This email is being sent to Official Faculty & Official Staff.

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Technology Training and Tidbits

Technology training information, updates, and tips for
Goucher faculty and staff.

Volume 3
Issue 8

Cyber Smarts 101: Protecting Our Digital Campus

Cybersecurity is everyone's responsibility, especially in a college environment where sensitive data and personal information are constantly exchanged. Faculty and staff play a vital role in protecting Goucher systems and student records. One of the most common threats is **phishing**, where attackers trick users into clicking malicious links or sharing confidential information. Always verify the sender's email address and avoid clicking on unexpected attachments or links.

Strong passwords are another key defense. Use complex combinations of letters, numbers, and symbols, and never reuse passwords across accounts. Consider using a password manager to keep track of them securely. See our article, [Secure and Simplify Logins with a Password Manager](#), for more information about password managers.

Be cautious when working on public Wi-Fi or using personal devices for Goucher-related tasks. Always log out of systems when finished and avoid saving passwords on shared computers.

Finally, if something seems suspicious, whether it's an email, a pop-up, or a strange system behavior, report it to the Help Desk immediately. Quick action can prevent major breaches.

Cybersecurity isn't just about technology - it's about habits. By staying informed and vigilant, you help keep our digital data and Goucher community safe.

Find more information about password management in the **Quick Tip** section of this newsletter.

Qu ick Tip: Strengthen Your Password with MFA

A strong password is your first line of defense - make it long, unique, and hard to guess. Avoid using personal info like birthdays or pet names. Password managers are a useful tool for storing passwords but can also be used to generate strong passwords.

To add an extra layer of protection, set up **Multi-Factor Authentication (MFA)** whenever possible. At Goucher, you must enable MFA before you first access your Outlook account. MFA requires a second form of verification, like a code sent to your phone or an app notification, which makes it much harder for attackers to access your account, even if they have your password. You can also add a backup method of verification in case your phone is lost, stolen, or broken, or to easily regain access when you purchase a new device.

For information on how to set up MFA, read [Setting Up Multi-Factor Authentication](#) on our Goucher College Technology Knowledgebase. You can also check your account settings for security options or reach out to the [Help Desk](#) for assistance.

Check out previous editions of the *Technology Training & Tidbits newsletters,* by visiting the [Goucher College Technology Knowledgebase](#).

IT Training Events

Kick off the new academic year by joining our IT workshops to learn cool tips for using Microsoft Teams and other tools you already have. Whether you're managing tasks, sharing files, or collaborating with colleagues, these sessions will help you enhance skills to work smarter, not harder.

Design & Deliver – Workshops designed to help you create engaging visual presentations.

Enhancing Visual Presentations

September 18, 2025 / 11:00 – 12:00 p.m. / Online

Productivity Pros – Workshops geared toward adding new skills for productivity.

Microsoft Teams: Teamwork Beyond Meetings

September 22, 2025 / 10:00 –11:00 a.m. / Online

Using AI Safely and Creating Effective Prompts

September 30, 2025 / 1:00 – 2:00 p.m. / Online

To view workshop descriptions and register for IT workshops visit the [IT Training Registration site.](#) Seats are limited, and sessions with low interest could be cancelled, so please register soon to save your spot!

Looking Ahead: Building a More Inclusive Digital Campus

As we continue to offer workshops that support your tech skills and productivity, we're also excited to share a new initiative focused on digital accessibility.

In the coming months, IT and the Office of Accessibility will be teaming up to offer hands-on workshops for anyone who creates digital content - documents, presentations, or online material - to make them more inclusive and accessible using everyday tools like Microsoft Word and PowerPoint.

These workshops are part of our commitment to ensuring that all members of our college community can engage fully with digital resources. Stay tuned for dates and registration details!

To request training for yourself or your department, please contact the Help Desk at helpdesk@goucher.edu.

For information on other IT technologies visit the [Goucher College Technology Knowledgebase.](#)