



— TECHNOLOGY UPDATE —

December 2020

Upcoming Technology Events

Date	Event	Time	Location
Dec 1	Tech Committee	3:15pm	Zoom

Enterprise Systems Reminders:

Dec. 17th, 2020

- Staff Zoom accounts will be moved to our own subaccount.
- Canvas and Zoom will be CanyonsID enabled.

December IT Birthdays

Martin Krueger - Dec. 19

Phillip Trujillo - Dec. 19

If you see them on their special day, please wish them a Happy Birthday!

How is Your Password Hygiene?

By Michael Gunther

Poor password hygiene is the leading cause of hacked accounts. Here are some tips to keep your passwords squeaky clean:

- Passwords should be at least 12 characters long. With today's speedy processors, short passwords can be cracked quickly.
- Each account you have with a specific company or website should have a unique password. That password may allow you access to several areas of the company or website, much like CanyonsID does for us here at the college. Using the same password for multiple accounts means that a breach of only one account can result in all of your accounts being compromised.
- Enable multi-factor authentication (MFA/2FA) whenever available. MFA/2FA requires a password plus an additional means of authentication such as an SMS text PIN, email message PIN or authenticator app PIN. Even if your password is compromised, your account will still be secured by the MFA/2FA.

Use a password manager to simplify your many passwords. Password managers are a recommended best practice today because it is impossible for a human to manage the above recommendations effectively.

For more information on how to keep your passwords safe, check out the Information Security Training and Awareness Program pre-recorded workshop, [Keep it Safe with Passwords](#).

Adobe Sign

By Justin Smith

What IS Adobe Sign? Who uses this stuff? Am I missing something?

Hello Friends, Colleagues, and “others” :) !

As you’re likely all aware by now, the district is now all-in with your Adobe licensing entitlement. By logging into adobe **Creative Cloud** with your **Canyons ID**, you’re granted access to a plethora of Adobe’s Solutions. The single application that has provided a bit of a saving-grace to our mobile work-from-home platform has been **Adobe’s Acrobat DC** software. More specifically, the entitlement for **Adobe Sign**, *within Adobe Acrobat*, is the most widely utilized feature as of late.

So, what IS **Adobe Sign**? Brittany Applen might have you believe it’s Adobe’s Accessibility solution for American sign language. I’m here to inform you, it’s not. Adobe Sign is an enterprise solution to track, authenticate, and share a record. The primary document types in circulation are PDFs. When you’re in need of a signature, and a pen and paper are not an option, Adobe Sign is the best tool for you.

Ok, wonderful. Signatures. **Who’s using Adobe Sign** for signatures?

Short answer? We all should. Since every employee has access, it becomes very fluid to send, receive and cc other people on a record. Once that record is released into the wild, you can log in to your Adobe dashboard and track that transaction from cradle to grave. An important feature to note is, Adobe Sign supports sending a record to ANY email address to acquire a signature. Many have leveraged Adobe Sign to continue capturing signatures of students who are not able to make it to campus or otherwise not able to digitally authenticate a record. When you include a third-party,



non-COC employee, in your Adobe Sign process, they simply need to follow the URL in the email they receive and open the transaction in a web browser. Adobe handles the rest!

Great. We all should use this wonderful software... I’ve been using it for months! **Am I missing something?** The solution has been ever so slightly enhanced by Adobe since we’ve launched it for all employees. Adobe has also drawn an ever so soft line in the sand on “Fill and Sign” vs “Adobe Sign.” Honestly, the distinction between the two is largely on the back-end and has more to do with the education/enterprise pricing structure than anything else. A feature you might be missing out on is the ability to create a Sign Template, to make them easier to trigger. Another feature you might have missed is the ability to track those forms from a centralized location. Log in to your Adobe Sign portal today and give it a go!

<https://acrobat.adobe.com/> or <https://documentcloud.adobe.com/>

Still don’t know how to “Adobe”? Shame on you! ;) [read this.](#)



Tech-Tertainment

By Genevieve McDonald

With the holiday break just in sight, we in the IT department are looking forward to staying home and binging on our favorite "Tech-Tertainment."

If you need some tech advice, are looking for tutorials, or just want to see what the latest is in the tech world, the array of YouTube channels here are just a few suggestions.

Austin Evans

The best of technology from gaming PCs to smartphones and everything in between. Whether it's finding out if that new gadget is worth it, discovering the coolest of retro and cutting-edge tech or testing the latest smartphone, you'll find it all here.

Boston Dynamics

Our mission is to build the most advanced robots on earth, with remarkable mobility, agility, dexterity and speed. For more information about Boston Dynamics and our robots, visit us at www.BostonDynamics.com

Dave Lee

Hey, everyone! My name is Dave, and I make quality videos about useful tech. If you're into that kinda stuff, subscribe!

iJustine

Tech, video games, failed cooking attempts, vlogs and more!

Jonathan Morrison

High-quality videos blending tech + aesthetic, showcasing the latest products & gadgets.

Linus Tech Tips

Tech can be complicated; we try to make it easy. Linus Tech Tips is a passionate team of "professionally curious" experts in consumer technology and video production that aims to inform and educate people of all



ages through entertaining videos. We create product reviews, step-by-step computer build guides, and a variety of other tech-focused projects.

MKBHD

MKBHD: Quality Tech Videos | YouTuber | Geek | Consumer Electronics | Tech Head | Internet Personality!

Mrwhosetheboss

My name is Arun Maini. I'm a 25-year-old economics student whose life's passion is technology. I try to make videos that are to-the-point and as content-packed as possible, so if that sounds like your cup of tea, a sub would be massively appreciated!

Unbox Therapy

Where products get naked. Here you will find a variety of videos showcasing the coolest products on the planet. From the newest smartphone to surprising gadgets and technology you never knew existed. It's all here on Unbox Therapy.

UrAvgConsumer

Just your average guy who loves tech and giving his opinions on it.



Zoom Support for Students

By Be Phan

Zoom Support for Students

Staff and faculty know where to go for help, but do our students know? Some may, while others may not, and most will seek help from the wrong department. To ensure that our students get the help that they need during this time, here is a list that can help them Zoom their way to their desired support destination.

MyCanyons/Student Email/CanyonsID:

The Welcome Center in Canyons Hall is now on Zoom – **Virtual Welcome “Ask Me” Center.** Here students can speak with an Outreach Team Member and get help on a variety of topics, including **MyCanyons, Student Email and CanyonsID.**

They are staffed Monday through Thursday and can be reached via:

Zoom: <https://www.canyons.edu/student-services/outreach/welcomecenter/index.php>

Email: emailsupport@my.canyons.edu

Phone: (661) 362-5891

Canvas Support:

Not only does **The Learning Center (TLC)** provide tutoring to our students via Zoom, but they also provide

Canvas support via Zoom. Here are the ways students can get Canvas support:

Zoom: <https://www.canyons.edu/academics/tlc/>

Email: cvsupport@canyons.edu

Phone: (877) 889-9052

Basic Computer Support:

The **ASG Lab** has stepped up their game and is providing assistance to students with Microsoft Office, basic computer and formatting help, along with other general questions.

They are staffed Monday through Thursday and can be reached via:

Zoom: <https://www.canyons.edu/student-services/campuslife/asg-computer-labs/index.php>

Express Drop-In Counseling:

Seeing a counselor is important to a student's academic progress, and not many know that they can drop-in with a counselor via Zoom. Information regarding this can be found on the department's webpage here:

Zoom: <https://www.canyons.edu/student-services/counseling/online/onlinedropin.php>

Protecting the health of students and employees remains our top priority, so during remote operations, Computer Support directs anyone seeking support to utilize one of the three communications methods listed below.

**Note: Hours of support during this time are Monday through Friday, 8 am to 5 pm*

Send us an email:
helpdesk@canyons.edu

Call & leave a message:
(661) 362-3953

Connect with us via Zoom:
<https://intranet.canyons.edu/departments/it/>

tis the season

