digital resources. Computing Services assists Larry by partnering on solutions as needed. For more information, visit Disability Resources at cmu.edu/hr/eos/disability/.

**Coming Soon!**
An additional black and white public printer will soon be available in Hamerschlag Hall 1310. Stay tuned to Computing news for availability; see cmu.edu/computing/news/.
The university is investing in improving its administrative infrastructure and systems, and the CMUWorks project is one of the university’s largest initiatives to date. The purpose of the project is to transform CMU’s HR, Benefits, and Payroll organizations and functions to better support our faculty, staff and student workers. A project of this scope, complexity, and importance does not happen often, and the CMUWorks team has taken the opportunity to make the most of the task.

“This project has allowed us to review and redesign HR and Payroll processes campus-wide. We’ve also been able to review and document all of the data elements associated with the HR and Payroll systems. It’s not often you get an opportunity to do that and it will help us to be more consistent, efficient and effective in how we handle HR and Payroll matters” remarks Steve Huth, Vice Provost for Computing Services and one of the project’s Executive Sponsors.

CMUWorks launched in 2011 and has spent several years of detailed and collaborative design work with HR/Finance representatives across our colleges and administrative units. A new HR/Benefits/Time Tracking/Payroll System—called Workday—will be released to employees in the spring of 2014.

To accompany the Workday system, the CMUWorks project will design and implement a new Employee Service Center (ESC). The ESC will support college and administrative units across campus in processing HR/Benefits/Payroll transactions. It will be an initial point of contact for those who use Workday to provide consistent answers to HR, Benefits, and Payroll related questions. In addition, the transition to the ESC model will allow the university to bring Payroll processing and support in-house rather than the current outsourced model through ADP.

Workday will provide faculty, staff and student workers a more robust self-service vehicle. Some examples include: employees will view/edit their personal information, view their pay stub, change tax elections, etc.

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PowerFAIDS Financial Aid Software

Designed by professionals at the College Board, PowerFAIDS is a powerful tool that manages all aspects of the financial aid process. Computing Services and Student Affairs Systems, in collaboration with the Student Financial Aid office, are integrating PowerFAIDS into the Student Services Suite (S3) effective for the 2014-2015 academic year.

A side aspect of the S3 project process has been to identify existing software and technologies that meet our needs and work well in a modular, configurable and scalable infrastructure. Last year, the StarRez application was integrated to accomplish Housing and Dining Services’ tasks. PowerFAIDS promises to replace the majority of our current SIS Financial Aid Legacy system functionality.

PowerFAIDS can be seamlessly integrated with our existing College Board Profile and Institutional Document Service (IDOCS) data services as well as other software and services. PowerFAIDS software meets all federal compliance requirements and provides schools with document tracking, need analysis and packaging history, and our process to evaluate prospective first year students’ offers of aid from other colleges and universities.

For additional information on the S3 Project, please visit cmu.edu/es/s3-update.html.

Goals of CMUWorks

- Transform our HR, Benefit, and Payroll processes.
- Launch an Employee Service Center for the Carnegie Mellon campus to provide accurate and consistent HR, benefit, payroll support to all of our faculty, staff and students.
- Implement Workday, an on-line “one-stop-shop” for our HR, benefits and payroll needs; Workday will replace:
  - (HRIS) including Human Resource Employee Management (HREM)
  - Talent Management System-Position Module (TMS)
  - ADP (Payroll)
  - HR Connection
  - Green paper time sheets/Payroll Roster System (PRS) and PTO spreadsheets

For more information on CMUWorks, visit cmu.edu/hr/cmu-works/. You may also subscribe to the Workday Insider newsletter by emailing “subscribe” to CMU-Works@andrew.cmu.edu.

Contributed by Katy Caliguiri

“CMUWorks” continued from page 6
QR codes, short for quick response, are increasingly used as a marketing tool to populate ads and offer promotions and discounts. A QR code is a relatively small square matrix barcode that looks like a scrambled checkerboard and often appears in black-and-white on posters, ads and brochures. When scanned using a smartphone’s camera and a reader app, QR codes automatically connect the smartphone to online information.

Some of the security risks associated with scanning QR codes are:

- You could be redirected to a fake website for the purpose of collecting your access credentials.
- In an attempt to access promotional information, you may be lured into scanning a malicious QR code found on a website or on a poster at the entrance of a company, college or a shopping mall.
- A vulnerability in the reader app may grant an attacker full control over your smartphone, including contact information, email, text messaging and any piece of information stored or accessed on the smartphone.

To minimize these risks consider the following if you decide to scan a QR code:

- Use a QR code reader app that previews the web address before linking to the site. (e.g., Red Laser, Google Goggles and ScanLife).
- Avoid scanning a QR code from a source you don’t know.
- Avoid scanning QR codes in the form of stickers. QR code stickers can be posted over a legitimate code, on the wall or on brochures to direct you to a malicious web site.
- Be cautious of a QR code that directs you to a login page. This could be a phishing scam, where you are directed to a fake website designed to harvest your login credentials.
- Install security protection software. A simple Google search will retrieve a list of security protection software and anti-virus software for various smartphones. After installing an anti-virus software, update and run your smartphone’s anti-virus software regularly.
- Backup your mobile device data regularly. Backing up your phone’s data including contact information, pictures, videos and other information ensures the availability of the data in the event of a mobile device loss, theft or data loss.
- Avoid storing sensitive information on your smartphone. In particular, university members with access to restricted data should avoid storing and handling restricted data on their mobile devices.

If you suspect a smartphone compromise after scanning a QR code (e.g. freezing, loss of data, unexplainable purchase activities), reinstall the smartphone’s operating system after backing up your phone’s data. Anyone who has access or handles restricted university data through their smartphone, and suspects a compromise, should immediately contact the Information Security Office at iso-ir@andrew.cmu.edu.

By adhering to these guidelines, you can safely take advantage of the benefits of QR codes.

DMCA Process for Students

When requested, Carnegie Mellon is legally required to provide information about individuals who appear to be illegally downloading or distributing copyrighted materials. If we receive a Digital Millennium Copyright Act (DMCA) notice and identify your computer as the offender, you will have 72-hours to resolve the issue with the Student Life Office. If it is not resolved, you will lose your network access and will not be able to register new devices or computers; see cmu.edu/iso/aware/dmca/ for additional information.
Keep Your Computer & Identity Secure!

The Information Security Office (ISO) encourages you to keep your computer and identity secure.

**Think before you click**
Before you open that attachment, remember that attachments in unexpected email messages or from unknown senders often harbor malware that could infect your computer. Fraudulent web addresses will lure you into providing your login credentials or personal information.

Learn to recognize phishing attempts by playing Anti-Phishing Phil and Anti-Phishing Phyllis at cmu.edu/iso/aware/.

**Keep your computer software updated**
Configure your OS and software to run automatic updates. Doing so, will protect your computer from vulnerabilities. Computers on campus are regularly compromised through vulnerable software. Visit cmu.edu/computing/security/ for steps. Note: If your computer is managed by DSP or departmental IT, please consult that person before making any changes.

**Run ISO Patch Check tool on a regular basis**
This tool will walk you through updating any browser-related applications and will help protect your computer from those actively exploiting security flaws through the web. For more information on the Patch Check Tool, visit cmu.edu/iso/patch-check/.

**Install and run Identity Finder**
A surprising amount of sensitive Personally-Identifiable Information (PII) may be on your computer. PII includes Social Security numbers, credit card numbers, account passwords, etc. Identity Finder locates PII so that you can easily protect or securely dispose of the information preventing identity theft. For information on installing and using this software, visit cmu.edu/computing/security/idfinder/.

**Follow the compromised computer procedure**
If you suspect your computer is compromised, follow the procedure for responding to a compromised computer and promptly report concerns. Students should contact the Computing Services Help Center (412-268-4357 or advisor@andrew.cmu.edu). Faculty and Staff should contact the ISO (412-268-2044 or iso@andrew.cmu.edu). For more information visit cmu.edu/iso/governance/procedures/compromised-computer.html.

**Don’t Lose Your Network Access**
You are responsible for the content and actions of your computer! If you use Peer-to-Peer (P2P) file sharing applications (e.g., BitTorrent, Kazaa, Limewire, etc.) be aware that the content of the “shared” folder on your computer may be available to others. This means others can download music, movies, games or other digital files directly from your computer. This process of file sharing can be a source of illegal distribution of copyright protected material and can result in disciplinary action or loss of network connectivity. There are legal alternatives for acquiring copyright protected content. For more information, refer to the following:

University’s Fair Use Policy
cmu.edu/policies/documents/FairUse.html

Copyright Violation Guidelines
cmu.edu/iso/governance/guidelines/copyright-memo.html

Digital Copyright and DMCA
cmu.edu/iso/aware/dmca/