Good afternoon, USC!

Here are your updates for the week of September 20th-24th

Important Information:

Lunchroom:
As more people return to work we know that there are some questions regarding the lunchroom. You can use the lunchroom to prepare your food, however you can not eat in the lunchroom as your mask must be worn at all times. Currently only one person can access the lunchroom at a time. Please make sure to clean up after preparing your food.

RM340 Suite copier codes, please reach out to Karen Savino.

For your shredding needs: We are back on a monthly schedule with Waste Management. We can add your shredding to a pick up, please reach out to MA.

Discount Stickers: Please stop by Infosource to pick up your discount sticker for USC Operations for the 2021/2022 school year!

Space Cut Through: We are currently planning to welcome the CIA to our space on September 28th. They will be able to book out a desk in Room 315. Although I know many of us love to cut through 318 to PAD or to the hallway outside of 315 we will all need to refrain from using this to ensure we aren't walking directly beside students as they are working. With covid we are just trying to give everyone as much space as possible :) If you have questions about the CIA space don't hesitate to ask Val or Kate.

Departmental Updates:

THE PURPLE STORE X LULULEMON
SHOP TODAY

The Purple Store

Lululemon has arrived at The Purple Store!

We are excited to announce our newest partnership. Starting this week, we will be offering a clothing line exclusive to The Purple Store. Visit us online to check it out!

PEOPLE AND DEVELOPMENT:

Wellness Program:

Just a friendly reminder that if you would like access to a Headspace account you can enroll for free using this link! Headspace is a wonderful app that has guided meditation sessions, workouts, podcasts, and playlists created to help you focus while doing work!
https://work.headspace.com/universitystudentscouncilofwesternuniversity/member-enroll

FINANCE

There is currently no Main Office Reception. For those who require access to the Accounting Department please knock before you enter. This will alert the Accounting Staff (specifically Tanee) that you are entering and give her time to mask. Remember to check your USC mailboxes on occasion for incoming invoices.

Please reach out to the Finance team regarding deposits and payments. We will do our best to accommodate your financial needs in a timely manner. AP club cheques for pick up will be available at the Info Source.
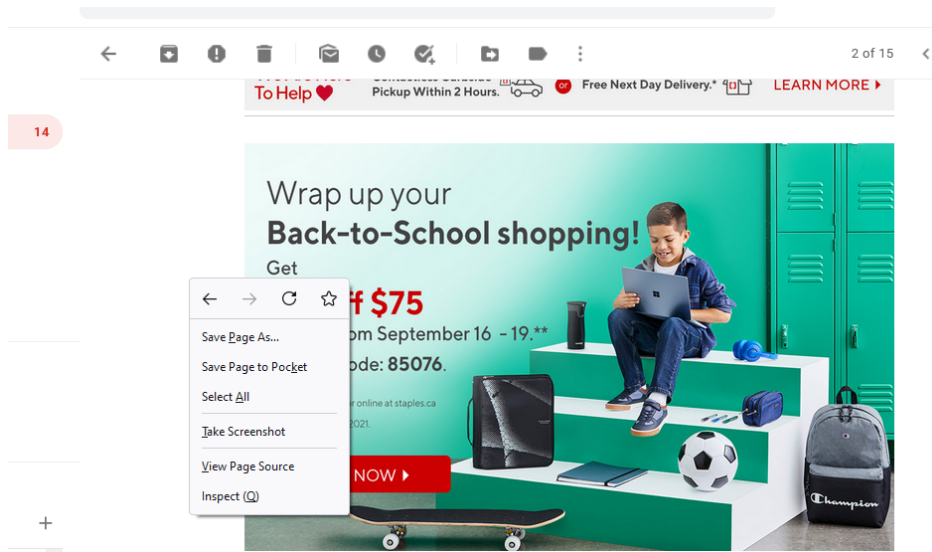
INFORMATION SYSTEMS
Apple Updates: Last week Apple pushed out emergency security updates for all of their devices. Please check that you are running the latest software version to prevent the chance of malicious code in PDF files from exploiting your iPhone, iPad, Mac or Watch.

"Fake or for real? How to know if a text from your bank is legit." For a quick, fun and informative read on how a personal finance expert *almost* got scammed into giving up her bank information, check out this C|Net story.
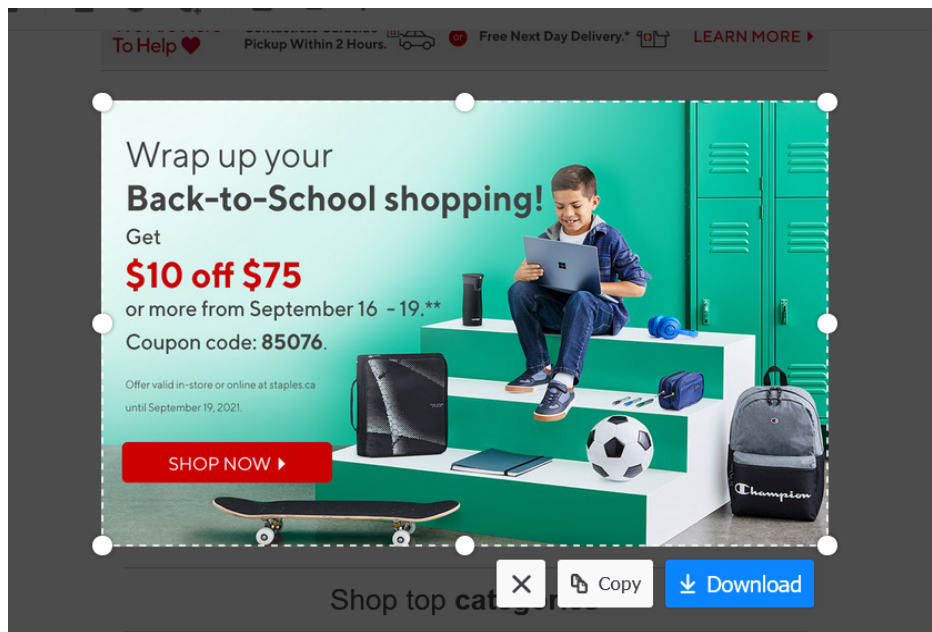(https://www.cnet.com/personal-finance/fake-or-for-real-how-to-know-if-a-text-from-your-bank-is-legit/)

Alternatives to Chrome: I use Chrome most of the time, but have all the browsers installed to test websites on different platforms. Occasionally though while hanging out in another program, I find a cool feature that makes me want to switch completely. Firefox recently added the ability to take screenshots directly from within the browser session itself. Here's an example - I

received this emailed offer from Staples to save $10. To use the coupon in the store, I needed to show the code, but I didn't want to waste paper printing the entire email. A right-click brought up Firefox's context sensitive menu, with the option to "Take Screenshot".

What's more, you can then easily select areas of the screen. It even automatically highlights content -- like this banner image -- and gives the option to copy or download it.

If you find yourself often needing to save images or content from websites, then maybe Firefox is a better fit for you.(https://www.mozilla.org/en-CA/firefox/new/)

PRODUCTIONS:

INFOSOURCE:
Our new hours of operation are Monday to Thursday, 9 am to 7 pm, and Friday, 9 am to 4 pm.

Paper Bus Pass: Paper bus passes are still available for students who do not have a Western One card with tap option. Students who are having issues with their card or have not received their card can go to Student Central for more information. They may require a reprogramming on their card or a replacement. We do not provide paper bus passes as a temporary solution. LTC single ride tickets are available at $11.25 for a strip of five if they need to purchase bus tickets in the meantime.

Curbside Pick-up: We now have a new system for curbside pickup for merchandise and prizes. A curbside pickup request form will be available on the USC staff hub. If you have items that will be dropped off at InfoSource, please fill out this request and we will send you a document template to fill out. This will ensure that we have the information required when students pick up their items or prizes and can document what is being picked up.

If you have any questions, please feel free to email us at infosource@westernusc.ca.

RESERVATIONS & BUILDING SERVICES:

UCC will be open 24 hours starting August 30th.

SwipedOn: Now that everyone is returning to the building, please remember to sign into SwipedOn when you arrive and update with messages as you move through the day ie - gone for lunch, in a meeting, unavailable. You have the option of creating a customized message such as "Text me on my cell - 519-661-4444". This is an important step to help Karen at InfoSource to be able to see at a glance on the SwipedOn Dashboard what your status is at any time. Visitors who sign in on the Main Office iPad will receive these messages as well. We are effectively replacing the physical sign in/out board with a virtual one.

Conference Rooms & EMSWeb: We are limiting the booking of conference rooms to USC Internal only for at least the month of September. We ask that you reserve them through EMSweb. Here is the link http://129.100.145.115/emswebapp/ Your username is the first part of your westernusc.ca email and your password is set to your extension. Feel free to reset your password once you have logged on.