# 10 Ways to be a DoSA Tech Champion

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#### Turn on Duo Two Factor Authentication

The only thing between the world and your account is your password. That's where Duo comes in - it uses your phone as a 2<sup>nd</sup> factor when signing into myUMBC. Duo can "push" a request to your phone for approval or call you. FAQ at https://wiki.umbc.edu/x/\_oAaAw



2

## Change your Password

How old is your password? Have you used it elsewhere? Data breaches are constantly on the rise. Take a moment and securely change your password at http://accounts.umbc.edu/



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## Ditch Campus and Visitor, use Eduroam

UMBC Campus is going away in December 2016! Eduroam is the secure, convenient way to connect to WiFi on campus. Make sure to login as username@umbc.edu, not just username. FAQ on connecting is at https://wiki.umbc.edu/x/oQlxAg



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#### Migrate your Shared Drive to Box

Box is the easy, secure way to store your files online. There are clients for all major platforms and many other useful features. Request a training and departmental shared Box by filing a ticket in RT.



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### Put your Department Answers in the FAQs

Does your department answer the same questions over and over again? UMBC FAQs is a shared Wiki that allows you to post common questions and responses. The information is also shown via search in myUMBC. Get started at umbc.edu/go/faq.



# Pump up your myUMBC Group

Does your department have a myUMBC group -- and how often are you keeping that content fresh? myUMBC is a fantastic way to keep in touch with students and staff. Revisit your group or get a new one started at http://my.umbc.edu/



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## Switch to Qualtrics instead of Survey Monkey

Yes, UMBC has a license to use Qualtrics! Switch to Qualtrics for free and do away with paying a yearly cost for Survey Monkey. Request access for <u>specific users</u> by filing a ticket in RT (click the Help tab on myUMBC).



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# Update your directory info

Can the university find you? Log into myUMBC, click your name on the top, right-hand corner of myUMBC. Under Personal Info, click the Online/Print Directory Info link.



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# Do you want an email alias?

Perhaps you regret the name choice you made when setting up an account many years ago. You can set up an email alias to send mail to the exact same account. FAQ at https://wiki.umbc.edu/x/hYAc



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#### **Engage in Data**

Do you know the ABCs of REX? How to get your data into the UMBC Data Warehouse, if it's not there already? Talk to Ken about getting started on REX.

