### Take Precautions with Technology during the Holiday Break



As we leave campus for the holidays, there are precautions and/or actions that should be taken to protect University and personal technology assets. These include both physical and data assets. ITS maintains a webpage to provide information about various things to consider as you leave for the break including:

- Accessing University systems while away from campus
- Keeping laptops physically secure as they are especially targeted for theft during the holidays
- Storing files so that they are accessible from off campus
- Understanding University voicemail options for time away from the office
- Tips for email access while away
- Changing your password if it will expire over the break
- And more...

Visit http://www.baylor.edu/its/leavingcampus/ for more great tips!

### New Badges for ITS and E-Library Coming Soon



It is critical that care is taken to validate the identity of university staff members who work on Baylor computers. (See the June 2009 BearAware Bulletin) This identification is primarily accomplished by inspection of a picture badge carried by all ITS and Electronic Library staff and student workers. Beginning in late January, these badges will change to improve security. The new badges will include a hologram and other design features that make them unique and more difficult to duplicate. The current badge design, shown at right, should no longer be accepted once the new badges are rolled out.
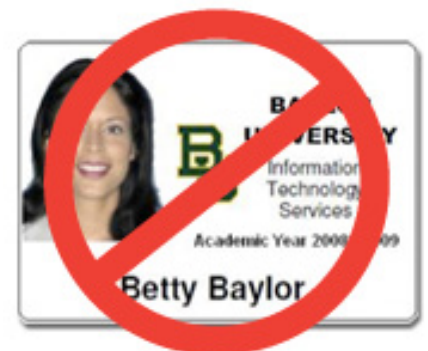
To learn more about the new badges and see a sample, visit http://www.baylor.edu/its/badge (Bear ID required). As always, if you have any concerns about a person who requests access to your computer, call the ITS Help Desk at extension 4357/HELP.

### Safely Store Data for Remote Access



Do you know about BearSpace? BearSpace (http://bearspace.baylor.edu/) is a file storage system for students, faculty, and staff that provides 1Gb of disk space per person. Files like spreadsheets, reports, homework assignments, and graphics can be stored in BearSpace and are accessible from anywhere on the Internet. The system also allows for secure file sharing with others, even people outside of Baylor.

BearSpace is convenient and so much more secure for data storage and access than flash drives, CDs, and other portable media. To learn more about BearSpace, go to ITS Self-Service Help online and enter the keyword "BearSpace" or call the ITS Help Desk at extension 4357/HELP.

*Follow us on Twitter at http://twitter.com/BaylorITS_Alert to receive notifications when there are issues and network outages.*