Vice President for Information Technology
Status and Activity Report for December 2019

Prepared by Timothy M. Chester, Vice President for Information Technology (VPIT)

1. <u>Items Requiring Action</u>

- *Sign up for your electronic W-2 by December 2019:* All employees are encouraged to sign up for electronic delivery of their W-2 through the OneUSG Connect Employee Self-Service site. If you received an electronic W-2 through the legacy self-service site, employee.uga.edu, you will need to sign up again. When W-2s are available in 2020, you will access your W-2 through the OneUSG Connect Employee Self-Service site. If you do not choose electronic delivery, your W-2 will be mailed to your home address. If you leave UGA, you should opt out before your last working day or contact OneUSG Connect Support at oneusgsupport@usg.edu to have your W-2 mailed to you.

- *UGA Employees: Complete your cybersecurity and ethics training by December 31:* University System of Georgia employees must complete cybersecurity awareness and ethics policy refresher training by December 31. These are two new required trainings, according to USG policy. The ethics policy refresher training must be completed by all employees hired before July 1, and takes about 20 minutes to complete. The cybersecurity training must be completed by all employees and also takes about 20 minutes to complete. Both trainings can be accessed through the Professional Education Portal (PEP). Moving forward, employees will be required to complete ethics training once a year and cybersecurity training twice a year, in April and October. Faculty, staff and student employees who have questions about the USG Ethics Policy Refresher Training or the USG Cybersecurity Awareness Training should contact the Human Resources Service Desk at (706) 542-2222 or e-mail hrweb@uga.edu.

2. <u>For Your Awareness</u>

- *Windows 7 End of Support and Office 365 ProPlus:* Windows 7 will be out of support after January 14, 2020. Using Office 365 ProPlus on older, unsupported operating systems may cause performance and reliability issues over time. Microsoft will continue to provide security updates for Office 365 on Windows 7 through January 2023; however, during that time, if your device is still running on Windows 7, Office 365 ProPlus will not receive any new features updates. To continue receiving new features updates to Office 365 ProPlus, Microsoft recommends that you update to Windows 10 before the end of support date on January 14, 2020. If you have any questions or would like more information, please contact Ashley Henry, ashenry@uga.edu

- *Major apps moving to UGA SSO:* In the coming months, the login screen for more University of Georgia web applications will change. Many applications will transition from legacy authentication services to UGA Single Sign-On (UGA SSO) in December 2019 and January 2020. Applications scheduled to move during this time include but are not limited to: The UGA Alert Portal, SAGE, Xitracs, UGA Elements, the TeamDynamix ticketing system, Zoom, WEPA print kiosks, eLearning Commons and OneUSG Connect and other OneSource systems. The look and feel of the login pages for each application will change to UGA SSO but the login process for these applications will not. You can find a screenshot of the UGA SSO login screen on the UGA SSO informational page: https://eits.uga.edu/access_and_security/uga_sso/.

- *Network maintenance scheduled for January 25:* EITS will conduct network maintenance on Saturday, January 25 beginning at 6:00 a.m. This maintenance will result in an outage of campus Internet access and campus information systems. Systems that use services in the Boyd Data Center will experience an outage. This also includes UGA websites hosted in the Boyd Data Center. Individuals will also experience an outage to UGA's Central Authentication System (CAS) and UGA's Single Sign-On (UGA SSO) to log in to UGA-provided information systems, such as Athena, Banner Administrative System, Degree Works, eLearning Commons (eLC), UGA Financial Management System, UGA Budget Management System, UGAJobs, UGAmart, OneUSG Connect, and OneUSG Connect Benefits. Individuals off-campus during the maintenance window will experience an outage accessing UGAMail, websites hosted by UGA, the Virtual Private Network (VPN), ArchPass, powered by Duo, and information systems hosted by EITS. All systems behind the Central Departmental firewalls will experience an outage to their access to the UGA network. Additional details and progress reports will be posted at status.uga.edu and on the EITS Twitter feed (@uga_eits). For more information, contact Jeff Farese at Jeffrey.Farese@uga.edu.

- *Reinstall WEPA print drivers and apps in late December:* In late December, all WEPA print kiosks on campus will transition to using UGA SSO. After the transition to UGA SSO all WEPA print drivers on public workstations in computers labs will need to be redeployed. IT staff who have computer labs in their buildings will be responsible for redeploying these print drivers. In addition, any students, faculty or staff with the WEPA app on their personal or work computers should update the WEPA app after the transition to UGA SSO. For more information, contact Tommy Jones at tomjones@uga.edu.

- *ODS upgrade set for December:* In December, EITS will upgrade the Operational Data Store (ODS), the repository for student systems data. During the upgrade, which is set for December 6-9, current ODS data will be inaccessible. For more information about this upgrade contact Ilir Hasko at ihasko@uga.edu.

- *CTL and EITS seeking input about experiences with Blackboard Collaborate:* The Center for Teaching & Learning (CTL) and Enterprise Information Technology Services (EITS) are gathering information about faculty use of Blackboard Collaborate. Please share the following survey with the faculty and instructors in your unit. The survey will be open from Wednesday, November 20 to Wednesday, December 11. Survey responses will help us make decisions about available instructional technology. Take the survey here: https://ugeorgia.ca1.qualtrics.com/jfe/form/SV_e8tgmylWIwMbzvv.

3. Support for Researchers

- *GACRC teaching cluster available for spring semester:* A small high-performance computing cluster devoted exclusively to teaching duties is available for use during the Spring 2020 semester. The cluster, which is supported by the Georgia Advanced Computing Resources Center, was also in use during the fall. Faculty members interested in discussing the capabilities of the teaching cluster and how it might integrate with their coursework should contact Dr. Guy Cormier at gcormier@uga.edu.

4. OneSource

- *OneUSG Connect system upgrade set for December:* The OneUSG Connect site will be unavailable Friday, December 6 at 5:00 p.m. through Tuesday, December 10 at 7:00 a.m.

No USG employees will be able to login and access OneUSG Connect. Employees and approvers will need to enter and approve time and leave requests outside these times. Employees who report hours may need to use a paper timesheet during this outage. Kaba Time Clocks will continue to take punches, and OneUSG Connect Benefits will remain open for benefits enrollment. More information is available on the OneSource website.

- *OneSource Financial Management system upgrade set for December:* The UGA Financial Management System will be unavailable during the transition beginning Friday, December 6 at 5:00 p.m. through Monday, December 9 at 7:00 a.m. Employees will need to clear their browser cache after this upgrade. More details on functionality and enhancements will be announced this month. Updates, Maintenance Schedules and Release Notes can be found on the OneSource Roadmap Resource page. Please contact onesource@uga.edu or 706-542-0202 (option 2) with questions.

5. Technology Tips

- Faculty guide available: The 2019- 2020 Faculty and Staff Guide is now available. Faculty and Staff individual copies have been distributed via campus mail. Extra copies are available upon request. For more information contact Leslie Peters, leslie.peters@uga.edu

University of Georgia students, faculty, and staff, as well as interested others, may subscribe to this monthly report by sending an email to listserv@listserv.uga.edu with the phrase subscribe vpit-news as the body of the message.