THE UT CHRONICLES

The Official Newsletter of Drew University Technology

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EMPLOYEE REMINDER: ARE YOU READY FOR VACATION?

With the holiday season and the upcoming break upon us, we wanted to share reminders to make sure your voicemail greeting and phone state settings are accurate (as well as your email vacation responder, of course). If someone calls your Drew phone over break, the greeting should tell them the University is closed for the holidays until January 3. To be nice, you should also set your phone to go straight to voicemail without ringing first. The steps to update both the phone state and the greeting can be found at the Availability States on Mitel Phones U-KNOW page. Look specifically in the section "Example: Going on Vacation for a Week". Steps are listed for using both your desk phone or a different phone to make these changes.

To update your email vacation response, look to Google's directions, Out of office or vacation reply.

And don't forget the feature in your calendar that will show when you are out of office.

REQUIRED SECURITY TRAINING FOR GLBA COMPLIANCE

Drew University recently launched a security training initiative for all employees, consultants (sometimes called "non-Drew employees"), and student employees as part of our compliance with the Gramm-Leach-Bliley Act. The Gramm-Leach-Bliley-Act (GLBA) is a law that applies to financial institutions, including universities which maintain records regarding things like tuition payments and financial aid.

Those required to participate received an email on November 19, 2021 linking them to the CyberRiskAware Training Portal. After setting a password using the Forgot password? link, you will see the 4 assignments you are required to complete by December 22, 2021: Removable Media, Email Security, Social Engineering Part 1 and Part 2.

If you have any questions about this requirement, please reach out to Human Resources at humres@drew.edu. If you have any questions about logging in, please reach out to University Technology at helpdesk@drew.edu. Remember that the University closes at the end of day December 22, 2021.