



# eMEMO

CITRUS COMMUNITY COLLEGE DISTRICT 1000 W. Foothill Blvd., Glendora, CA 91741-1899

## Technology and Computer Services (TeCS) Update

**February 2018**

### The Updated Citrus College Website is Here!

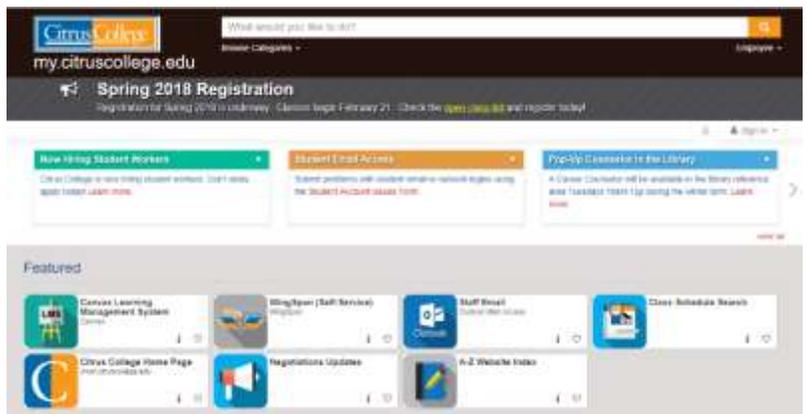
The revised Citrus College website was released to the campus community on Friday, February 9, and to the general public on Tuesday, February 13.



As part of the launch, we've collected feedback on a survey, asking users to rate the redesign on a scale of 0 (poor) to 4 (excellent). Of the people who responded, the average rating is 3.82 - between 'great' and 'excellent'. Credit is due to the work of the Web Redesign Workgroup, who have been working on this over the past 9 months.

### Getting to Canvas, Email and WingSpan

We've received feedback that faculty and staff can't easily locate links for Canvas, Email, WingSpan and other commonly used systems. These used to be on the front page of the website.



You'll find easy, one-click access to your favorite options right on the front page of my.citruscollege.edu. With the

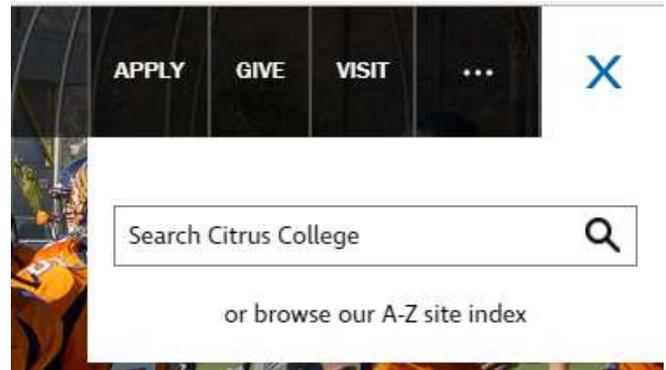
my.citruscollege.edu portal, we now have a convenient place for students, staff and faculty to easily access various campus

systems and provide a place to post announcements, information about deadlines, training opportunities and other details that are directed to internal users and not necessarily relevant to the general public. It's also easy to use on mobile devices. Please encourage students to bookmark my.citruscollege.edu and visit it regularly.

Are you interested in learning more about the redesigned website and the my.citruscollege.edu portal? Join Bob Hughes, Chief Information Services Officer at the *New and Improved Citrus College Online* session on Tuesday, February 20 from 1:45 pm – 3:00 pm in LH 102.

## Where is the A-Z Link?

Did you know we still have the A-Z link of Citrus College web pages? It's located below the search bar. Click the 'magnifying glass' icon in the upper right corner of the website to find the A-Z index. The A-Z index is also on the front page of [my.citruscollege.edu](http://my.citruscollege.edu).



## Welcome Victor Palomino



Victor Palomino joined TeCS on February 7 as an IT Support Specialist I (49%).

Victor recently retired with the City of Los Angeles as a systems analyst. He has more than fifteen years of experience in Information Systems including end-user support, computer repair, and server maintenance. Victor has also worked with two school districts as a computer lab tech.

Victor says, "I am passionate about all things technology-related and helping people find solutions to their specific needs. On occasion you might find me helping customers at Best Buy (or any tech store) even though I'm a customer myself. My wife and I live in Azusa within walking distance of my new job and we're both excited and thankful for this new opportunity in my career". Welcome to the team, Victor!

## Technology Workshops by Tom Cheng

On Tuesday, February 20 Tom Cheng, IT Support Specialist III will be presenting two workshops in IS 109:

*Getting to Know Windows 10* from 9:15 am – 10:30 am

*Don't Click on This! Safe Computing Tips* from 1:45 pm – 3:00 pm

Tom presented these workshops for Classified Staff on January 24, January 31 and February 7 to rave reviews. Thanks, Tom, for providing this important training to our campus community.



## Computer Replacements – PS 120 and CI 158

Over the past few weeks our technicians have been hard at work replacing aged and obsolete desktop computers in CI 158 and PS 120.



The CI 158 computer lab has 24 computers along with an instructor workstation. It is regularly used for training staff and faculty and for committee work requiring computers. PS 120 is the Student Athlete Success Center which contains 14 computers. These computers were replaced as part of the college's annual computer replacement cycle.

## Security Matters

"The Internet is a powerful and useful tool, but in the same way that you shouldn't drive without buckling your seat belt or ride a bike without a helmet, you shouldn't venture online without taking some basic precautions."

This is an important reminder from the [National Cyber Security Alliance](#) that cybersecurity is everyone's responsibility as an individual and a member of our ever-growing online community. Here are some tips to keep in mind as we work together to create a better, safer digital world for ourselves and others.

- **Own your online presence.** To keep yourself safe, set privacy and security settings on web services, apps, and devices to your comfort level. You do not have to share everything with everyone. It is your choice to limit what (and with whom) you share personal information.
- **Be a good digital citizen.** The things that you would not do in your physical life, do not do in your digital life. If you see crime online, report it the same way that you would in real life. Keep yourself safe and assist in keeping others safe on the Internet.
- **Respect yourself and others.** Practice good netiquette, know the law, and do not do things that would cause others harm. The Golden Rule applies online, as well.
- **Practice good communications.** Never send an e-mail typed in anger. Put it in your draft folder and wait. Keep in mind that digital communications do not give the reader the same visual or audio cues that speaking in person (or by video or phone) does.
- **Protect yourself and your information.** Use complex passwords or passphrases, and don't reuse the same password or variations of a simple phrase. Better yet, enable two-factor authentication or two-step verification whenever possible.

Monthly Content for Security Matters is courtesy of the [Educause Campus Security Awareness Campaign](#)