MONTANATECH WEEKLY UPDATE

May 13, 2024

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Effective Immediately

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UPCOMING CAMPUS EVENTS

5/31: Highlands Golf Tourney (registration 9:00 am, tee-off 10:00 am, Highland View Golf Course)

6/8: Drag Story Hour (6:00 pm, Copper Lounge)

6/13: *Essentialism:* part III and IV (2:00 pm, Chancellor's Lounge in the Mill)

6/14: Registration Rally

SEND US YOUR STORY IDEAS

The Marketing and Communications team is hard at work trying to capture all of the interesting summer projects and research going on. If you have fieldwork, projects, or research happening that is interesting or photogenic, contact photographer Lou Mason or reporter Megan Strickland.

STAFF SENATE ACCEPTING NOMINATIONS FOR NEW MEMBERS

The Montana Tech Staff Senate is accepting nominations for new members to join our Staff Senate. Please consider nominating yourself or another staff member who would make an excellent Staff Senator. Nominate here.

TRANSFERRING CALLS

Would you like to transfer a call to voicemail without the recipient's phone ringing? Putting * in front of any campus extension will call that extension's voicemail. This is handy when transferring suspected sales calls to other extensions on campus, or for transferring callers when you know the recipient is out of the office.

CYBERSECURITY IMPROVEMENT REMINDERS

Please prepare for the following enhancements to improve Montana Tech's security posture:

May 15

- **Administrative privileges will be removed from faculty/staff computers that are connected to our domain**.
  - Why?
    - Removing administrative access is a security best practice. Vulnerabilities are continually found within internet browsers that allow bad actors to install software on users' machines without them being aware. Removing administrative privileges prevents this from happening without the users' knowledge.
    - Board of Regents Policy 1300.1 states "Flagship CIOs are responsible for all aspects of information technology including security across the affiliation." Therefore, we need to follow the [University of Montana Standard](#).
    - What do I do if I CANNOT do my job without Administrative privileges?
      - You can submit a request using this [ticket](#).
      - Please note: In most cases software will be installed by Montana Tech IT on behalf of the user, upon request. Please use this [ticket](#) when requesting software installations.
- **Screen Lock after 15 Minutes of inactivity**
  - Why?
    - To help prevent a bad actor from utilizing your computer and credentials in your absence.
  - Are there any exceptions?
    - Yes, currently podium computers are excluded. If you have an extraordinary circumstance that you believe requires your computer to be excluded from this procedure, please [submit a ticket](#).

EFFECTIVE IMMEDIATELY

- The use of external storage devices (thumb drives, jump drives, USB drives, etc) are strongly discouraged.

  - Why?
    - An infected device can activate ransomware or other harmful code without any user action, covertly deploying as soon as the disk is attached. For more information, please see [this article](#).
    - External hard drives can also be corrupted or malfunction. Your best solution is to keep your data in OneDrive/Teams whenever possible.

As always, if you have questions please contact our I.T. Helpdesk at 406-496-4244 or submit a ticket [here](#).

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2024 FISCAL YEAR-END PROCUREMENT INFORMATION

Fiscal Year End (June 30, 2024) is rapidly approaching. Your cooperation and timely processing of year-end purchases is important and appreciated in order to ensure

that funds are spent in the appropriate fiscal year & that we have adequate time to process requests

No later than May 1, 2024: Submit requests for purchase orders for items less than $10,000 to Erica Rude in Accounts Payable. Purchase Orders for next Fiscal Year (FY25) will not be issued until July 1, 2024

No later than June 14, 2024: Complete all Procard transactions for FY24 prior to June 14, 2024. June 15th-June 30th will be a purchasing blackout period (Procards cannot be used Unless you are in travel status)

You can start using your Procard for FY25 expenses on July 1, 2024

No later than June 14, 2024: Submit FY24 Invoices to Accounts Payable by June 14, 2024 at Noon

Please understand that if the above deadlines are not met, we cannot guarantee that we will be able to process requests in this fiscal year, regardless of the source of funding (such as contract and grant funding). If you are planning a request to start or renew a contract or purchase in July or August, please adhere to the deadlines above to ensure timely processing of such requests.

We appreciate your support and look forward to a smooth and successful 2024 Fiscal Year End. For assistance or clarification on any of the above information, please contact:

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