

**Good afternoon, USC!**

**Here are your updates for the week of March 7th-11th**

**Important Information:**

**Departmental Updates:**

**PEOPLE AND DEVELOPMENT:**

**Standard First Aid:** The Student Emergency Response Team is offering in person Standard First Aid certification training courses starting next month. Please contact Andrea at [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca) if you are interested in being registered. The dates are as follows:

March 12-13

March 26-27

April 2-3

April 30-May 1

**Mental Health First Aid:** Attached to this email are two flyers for upcoming Mental Health First Aid training sessions that have some spaces left. If you are interested in attending the two-day training and are able to fit it in with operational demands (check with your manager first), please contact Andrea at [aklooster@westernusc.ca](mailto:aklooster@westernusc.ca) and she will get you registered.

**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**

Please submit your AP invoices for processing to Tanee, mailbox or email. Any AR submissions to Sheli, mailbox or email. Feb 2022 GL's have been sent for you to review. Any PT T4 questions can be submitted to Tanee.

**INFORMATION SYSTEMS:**

In addition to the on-going physical war being waged by Russia against Ukraine, offensive and destructive cyberattacks are being directed against Ukraine's digital infrastructure. While as of now these actions appear to be targeted and not the indiscriminate spread of malware as was seen in the 2017 NotPetya attack – a good overview of that Russian aggression can be viewed at <https://www.brookings.edu/techstream/how-the-notpetya-attack-is-reshaping-cyber-insurance/> – as the conflict continues so too may the possibility for more wide-spread cyber destruction.

With that in mind, let's review the most important steps YOU can take to protect your digital environment:

1. Make sure all your devices are patched and up-to-date.  
Most active malware spreads through software vulnerabilities that have already been discovered and fixed. Keeping your devices current will protect you from most hacks.
2. Use long and unique passwords for all your accounts.  
Data breaches are unfortunately inevitable. The longer your password the less likely it is to be decrypted. Using different passwords for every account ensures that even if your password is stolen, all your other accounts (i.e. banking, email, social) will be unaffected.
3. Be wary of clicking on links or viewing files in any email or text.  
The majority of security incidents are not the result of out-of-date software or darkweb lists of account information, but by exploiting simple human behaviours. Stopping for a moment before following that link or opening that attachment may keep your systems and information safe.

**PRODUCTIONS:** Please continue to record your PPE pickups on the supplied form in the Community Room - all staff should have access to that space!

If you are using a conference room, please remember to tidy up after yourself and clean up any spills or messes upon the conclusion of your meeting. We do not have staff actively patrolling the space due to reduced usage.

**INFOSOURCE:** Come check out The Purple Store boutique, located at the front of InfoSource. Check out the green St. Patrick's Day items! Don't forget, that little round sticker on your Western ID card gets you 15% off any purchase!

Club and USC curbside pickups at InfoSource have been smooth and we currently have more than a dozen curbside pickups at our location. All curbside requests have to fill out the "pickup request form" in the staff hub and we will ensure a timely pickup. There will be a lot of pickup activity at InfoSource for the next little while. Thank you for submitting your requests so we can expedite pickups efficiently.

Please continue to use the office supply request form in the staff hub for any office supplies needed. Please email Karen and she can arrange to have it in your mailbox or the main office.