

AIS Advice

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Administrative Information Services (AIS) supports the administrative software of the college, specifically Colleague, its desktop user interface, GaelXpress, imports and exports of data to and from other administrative software. SMC Phone: X4375 Email: AIS@stmarys-ca.edu

OCTOBER is Cyber-Security Awareness Month

Take the AIS Colleague Security Quiz!!

1. When would you share your Colleague login with someone else?

- if someone in my department needed it to do something that their login doesn't allow
- if they were from Desktop Services and promised to forget it after they used it
- if a student or temp who reports directly to me needed to help me with Colleague
- all of the above
- never



2. When should you log out of Colleague?

- every time I walk out of sight of my computer
- at lunch and at the end of the work day
- only at the end of the day
- never - sessions are reset every night

ANSWERS:

1 - e. NEVER

You should never share your Colleague login with anyone else, even if they seem to have a good reason to need it. You are responsible for any work that is done using your login, and for that reason you should protect it. What do you do if another person learns your login and password? CALL AIS - we can reset your password for you quickly and easily.

2 - a. Every time you walk away from your computer

This might seem extreme. However, you have probably read about recent grading fraud at Diablo Valley College. When employees left their workstations for short breaks, student employees would sit down at the desk, quickly "enhance" other students' grades, and then leave. ALWAYS LOG OUT when you leave your desk.

HELPFUL HINT for TODAY Lookup Like a Pro with LOOKUP

Sure, we have all used Colleague and arrived at a LookUp prompt where we have entered a person's name to retrieve the right person.

Did you know you can further limit a name search to make LookUps faster and easier? Instead of getting 50 people with the last name of Miller you can limit your search results to one or two.

Here is an example:

- You are prompted for a Person LookUp
- Let's assume you know the person you want to LookUp lives in a particular city or state
- Enter the person's name followed by a semicolon and one of the following abbreviations:
 - * c = city
 - * st = state
 - * z = foreign country
 - * y = social class
 - * ss = Social Security number

For example, enter [**jim smith ;st va**] to retrieve records for any jim smith whose preferred residence (recorded on the Name and Address Entry (NAE) screen) is in Virginia. You can string together more than one restriction. Separate each element of the search with a semicolon.

For example, enter [**sarah buchannon ;st ca ;c carmel**] to search for a record for a Sarah Buchannon with a preferred residence in Carmel, California.