

**Good afternoon, USC!**

**Here are your updates for the week of Oct 15th-18th**

**Important Dates:**

**SAVE THE DATE! Our Holiday Party has been booked for the evening of December 5th. Details to follow!**

**Equipment Silent Auction: The Equipment Silent Auction has closed! I am just working with the WEC to find a time for everyone to come pick up their equipment. More information to follow**

**Extra Health and Safety Sessions: We have added 2 HR Training Sessions this week to ensure that we are able to train all outstanding staff members. They will be held on Oct 17th at 3 pm and Oct 18th at 12 pm in room 365.**

**Important Information:**

**Illbury Shirts:** We have gotten in the XXL black shirts! If you were waiting for one please see Kate to pick it up :)

**Parking Lot Construction**

As soon as October 1, the pre-work for the new Biomedical Research Facility located between Siebens and Dental Science will require the temporary loss of about 40 parking spots in Medical Science lot. To accommodate overflow, a small section of the Social Science lot will be reserved for clinic patients. To ease the potential squeeze in the Social Science lot, about 86 Pay & Display/Honk Mobile Tap spaces are being added to the Springett Lot. The new spaces will be closest to the Western Road side of the lot and will provide quick access to the campus core, including Social Science and UCC.

Please follow the Western News story link for more information and a map outlining the changes: <https://news.westernu.ca/2019/09/construction-to-impact-parking-across-campus/>

**Food Support Services** can use our help. They are needing reusable bags. We will accept them at the front desk on their behalf. Thank you for your donations, even better, add some cans to that reusable bag when you bring it in!



Budget season is rapidly approaching. Budget spreadsheets including instructions will be distributed to all relevant staff in early November. If you haven't already started, now is a good time to start thinking about this process. You can work on your budget prior to receiving the budget information. Fixed costs (i.e. telephone, office supplies, bank fees are good examples) can be calculated in advance of the forthcoming documents. Please remember that you have a valuable resource in the Finance/Accounting Department. We are able to provide you with historical data as well as current information on recent revenues/expenses.

## INFORMATION SYSTEMS

Here's part 1 on the October Themed CyberSafe acronym...

**S**ecure your devices with a lock screen password

**C**reate strong, unique passwords

**A**rchive your data

**R**un available updates on operating systems, software and hardware

**E**ncrypt any sensitive information

**S**ecure your devices with a lock screen password

[Data from 2017](#) show that more than a quarter of smart phone owners do not use a password. Not only does doing so protect any sensitive information you may have on your phone, it also keeps your social media, email, and possibly even banking information from prying eyes should your phone be lost or stolen. If you add your contact info to the lock screen and enable the built-in "find my phone" security feature, your phone is also [three times more likely](#) to be returned to you!

**C**reate strong, unique passwords

The criteria for what is a Strong password has changed over the last few years as more advanced computers have made it increasingly easy and cheap to crack encrypted passwords. Using this "brute force" approach, even an eight character long mix of random letters, numbers and symbols can be cracked in a matter of hours. Most experts in the field are recommending a string of four or five memorable words – something like [correcthorsebatterystaple](#).

The recommendation for a unique password means that even if one site is hacked and your password eventually decrypted, none of the other places you have an account will be compromised. This is particularly important, for example, if you currently use the same password for your banking and small mom-and-pop online retailer, where security is probably not as good.

## Archive your data

Even with the best security practices, your device could be lost, stolen, or just stop working. When that happens, having a current and complete backup of your information will make a bad situation much better. The simplest method is to use a cloud storage service like [Dropbox](#), [Google Drive](#), [Microsoft OneDrive](#). Set up properly, these will automatically sync files from your computer to their online servers. If you have a lot of files, regularly backing up your files to a USB drive or external hard drive is a good option, as long as you remember to do it and keep the backup off-site! Having your backup stolen along with your computer in a home break-in won't help you much.

Don't forget about your phone either. Most of us have many photos that we would hate to lose. Back up your Android or iPhone automatically or manually to keep those safe. Here are a couple of guides:

[How to back up Android devices: The complete guide](#) (ComputerWorld, Aug 2018)

[How to back up an iPhone or iPad](#) (Macworld, June 2019)

Next week...

**R**un available updates on operating systems, software and hardware

**E**ncrypt any sensitive information

Watch for more information next week, or visit [Canada's GetCyberSafe website](#) for more help.

## PRODUCTIONS & RESERVATIONS

A special thank you to everyone for your help in putting on Purple Fest - the event is a true team effort and everyone in the organization plays a big hand in having it go off without a hitch!

### UCC Events

Monday - Atrium - OzTrek Educational Service - Study In Australia

Tuesday - Atrium - Stem Cell Western - Swabbing Drive

Wednesday - Atrium - Tri Sci Wellness Day, Renaissance Sq - Automotive Society Car Display

Thursday - Atrium - Lemon Tree Jewellers, Renaissance Sq - United Way - Show Your Local Love

*As of 2020 UWO Reservations will be switching to a new reservations system that will require users to login using their [@uwo.ca](#) email addresses to submit requests. This will not work with generic accounts (such as [@westernusc.ca](#)), it will need to be from each person's personal [@uwo.ca](#) account since the new system will authenticate via Western's login servers.*