



Truckee Meadows Community College

Information Technology Operations

## Monthly Status Reports

January 31, 2007

### Network/Desktop Updates

- IT Operations computer Help Desk has updated our web site <http://www.tmcc.edu/ito/helpdesk/> for password registration and reset as well as barracuda documentation and Faxing with the Xerox.
- We have posted a new web site for Information Security and Privacy <http://www.tmcc.edu/security/>
- Wireless computer access has been expanded to include the Meadowood and Edison campus.

### Reiteration

- IT Operations computer Help Desk is finished with the 2006-2007 Lifecycle replacement of 145 pc's.
- Barracuda, a personal spam filter for e-mail is available for your use at T.M.C.C. Please see below listed link for instructions on how to setup and use the barracuda spam filter.  
<http://www.tmcc.edu/ito/downloads/documents/groupwise/ITOBarracudaSpamFWLogin.pdf>
- GroupWise 7 is now available from the Application Explorer folder on the desktop for windows based pc's. We encourage you to install this GroupWise up date at you convenience prior to the mandatory install / push date of January 17th.
- If you are using the TMCC web calendar, please make sure your popup blocker is turned off. We created an application that will enter "\*.tmcc.edu" automatically into your Internet Explorer's pop-up blocker setting. Please contact the Helpdesk if you would like to have this application activated for you. If you are using third party pop-up blockers (Yahoo Toolbar, Google Toolbar, etc.) you might have to make those settings manually.
- On Wednesday September 20th, we began enforcing current TMCC and State of Nevada password policy. This consists of the following:
  - Your login password will need to be changed at least every 90 days (for most of you, this will occur sometime in October).
  - Your login password must meet the minimum security requirements outlined here:
    1. Is at least 8 characters;
    2. Must be unique; that is, it has not been used in the previous 24 passwords
    3. Contains at least three of the following four character groups:
      - English uppercase characters (A through Z);
      - English lowercase characters (a through z);
      - Numerals (0 through 9);
      - Non-alphabetic characters (such as !, \$, #, %).
- Anti-virus scanning: A full scan of network computers will occur on Wednesdays. Quick scans of local hard drives for common locations for viruses will occur on all other days. This should reduce the amount of time it takes for scanning to occur. Additionally, we recommend the following:
  - Archive to CD/DVD any files that are two years or old (or haven't been accessed in two years).
  - Of any remaining files, place critical files that would cripple your ability to do your work on your network drive ("H") - there is a limit to the amount of space available, so be judicious in your selection. These should not include picture or music files.
  - Have the Help Desk defragment your hard drive.

- IT Operations has a weekday maintenance window from 6 a.m. to approximately 7:30 a.m.; during this time routine server maintenance is accomplished. Access to network files, email or the Internet may be unavailable during those times.
- Wednesday morning is typically the day when new applications are distributed by IT Operations via the ZEN desktop to the Dandini campus (to include Symantec Anti-virus updates, client login software updates, etc.). Thursday morning is used to distribute software to Edison Way and Meadowood. This may require the reboot of your computer. Do not cancel out of these automatic distributions or your computer may experience problems.

## Telephony Updates

- The Telephony department has recently completed the selection of a new voice mail system, which should be purchased and installed by June 2007.

## Reiteration

- Do not move telephones from one location to another. They are not plug and play. These digital phones only work with the TMCC PBX and must be programmed for each location they are plugged into. If moving to another location or even within your current area, do not unplug the phone and move it yourself! Prior to moving the phone, the telephony team must retrieve valuable information in order to ensure the phone works properly in its new location; prematurely moving the phone will cause a delay in getting the phone working correctly. Contact the Help Desk if a phone needs to be moved.

## Help Desk: Fiscal Year 2006 (July 2006 through June 2007)

### 8,919 Total Requests/8,816 Completed

- Jan 2007 Statistics (from Jan 1, 2007 through Jan 31, 2007):
  - 784 recorded help desk requests (+354 from Dec 2006)
  - 787 Completed = 100.04%
  - Average Days to Complete Work Order = 4.9 (-1.3 from Dec 2006)
  - Email Viruses Blocked/Quarantined in January 2007 = 6,480 – 0.62% of all email
  - SPAM Blocked in January 2007 = 777,250 – 74.65% of all email
  - Individual Computer Spyware/Adware and Other Viruses in January 2007:
    - Dandini Campus = 1356 Spyware/Adware; 540 Viruses
    - IGT Applied Technology Center = 0 Spyware/Adware; 0 Viruses
    - Meadowood Center = 2 Spyware/Adware; 2 Viruses
    - Redfield Center = 0 Spyware/Adware; 1 Viruses