Duo

Protect your OSU account with two-step login.
DUO

– TWO-STEP LOGIN

– USE A PHONE, TOKEN OR APP

– PROTECT YOUR ACCOUNT

– NO PASSWORD CHANGES
USING DUO
PROFESSIONAL FACULTY WORKSHOP
At OSU, we are committed to the security of all university information - especially employee and student data.
What is a compromised account?

An account where the username and password are known to someone other than the account owner.
Tips and FAQs
New Duo Device Options

- USB Security Key (e.g. Yubikey)
- TouchID (Some laptops)
Remember me

To reduce the number of Duo prompts throughout the day

Enable the *Remember me* feature on the Duo login screen
For faster login, enable automatic push for Duo mobile.

Enable this feature on the Device Management screen from duo.oregonstate.edu.
Report fraudulent Duo push notifications

If you receive a Duo push notice that you did not initiate, deny the request and use the “It seems fraudulent” option.

This will create a help ticket for you with the IS Service Desk.

You should change your ONID password.
What if I don’t have a signal?

Click on the down arrow next to the entry for Oregon State University in the Duo app.

Use the 6-digit code with the “Passcode” option on the Duo login screen.
What if I’m traveling?

Changing your SIM card will not affect the use of Duo Push.

When traveling, use the Duo app to generate a passcode and enter it in the passcode option. It can be used in airplane mode.
My token code didn’t work!

To resync your token, enter three valid passcodes in a row (the first two will report as invalid)
What happens if I forget my phone or token?

Contact the IS Service Desk or your local IT help desk to obtain a bypass code.

They will need to verify your identity.
Manage Duo Devices
Login to manage your Duo-enabled device or hardware token.
- Manage your Duo devices

Device Reactivation
Get a new phone? Use this service to reactivate Duo.
- Reactivate your phone

Temporary Duo Code
Generate a temporary Duo code in advance for use in situations where you may not have access to your Duo device or token, such as a proctored exam, or before you run out of phone battery.
- Generate a temporary code
Can I have more than one device?
Duo Questions?
BOX

Securely manage, share & access your data from anywhere.
BOX

- UNLIMITED DATA STORAGE
- ACCESS ANYTIME, ANYWHERE
- SHARE INTERNALLY & EXTERNALLY SECURELY
- KEEP TEAM MEMBERS UP-TO-DATE ON FILES
Training Topics
Getting the Most out of Box

Files & Folders
Stay Organized in Box

Sharing & Collaborating
Ways to Share in Box

Creating & Editing
Work Together in Box

Box Apps
Leverage Box’s Powerful Apps

OREGON STATE UNIVERSITY  20
## What Data Can I Store in Box?

Data Classification and Security

<table>
<thead>
<tr>
<th>DATA CLASSIFICATIONS</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unrestricted</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Sensitive</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Confidential</td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Files & Folders
Stay Organized in Box

Mark, sort, and easily find your files
Stay Organized in Box

Files & Folders

- New Files & Folders
- Uploading / Downloading
- Searching
- Sorting
- Favorites
- Tip: Bookmarking
Sharing & Collaborating

Ways to Share in Box

Share and invite team members to your content
Ways to Share in Box
Sharing & Collaborating

• Shared Links
• Folder Settings
• Folder Permissions
• Collaboration Levels
• Managing Collaborators
• Tip: Upload via Email
Shared Link vs. Collaborator
Two Ways to Share

Invite People to Folder

Shared Link
## Shared Link vs. Collaborator T.A.P.

<table>
<thead>
<tr>
<th>Time</th>
<th>Account</th>
<th>Permission</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="lightning-bolt.png" alt="Lightning bolt" /> Short Term</td>
<td><img src="lock.png" alt="Lock" /> No Account Needed</td>
<td><img src="wrench.png" alt="Wrench" /> Preview, Download</td>
</tr>
</tbody>
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<table>
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<td><img src="wrench.png" alt="Wrench" /> Upload, Edit, Delete, Preview, Download</td>
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</tbody>
</table>
Waterfall Permissions
Access Trickles Down
Waterfall Permissions
Access Trickles Down
Waterfall Permissions
Access Trickles Down
Folder Ownership
Institutional Folders

1. Invite “OSU Folder Admin”
2. The invitation will be automatically accepted
3. Set permissions for the “OSU Folder Admin” as Owner
Creating & Communicating
Work Together In Box

Create, edit, comment, assign tasks and co-author
Creating & Communicating
Working Together in Box

• Comments and Tasks
• Version History
• Box Notes
• Office 365
• G Suite
• iWork
• Tip: Multiple people can co-author files in real-time
Box Apps
Do More with Box

Streamline and simplify how you work with Box
Do More with Box

Box Apps

• Box Edit
  Edit and create files directly on Box

• Box Drive + **FEATURE**: Mark for Offline
  Easy desktop access to cloud files

• Box for Office
  Keep files in sync on all your devices

• Box Mobile
  Securely access your files on any device
Help & Support
Get Help with Box

Who to contact for help and how
QUALTRICS

Build web-based surveys to collect and analyze the information you need – no crystal ball required.
QUALTRICS

- POWERFUL SURVEY DESIGN TOOLS WITH OSU BRANDING
- BUILD & DISTRIBUTE UNLIMITED SURVEYS
- EASILY ANALYZE DATA TO PROVIDE IMPORTANT INSIGHTS
Training Topics

Projects & Surveys
Creating Surveys in Qualtrics

Survey Distribution
Collecting Survey Responses

Data & Reports
Analyzing Data and Creating Reports

Best Practices
Survey Design Tips
Projects & Surveys
Creating Surveys
Projects & Surveys
Creating Surveys in Qualtrics

• Creating questions and answer choices
• Applying basic logic and survey flow
• Survey styling and OSU Branding
Survey Distribution
Collecting Survey Responses
Surveys Distribution
Collecting Survey Responses

• Distribution Options
• Using Anonymous Link
• Authentication with OSU Login
  • https://oregonstate.teamdynamix.com/TDClient/1935/Portal/KB/ArticleDet?ID=70076
Data & Reports
Analyzing Data & Creating Reports
Data & Reports
Analyzing Data and Creating Reports

• Manage and review participant responses
• Quickly view and analyze results
• Present the data you have gathered
• Create custom report pages
Best Practices
Survey Design Tips
Asking the Right Questions
Create Clear Questions & Answer Choices

- Make sure every question is necessary
- Avoid leading words/questions
- Give mutually exclusive choices
- Ask direct questions
- Cover all the possible choices
- Use unbalanced lists carefully
- Ask one question at a time
Motivating Responses
Perceived Costs vs. Reward

• Clarity of instructions, purpose and questions
• Motivation of the respondent to respond
• Interest of the respondent in the survey
• Survey length and ease of completing the survey
• Incentives and rewards for completion
Get Help with Qualtrics
Help & Support

- [https://is.oregonstate.edu/qualtrics](https://is.oregonstate.edu/qualtrics)
  - Access to OSU’s Box account
- qualtrics.com
  - On-Demand Training - [https://basecamp.qualtrics.com/](https://basecamp.qualtrics.com/)
  - Support – Knowledge Base, Support Service
- IS Service Desk
  - Walk-up, Phone, and Email
  - [is.oregonstate.edu/service-desk](http://is.oregonstate.edu/service-desk)
Qualtrics
Questions
ZOOM

Meet, share & collaborate from anywhere with online meetings and video conferencing.
ZOOM

— ON-DEMAND COLLABORATION

— SECURE ONLINE MEETINGS

— HOST VIDEO CONFERENCES

— RECORD SESSIONS

— PRESENTATIONS & EVENTS
Zoom
Help, Support & Questions
OFFICE 365

Create your best work with Microsoft tools.
OFFICE 365

- [5] LICENSES TO DOWNLOAD OFFICE PRO PLUS (PAID OSU EMPLOYEES)
- OFFICE ONLINE (office.com)
- EXCEL SPREADSHEETS
- WORD DOCUMENTS
- POWERPOINT PRESENTATIONS
SERVICE DESK

Free support service.
SERVICES

- LOGIN ASSISTANCE
- EMAIL
- MOBILE DEVICE SUPPORT
- WIRELESS
- SOFTWARE SUPPORT
HOW CAN I GET HELP?

WEEKDAYS
8 AM – 7 PM

WEEKENDS
3 PM – 7 PM

TERM HOURS

IN-PERSON
WALK UP
MILNE 201

ONLINE
IS.OREGONSTATE.EDU

BY PHONE
541-737-8787
CONTACT THE SERVICE DESK

IS.OREGONSTATE.EDU