


The screenshot shows the IT website for the University of Oklahoma Health Sciences Center. The page features a navigation menu with categories like Account & Access Management, Application Services, Data Center Hosting, Desktop Management, Enterprise Connectivity, Information Security, Messaging & Collaboration, Professional Services, Technology Sales, Training, Education & Awareness, and Voice Services. A 'Need Assistance?' section is also visible. Overlaid on the right is the cover of the 'Student Handbook 2018-2019' for the College of Allied Health, OUHSC. The cover is green and white with the text 'Student Handbook 2018-2019' and 'Allied Health Student Handbook 2018-2019'. Below the cover is a table of contents for the handbook.

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**College and Campus Computing Resources**

## One Person, Many Hats!

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College of Allied Health  
Professor,  
Sonography Program Director,  
Co-Director, MIRS 3D Printing Lab  
Dept Medical Imaging & Rad Sci  
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## IT Webpage

[it.ouhsc.edu](http://it.ouhsc.edu) &  
[ouhsc.edu/it](http://ouhsc.edu/it)

- Instructions
  - How to change your password?
- Policies
  - Laptop encryption, PHI & HIPAA protection
- Q&A, Online Help, Knowledge Database
- File Storage
- Campus Resources
  - Security patches
- Copyright regulations



## College Handbook

- Current Students
  - Helpful Resources
    - Policy & Procedures
      - College of Allied Health Student Handbooks
      - by year
- Content
  - *Email*
  - *College Printing Services*
  - *File Storage*
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## AH Student Computing Policies & Procedures (P&P)

<https://ahstudentcomputinghandbook.ouhsc.edu/default.aspx>

### Content

- Basics (accounts, email, remote access)
- File Storage, Backup & Security
- Printing
- Virus Protection
- Special Equipment
- User Info, Training & Support
- Appendices: How to's
- Computer Requirements
- Quick Reference



## What info can I find?

- **Email**
- Remote Network Access
- **File Storage and Passwords**
- Daily Security Procedures for Users
- **Virus Protection Software and Operation**
- Determining if a Virus is Real or a Hoax
- **Connecting to Print Services**
- Additional Software to Install
- **Quick Reference**
- Proofpoint Anti-SPAM digest sent daily, look at it!



# Proofpoint Anti-SPAM digest

**End User Digest: 2 New Messages (26 Messages Sent to Your Mailbox (Report SPAM messages here))**  
For Karl Boyce (Karl.Boyce@ouhsc.edu)

The Proofpoint spam filter should operate transparently for most users. By default, the End User Digest does not require any actions on your part. For more information on Proofpoint, visit the [IT Service Desk Knowledgebase](#) and enter "Proofpoint" into the search box. E-mails that score as 100% spam are discarded immediately. E-mails with a spam score between 20% and 99% are listed below in the Quarantine section. These messages were not sent to your mailbox. The Quarantine section offers you the ability to manage the listed messages in the following ways: --Release: To view a message that you want to read, but was blocked as spam, click on the "Release" link. Proofpoint will then send the message to your mailbox. --SafeList: If a blocked message is from a valid sender, you can tell Proofpoint to never block messages from that address. Clicking on the "SafeList" link will release the message to your mailbox and it will add the address to your personal Safe Sender list. Future messages from this sender will not be sent to the Quarantine. --Not Spam: To report that a quarantined message is not spam, click on the "Not Spam" link. Future messages that are similar to the Not Spam message will not be sent to the Quarantine. This does not release the message to your mailbox. Messages in the Quarantine list will be automatically deleted after 8 days.

[Request New End User Digest](#) [Request Safe/Blocked Senders List](#) [Manage My Account](#)

Quarantine (Messages Proofpoint blocked from your mailbox)				
	Score	From	Subject	Date
Release SafeList Not Spam	22	bounce@infomail.us	QATAR SKIN CARE CENTRE PROMO	2014-07-26 05:04:58
Release SafeList Not Spam	87	bounce@infomail.us	Every one will say "wow"	2014-07-26 14:54:05

The Proofpoint spam filter should operate transparently for most users. By default, the End User Digest does not require any actions on your part. For more information on Proofpoint, visit the [IT Service Desk Knowledgebase](#) and enter "Proofpoint" into the search box. The e-mails listed below in the Messages Sent section have been identified as valid e-mails and have already been sent to your mailbox. The Messages Sent section offers you the ability to manage the listed messages in the following way: --Report Spam: If you see an e-mail that should have been identified as spam, click on the "Report Spam" link. This helps us improve the application's spam detection capability, but it will not necessarily block similar messages in the short term. Please use the latest digest when using the reporting feature.

Messages Sent to Your Mailbox (Report SPAM messages here)				
	Score	From	Subject	Date
Report Spam	0	eliot@staples.com	Re: Eliot - job update	2014-07-26 00:05:26
Report Spam	0	bounce@msn2.nytimes.com	Today's Headlines: Russia Steps Up Help for Rebels in Ukraine War	2014-07-26 03:01:10
Report Spam	0	bounce@bounce92.walmart.com	Top Items at limited-time prices	2014-07-26 04:12:43
Report Spam	0	bounce@bounce.interweave.com	Find your holiday cheer with 40% savings!	2014-07-26 04:20:41
Report Spam	0	bounce@bounce.interweave.com	Summer Savings-Take Advantage of These Great Offers!	2014-07-26 06:32:21
Report Spam	0	staples@easystaples.com	Weekend-only coupons. Get them now!	2014-07-26 06:50:18
Report Spam	0	201407261157532374d397b4e34e9aa272731d8e78ecce:c2a9c9c9@bounce.amazon.com	Bobble Head Doll   Family Waterpark Gateway   and 3 more	2014-07-26 07:00:34
Report Spam	0	bounce-112325_nhm-236919397-683827-1202102-854@bounce.artists-hub.com	Starting July 29th at ANJLI	2014-07-26 07:10:34
Report Spam	0	bounce@bounce.interweave.com	40% off holiday inspiration	2014-07-26 09:05:18
Report Spam	0	bounce-112366_nhm-236919397-683808-1202102-990@bounce.artists-hub.com	Exploring the Lyrical	2014-07-26 09:09:09
Report Spam	0	aglyy@hugoboss.com	-SUBJECT NOT AVAILABLE FOR THIS MESSAGE-	2014-07-26 09:14:13
Report Spam	0	ucq4f5gaocubac@cv.gov @ofa1.bounce.3muustatedigital.com	Jewelry Trends: What's Hot Now in the World of Jewelry, and More	2014-07-26 09:48:46
Report Spam	0	bounce@bounce.interweave.com	World of Jewelry, and More	2014-07-26 09:48:46
Report Spam	0	3c27a7bb001e1042e8550ec3418cc4f69b37b9fe6a9a996452a281dce86147@bounce.i.groupm.com	Online Game-Design Training	2014-07-26 09:50:42

## IT Policy Questions

1. What is the correct HSC email address format for students and employees?
2. Where is the location of a shared computer lab on your campus?  
(OKC or Tulsa)

## IT Policy Questions

1. What is the correct HSC email address format for students and employees?

**[firstname-lastname@ouhsc.edu](mailto:firstname-lastname@ouhsc.edu)**

2. Where is the location of a shared computer lab on your campus?

(OKC or Tulsa)

***Library or Student Union (OKC) or  
Tulsa 1C65 or Library pods***

## IT Policy Questions

3. What is the URL for the OUHSC Desire2Learn course management system?
4. What is the Toll-Free IT Service Desk or “Help Desk” phone number?

## IT Policy Questions

3. What is the URL for the OUHSC Desire2Learn course management system?

<https://learn.ouhsc.edu>

4. What is the Toll-Free IT Service Desk or “Help Desk” phone number?

**1.888.435.7486**

## IT Policy Questions

5. How many characters are minimally needed for a secure OUHSC password?
6. Can you use special characters (~!@#\$%^&\*) in OUHSC passwords?

## IT Policy Questions

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**Eight**

6. Can you use special characters (~!@#\$%^&\*) in OUHSC passwords?

**Yes!**

**You need to use at least 3 of 4 of the following: Special characters, numbers, upper & lowercase letters**

## IT Policy Questions

7. Which one of these meets or exceeds secure OUHSC password requirements?

- A. Bo\*mer79
- B. sooner12
- C. KBoyce
- D. &(\*^90@#

## IT Policy Questions

7. Which one of these meets or exceeds secure OUHSC password requirements?

- |             |             |             |
|-------------|-------------|-------------|
| A. Bo*mer79 | A. Bo*mer79 | <b>Yes!</b> |
| B. sooner12 | B. sooner12 | <b>No.</b>  |
| C. KBoyce   | C. KBoyce   | <b>No.</b>  |
| D. &(*^90@# | D. &(*^90@# | <b>No.</b>  |



### Other Tips

#### Don't use:

- Email wallpaper

#### Don't use:

- Third-party email providers while connected to the HSC network. (This creates opportunities for virus infections).



## If you have a Mac...

1. ALL your faculty use PC's at work
2. You may need to buy PC emulation software to run specialized software
3. In D2L you may need to save files to the hard drive before opening them.
4. You are not excused from any assignment, because you have a Mac.
5. iPad **will not cut it** as your main computer and won't work with Lockdown Browser.

## If you have a small tablet...

1. You may run into problems running specialized software
2. You may have problems running flash animation.
3. You are not excused from any assignment, because you have a tablet.
4. Netbook, iPad or Chrome tablet will not cut it as your main computer.

## Data Security

### Computer Laptop Encryption

Not an “option”.

This is a new standard of practice.

It represents a paradigm shift from the past, but will be routine in healthcare settings going forward.

### Two-factor authentication

Emerging standard for email, credit card accounts, etc

## Encrypted Laptops

- The world has changed...
- Healthcare security (PHI+) is not optional.
- Your personal data is increasingly at risk.
- Patient data is at risk.
- Large fines & personal liability for lost PHI.
  - Big \$\$\$ fines
  - Career ending mistake
  - Potential for loss of YOUR PHI too!

## Encrypted Laptops

### To protect YOU, Patients & OUHSC

- HSC maintains record of encryption
  - In case your device IS lost or stolen
  - Reduces your personal liability
- No cost to you for software or labor
- Means an additional password for you
  - Get a **reputable** password keeper for your phone, that is password protected
- **Your encrypted data cannot** be viewed if stolen

## Security for Data & Equipment

- BACK-UP your Hard Drive!
- Use encrypted USB for PHI & HIPPA.
- Use locking security cables
  - Kensington security slot
- Password your screen-saver
- “Auto update” all Microsoft software
- Daily update virus definitions
- UL 1449 surge suppression power strip



## Protect Yourself

- **Configure your laptop to connect to HSCSTUDENT** as the default Wi-Fi on campus.
- **Back up critical course materials** to encrypted USB drive(s) or an encrypted external hard drive
- **No Java?** Online exam software won't run
- Each semester, **follow update instructions**
- **This STUFF is YOUR responsibility!**

## How about a Laptop Failure?

- During proctored online exam
- While you are writing a paper
- In class when taking notes
- While studying for an exam

OR

- *Pass infected file to faculty or classmate*
- IT can shut down network port if your computer is "spewing" viruses or malware

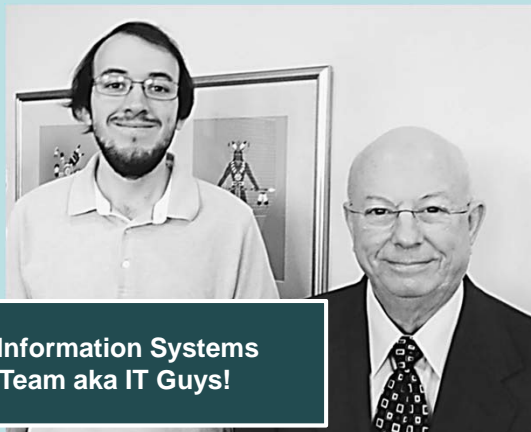


## HSCSTUDENT

- **MAIN** secure Wi-Fi network for our students
- The network name is not broadcast
- You will need to manually add HSCSTUDENT to your network settings, reset after updating password
- IT sends out links to new instructions to new students via email
  - **OUHSC**username
  - Password
- IT Service Desk for support (or our IT staff)
- Required for Lockdown Browser

## IT Service Desk “Helpdesk”

- Tulsa (limited, computer lab 1C65)
- OKC (1<sup>st</sup> floor, Student Union)
- Support PC's and Mac's
- General and software specific help
- Wireless card configuration
- Software sales (educational discounts)
- Weekday hours ONLY
- Make an appointment for service support



**College Information Systems  
"CIS" Team aka IT Guys!**

**Derek Teague**  
*LAN Specialist IV*

**Gaylon Bright**  
*Director of*  
**College Information Systems**

## **Instructional Support Services**



**Gina Vile**  
*Instructional Design Specialist*  
**Instructional Support Services**

**Pam Farmer**  
*Director of*  
**Instructional Support Services**

## Some issues with D2L...

1. Mozilla Firefox, Chrome and Safari may work more reliably than Internet Explorer.
2. If you have problems opening a file, save it to your hard drive first, then open it.
3. Faculty use various file formats(.doc vs docx, ppt vs pptx).
4. You should check your syllabus for file format and filename instructions when submitting assignments to your faculty.
5. MS Office is available for FREE for all enrolled students. See IT website for link.

## A Few More...

Take good care of the equipment  
& furniture, whether it yours,  
a classmate's or the university's.



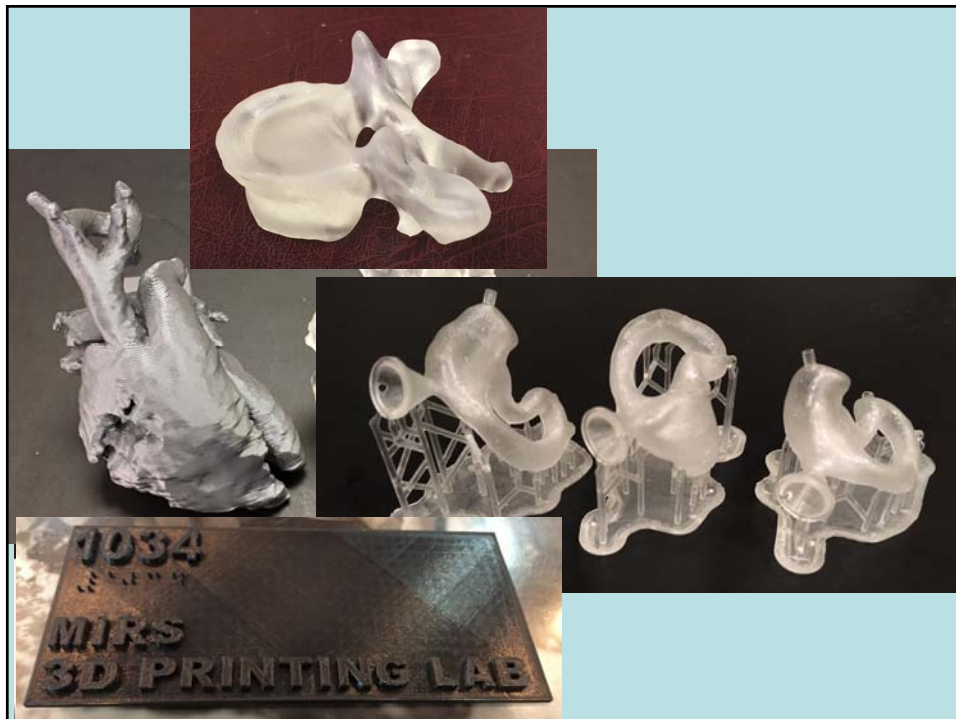
When you have a question, ask for assistance. There are lots of people who can guide you to the best choices.

**Often there is more than one best or correct choice or solution!**

## “New” Opportunities...

### • 3D Printing

- D2L 3DPr-SIG Community to share
  - self-register (both campuses)
- Free 3D printing resources at HSC & Norman
  - HSC Bird Library, 3<sup>rd</sup> Floor, Non-Print Media
  - Innovation Hub
- Opportunities to develop educational 3D prints for teaching clients, patients, families and students.
- Explore uses in mold-making, surgical pre-planning, surgical cutting & drilling guides
- Develop research-based prototypes for patient care, education, and evidence-based practice





## What if you *looked up* from your phone?



- "Look Up" by Gary Turk  
<https://www.youtube.com/watch?v=Z7dLU6fk9QY>
- "Give A Little Love" by Noah And The Whale. Video by TheCorpfa  
<https://www.youtube.com/watch?v=PT-HBI2TVtl>
- I Forgot My Phone, written by & starring Charlene deGuzman & directed by Miles Crawford  
<https://www.youtube.com/watch?v=OINa46HeWg8>

# Thanks for your attention!

