



eMEMO

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

Technology and Computer Services (TeCS) Update

January 2020

Updated Citrus Mobile App

The newly updated [Citrus Mobile App](#) was launched on Tuesday, January 21. The Citrus Mobile app features deep integration with Canvas. This provides students with information about assignments, due dates, reminders, discussion posts and faculty announcements from their Canvas course sites directly to their phone. Deep integration with Wingspan is available as well. Students can see holds, account balances, financial aid, course enrollments, and can register and drop courses using the Citrus Mobile App.

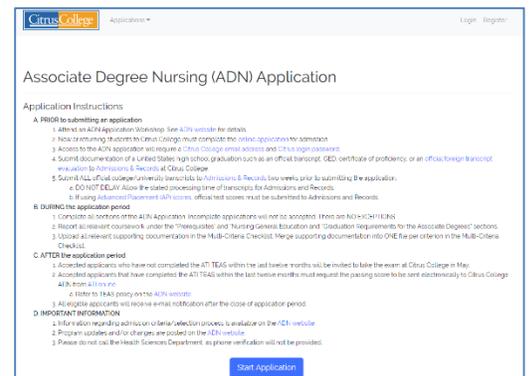
One of the more exciting new features of the app is the ability to increase student engagement through the Campus Wall. Students, staff and faculty can post messages and receive responses from each other, and easily monitor the official Citrus College social media feeds. The app makes it easy for students to find others with similar interests, make connections, and participate in one or more of the many clubs and student organizations at Citrus College.



The new Citrus Mobile App has received a warm reception from students. In the first two days there were 655 new downloads of the app, 13 posts on the Campus Wall and 35 comments. Lilia Alvarez, ASCC President, posted "Being one of the first to test out the new Citrus Mobile App I must say it will make things easier for all users. I will most definitely be using this often and referring others, especially those new to our campus." You can learn more about the Citrus Mobile App and find links to download the app for Apple and Android devices at <https://www.citruscollege.edu/tecs/Pages/MobileApp.aspx>.

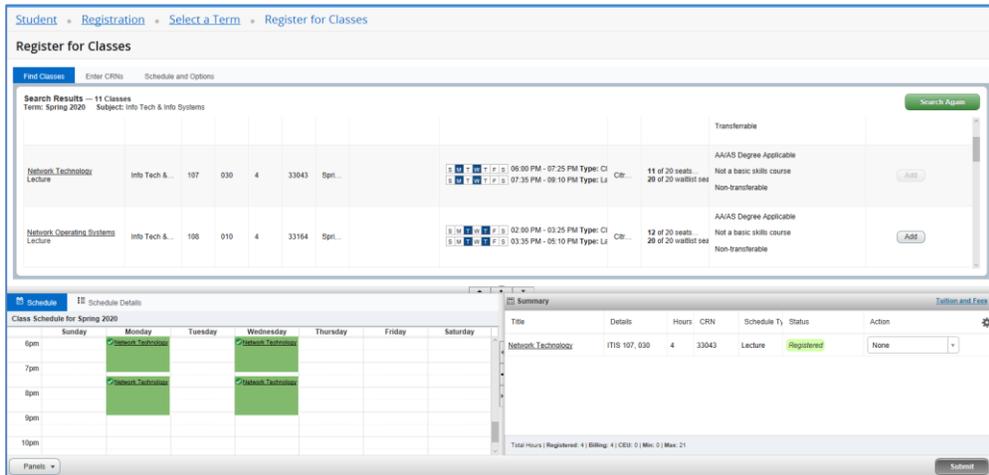
Associate Degree in Nursing Online Application

The Associate Degree in Nursing application period for Fall 2020 opened on January 13. This year, students were able to apply online, thanks to a new online application developed by TeCS Programmer Analyst Bryun Sakaye. This is the third online application form developed for Citrus College, and will significantly streamline the process for applicants and staff in the nursing program.



New WingSpan Student Registration

The new version of WingSpan Student Registration is coming soon! We have the latest version installed in a test environment, and it will provide a dramatically enhanced way for students to search for classes and register.



TeCS invites you to sign up for one of the WingSpan 9 Student Registration training classes to learn more about the new features soon to be available to students. All classes will be held in IS 109 and will last approximately one hour. [Sign up on the Training Calendar.](#)

Monday 2/3 11 am
Tuesday 2/4 2 pm
Thursday 2/6 9 am

Friday 2/7 1 pm
Monday 2/10 11 am
Tuesday 2/11 1 pm

Wednesday 2/12 11 am
Wednesday 2/12 1 pm

New Computers

TeCS Staff was busy during the past two months installing 10 new desktop computers in campus safety, 13 new computers for faculty in the CI building, and 15 computers for the Citrus College Clarion. All computers were replaced according to our desktop replacement plan. Replacing older machines improves productivity and improves security.



Juan Gonzalez, Campus Safety Officer II



Citrus College Clarion Computers

Security Matters – Data Privacy

The Internet is full of data about you. Whenever you play a game, shop, browse websites, or use any of numerous apps, your activity and some of your personal information may be collected and shared.

Similarly, the business of higher education requires us to collect, process, and store the digital information of others. Whenever we handle such information, we need to think about how we want our own information treated and treat other people's data with the same care and respect.

Protect yourself by following these tips:

- **Know what you are sharing.** Check the privacy settings on all of your social media accounts; some even include a wizard to walk you through the settings. Always be cautious about what you post publicly.
- **Guard your date of birth and telephone number.** These are key pieces of information used for identity and account verification, and you should not share them publicly. If an online service or site asks you to share this critical information, consider whether it is important enough to warrant it.
- **Keep your work and personal presences separate.** Administrative Procedure (AP) 3723 recognizes that authorized Citrus College officials may review or access the contents of e-mail for purposes related to the college business. Use an outside service for private emails. This also helps you ensure uninterrupted access to your private email and other services if you switch employers.

Protect the information, identity, and privacy of others by following these tips:

- **Know what resources are available at Citrus College.** Ryan Tang, Citrus College IT Security Analyst, can answer questions about information security best practices and the technologies available to protect online identity and the personal data. The Training Calendar also provides online self-guided tutorials on information security and privacy.
- **Know what policies are in place at your institution.** A privacy policy governs how the institution collects, processes, stores, and deletes the personal data of constituents; a data classification policy governs how the institution organizes the data it interacts with and what rules are in place for processing it; and an information security policy articulates how the institution governs and prioritizes information security activities. At Citrus College, these policies can be found in the 3000 series of board policies and administrative procedures at <https://www.citruscollege.edu/admin/bot/Pages/PoliciesProcedures.aspx>
- **Keep student and staff personal information confidential** and limit access to the data.
- **Only use data for its intended purpose.** If you need to use data for another reason, always check relevant resources and policies first for guidance.
- **Destroy or de-identify private information** when you no longer need it.