

CaTT Tales



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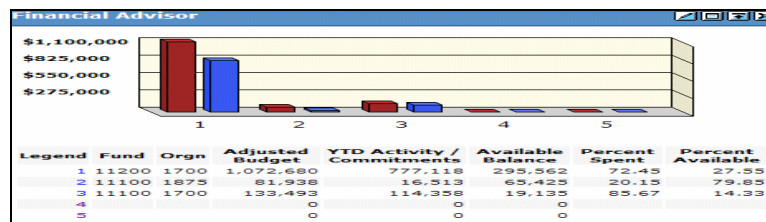
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Finance Channels in myGateway

By Bob Hughes

District Information Services is pleased to announce the availability of three new channels in myGateway for Finance – **Financial Advisor**, **Finance Channel**, and **Approval Alerts**. If you are a person who manages a department's budget or are responsible for creating or approving financial transactions such as requisitions and budget transfers, you will appreciate these new functions in myGateway. Staff and administrators who attended a recent "Managing Your Budget" workshop actually cheered and applauded when the channels were demonstrated.

Perhaps the most attractive is the **Financial Advisor** channel. This channel can provide you with the current status of your department's budgets at a glance each time you log in – both in a graphical bar chart, but also in actual dollar amounts. You can monitor up to five Fund/Organization combinations in real time.



If you need more information about a particular Fund/Organization combination, clicking on the 'legend' takes you to a budget query screen where you can bring up the details, filter by Fund/Org/Account/Program/Activity/Location (FOAPAL) and drill down to the individual transaction items which comprise the dollar amounts. The budget query screen also gives you the ability to download the displayed data to Excel with one click.

Viewing a requisition in Banner can sometimes be a frustrating experience. This should be made easier via the **Finance Channel**. From this channel, users can create a requisition using a stored "template" which should simplify data entry, check the available balance on a particular FOAPAL to avoid Non-Sufficient Funds (NSF) conditions, and view the complete details of a specific document – such as a Requisition – including the current status of the document in the approval queue.

AP3720 Computer and Electronic Communication Systems Policy: An Update

By Deborah Ludford

In 2006, the Chancellor's Cabinet formed a workgroup to review and update the Computer and Electronic Communication Systems Policy. This workgroup has been working for over a year to update the policy to make it more current with newer technologies, to review the contents to address constituency concerns, and to streamline the organization with the purpose of making the document flow better and be more understandable to the non-technical among us.

The group is composed of representatives from all campuses, from the Senates, from the employee unions, and from management. We are nearing the end of our journey and will present our work in March to the Chancellor's Cabinet. I have found this workgroup to be very productive and rewarding. I want to thank all of you who dedicated time and energy to this effort as it has truly been a pleasure to work with you. Participants included Dale Craig, Cherie Dickey, Steve Gold, Beverly Harrington, Jeff Horsley, Fred Rocha, Richard Smead, Andrea Sibley-Smith, Frank Smith and Gary Zager.

The Most Common Passwords!

By Erin Ridley

PCMagazine says that the passwords listed below are the most commonly used passwords. If your password is on the list, change it immediately!

1. password
2. 123456
3. qwerty
4. abc123
5. letmein
6. monkey
7. myspace 1
8. password 1
9. blink182
10. (your first name)

VoIP - Voice over Internet Protocol and What It Means to You!

By Deborah Ludford

Have you seen the acronym "VoIP" or heard someone say "Voice over IP" and wondered what it was they are talking about? If not, you will soon as the North Orange District will be embarking on a project to adopt this new technology District-wide over the next several years.

What is VoIP? Voice over Internet Protocol is a technology, which uses the data network (the network, which brings you the Internet, Banner and other services) to provide phone service. VoIP will replace the existing phone system over time.

Why should NOCCCD switch to VoIP? There are several good reasons to switch. Most obvious is that maintaining a phone and a data network, which touch every work area in the District is expensive. With VoIP we can minimize the size and reduce the maintenance costs of the existing phone network over time. Another good reason is that moving phones becomes easier and less time consuming. This technology will be the standard for phone service in the future.

How will this happen? It has already begun. In 2007, District Information Services commissioned a study of the ability of our data network to handle VoIP. Because our network was designed well, and we built it in such a way that it can expand over time, the study found that adding phones to the data network is very feasible. Currently, an engineering firm is working with the District and all the campuses to develop a District-wide plan for the implementation of VoIP. Once they have completed the design, a Request for Proposal (RFP) will be developed and vendors will be able to bid on the project. The RFP will be designed in such a way that each campus will be able to decide how they wish to proceed based on local campus needs.

When will this happen? A pilot project has been ongoing at Fullerton College. They have been using the technology in the Academic Computing Department and in the new buildings. Fullerton has decided that they wish to implement VoIP for the entire campus over the next several months. As I stated previously, the other campuses will then decide how to proceed based on local campus needs.

How will this affect me? Some of the changes will depend on the current phone structure on each campus. However, you can expect a new phone at your work location for one. Secondly, as with all new technology, some training on the new features will need to be offered.

Who do I contact with questions or issues? Whomever you contact now about your current phone will be best able to assist you with questions or problems with the new VoIP system. District Information Services is also available to answer questions.

Hopefully, this article has explained this new technology a bit and now when someone says "Voice over Internet Protocol" or VoIP you won't feel like the only one who doesn't know what they are talking about!



Busy Times in Information

By Carl Schoner

Information Services Applications staff performs many functions on a routine basis that result in significant changes in application software (Banner), database server software (Oracle RDBMS and OAS) and ancillary software. Oftentimes we require assistance from you in either a consulting role, a testing role, or in an implementation role in order to make these upgrades as successful as possible. When we are really successful at working this way as a team, those of you who were not involved in the upgrade process may not be aware that upgrades were applied at all, except for those who will benefit from the additional functionality of the installed products.

I thought it might interest you to know a little more about the extent of the upgrades applied by Information Services applications staff in 2007 and the first few months of 2008. During this time, some of the upgrades applied to Banner and its integrated components include:

- 4 new releases of General
- 2 new releases of Student
- 10 new releases of Financial Aid
- 1 new releases of Web Tailor
- 4 new releases of Banner Integration Components
- 2 new releases of Student Self Service
- 2 new releases of Faculty Self Service
- 3 new releases of Luminis Server Versions (through 4.0.1.50)
- 4 new releases of Luminis Channels for Banner 7
- 3 new release of CALB (California Service Center Banner components)
- 1 new release of Finance Self Service
- 1 new release of Workflow

Approximately 35 smaller "patches" were applied to the above releases after their initial implementation, and while applying patches is not as intrusive as applying a full upgrade, we still must take every precaution to ensure that the patch will not "break" something, and so we fully test every upgrade and patch in a test environment before they are applied to the production system.

The story does not end there, however, for in answering your requests to provide an application platform that serves a very unique array of requirements to address the needs of all three campuses, we have also coded and maintain approximately 1,000 local modifications that we review and reapply as needed each and every time a new upgrade is applied to our system.

We are currently in the process of upgrading our Oracle database platform from Oracle 9.2.0.6 to Oracle 10g Release 2, and we are doing everything we can to make this as transparent to you as possible. But I thought it would be interesting to summarize some of the upgrades that have been applied in the last year for those who may not have noticed when things go as smoothly as they often do.

Tips 'N' Tricks

By Adam Howard



What's new with myGateway

Have you visited [myGateway](#) lately? If you haven't, here is a sample of what is new with the portal:

- WebStar is now available 24/7, like everything else in [myGateway](#). You can now register for classes, or post grades, update your text message preferences, and more at all hours of the day and night.
- Cypress and Fullerton College library channels are available. These channels provide links to the external databases to which the libraries subscribe. In the near future, we will be enabling these links for single sign-on, so no passwords will be required for off-campus access to the databases.
- Upcoming terms are available in the portal. College faculty can start working with their summer and fall courses in [myGateway](#); SCE faculty can work on their spring courses.
- And more...

We have started a blog to detail the new features being added to [myGateway](#). We are highlighting some of these features on the [myGateway login page](#) under "What's New with [myGateway](#)," and you can see all of the blog posts by clicking on the [View All](#) link.

California Public Records Act

By Deborah Ludford

Recently, I have had inquiries regarding the California Public Records Act. As a public agency, NOCCCD is subject to the California Public Records Act. More formally this is known as [Government Code Section 6250, et seq.](#) The code states:

6250. In enacting this chapter, the Legislature, mindful of the right of individuals to privacy, finds and declares that access to information concerning the conduct of the people's business is a fundamental and necessary right of every person in this state.

As a result of the need to fulfill such requests, the District has developed a Board Policy ([BP3300](#)) and an Administrative Procedure ([AP3300](#)) to outline the District response to such requests.

Requests should be made of the Chancellor or designee as stated in the administrative procedure. Currently, the Chancellor's designee is the Office of Public Affairs at the District. The Chancellor and Office of Public Affairs determine the appropriate response, and then the request is fulfilled by those who have the required records. Sometimes the records are dispersed throughout the District and are compiled from many sources and then provided to the requestor. Very often this includes electronic records stored in our systems and Information Services compiles the records to process the request.

Hopefully this information is helpful. If you have any further questions about public requests for records contact the Office of Public Affairs at (714) 808-4831.

Student Data and Your Portable Devices

By Deborah Ludford

When it comes to protecting information about our students we cannot be too careful. Many laws and policies have been put in place to protect this information and penalties are harsh. Portable devices including PDA's, Laptops and Flash Drives are especially vulnerable because they are often the target of theft. So I have a few very simple words of advice for you to follow:

- Copy critical files to another secure device or make sure you have a paper copy that you have put in a secure location
- Lock devices in cars, homes, and offices when not in use
- Store devices in carriers designed to absorb the impact of a fall
- Purchase USB ready devices for easy plug-in
- Manage passwords carefully
- Keep all documentation, warranties, and other documents about the devices you use secured and in a handy, easy to remember location for quick reference
- Attend the laptop training offered by the District to become more familiar with the devices

And while you are at it, you may want to do the same with your personal files as well. Safe computing.....

Passwords, Passwords, Everywhere a Password

By Erin Ridley

Passwords... We all have them. These days it seems as if there is a password for everything! Whether it be passwords for Banner, email, voice mail, online banking, or just signing into a website you belong to, it can certainly seem a little overwhelming! So, what is one to do?

I wish I had perfect answers for you - but I don't. What works for me, may not work for you, and visa-versa. What I do have are some tips for you. First of all, your passwords are *very* important! They allow you to tell the system "yes - this is me - please let me in". Your password is your first line of defense. You should protect your password and *not share* it with others. You shouldn't tape your password to your monitor. Would you leave your house unlocked when you leave for the day? Would you leave your car unlocked, or write your access code on your ATM card? No, of course not! Passwords into Banner, Argos, your email, etc., should be treated no differently! Passwords protect information. Whether it is student information located in Banner and Argos, or important email, or online banking, it all needs to be protected. Now that we understand how important passwords are to protecting our data, the real question is: how do I manage so many different passwords?

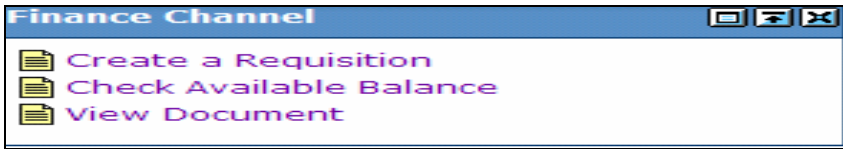
Here at NOCCCD we have to conform to the Payment Card Industry Data Security Standards (PCI DSS). Those standards state that passwords must change every 90 days, which is why you are required to change your Banner password every 90 days. When I change my Banner password, I change everything else as well! I don't necessarily change everything to the same thing, but I do change them all at the same time. I usually use a theme, such as favorite tv characters, summer vacation spots, etc., and change my passwords with those thoughts in mind.

The best password tip I have ever heard is using a sentence. Think of a sentence that will mean something to you - but no one else: My husband loves to practice baseball with Trevor. Taking the first letter of each word, substituting numbers where you can, mixing upper and lower case, this sentence turns out to be password: MhL2pbwT - not too shabby! It looks like gibberish to anyone looking at it, but yet totally means something to me and is one I will remember!

In conclusion, protect your password and hold it in high regards, after all, it is your first level of defense! Change passwords periodically and have fun with some sentences!



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Finally, managers and staff who approve documents such as requisitions and journal entries will love the **Approval Alerts** channel. This channel will give you a real-time summary of the documents waiting your approval. Clicking on "Next Approver" brings you to a list of items awaiting your approval where you can approve or disapprove each document. The best part is that you can "drill down" on items and see all the document details on a single screen.

Approval Alerts	
Requisition:	82
Journal Document:	21
Total:	103
Next Approver All Documents	

Since these channels are presented in myGateway, you can access them anywhere in the world with simply a web browser. You now have the ability to approve/disapprove documents and view your budgets while you are away from the office. If you would like to use any or all of the new Finance channels, simply add them to your layout in myGateway. Step by step instructions on this procedure can be found at <http://www.nocccd.edu/Departments/IS/documents/AddingConfiguringFinanceChannels.pdf>.

Tips 'N' Tricks

By Erin Ridley



Forgot an Extension?

What? You don't have your District directory listing at home? You are on the road and don't remember someone's extension? What can you do - are you just out of luck? Well, have I got a simple trick for you! All you have to do is call your work audix voice mail system. Enter in your extension and password, just like you normally do. You need to tell audix that you want to *transfer*, so press ***T** and that you need the *alpha* directory, so press ***A**. Now all you have to do is start to key in the letters of the person's last name and press the pound key (#). If audix needs more, it will let you know. If you have keyed in enough letters, you will hear options. So - to summarize this:

- dial audix (AC: 808-4900, CC: 484-7444, FC:992-7585)
- enter extension# password#
- *T (star eight) to TRANSFER
- *A (star two) for ALPHA
- enter in letters of person's last name: R I D L E#
- you'll hear:
 - For Erin Ridley, press 1; For press 2, For press 3
- Press the number for the person you want, regardless of what campus they are on - and the system will transfer you!

Now wasn't that easy? Please note, this works for only for those who have audix voice mail.

Training Schedule 2008

By Erin Ridley

Navigation Training

April 3	9:00 a.m. – 11:30 a.m.
April 9	9:00 a.m. – 11:30 a.m.
April 17	2:00 p.m. – 4:30 p.m.
April 25	9:00 a.m. – 11:30 a.m.
May 14	9:00 a.m. – 11:30 a.m.
May 23	9:00 a.m. – 11:30 a.m.
May 29	9:00 a.m. – 11:30 a.m.

RQ Training

April 30	8:30 a.m. – 12:30 p.m.
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**To sign up for either the Navigation or RQ training classes, please contact your campus training coordinator:

AC: Sandy Palmer, CC: Vicki Sykes
 FC: Wendy Bailey, SCE: Irene Beck

Argos Training

March 26	9:00 a.m. – 11:00 a.m.
April 10	9:00 a.m. – 11:00 a.m.

The training will be at the Anaheim Campus in the Staff Development Lab, Room 307. People interested in taking the class should e-mail chebson@nocccd.edu to reserve a spot.

CaTT Toon

By Carl Schoner

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“Somewhere, just out of sight, great things are moving.”