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Bits & Bytes

Volume 5 Number 7

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Dates to remember:

Scheduled maintenance slot
The next ICTS scheduled maintenance slot will take place on **Sunday, 16 November 2014** from 09:00 to 17:00. No or limited ICT services will be available during this time.

Training

Change your password whenever you want - or not!

Since July, over 19 300 staff members, third parties and students have already changed their password using the upgraded Password Self-Service system. The system allows staff and third parties to create a password that won't ever expire, while retaining the freedom to change their password whenever they want to. Students will, however, still be required to change their password every 90 days.

When you first access the system, you will be prompted to provide a mobile number and alternate (non-UCT) email address. This is in the event that you lose or forget your password. If you do forget your password, you can go to Password Self-Service and *Click Forgot Password*. A one-time password token will be sent to your mobile number or alternate address. Make the change and you are good to go. If this information is not listed, you'll need to seek help - with students able to visit the ICTS Front Office or a student lab administrator, while staff and third parties can log a call with the IT Helpdesk.

Staff and third parties only have until the end of the year to access the new system and change their passwords. Don't worry though, the change is quick and simple. To help you through this process, we have created step-by-step instructions on how to create your new password or to reset it.

lynda.com's learning matrix makes it easy to select courses

One of lynda.com's greatest strengths is that it allows you to learn a new skill at a pace that suits you. You can create your own learning path and decide when you want to learn new design, IT, 3D + animation, audio, marketing and business skills. The bite-sized video clips also makes it easier to learn a specific skill in a short amount of time - using your computer or mobile device.

Design

Aa

watched **5** courses

spent **1h 55m**

IT
144 courses

Watch IT courses, including hundreds of how-to videos about Operating Systems, IT and Hardware, Network Administration, and more.

With over 3000 courses to choose from, lynda.com has developed the learning matrix functionality which gives you a quick overview as to what courses are available under a specific topic. Once you have logged on to lynda.com, scroll down on the home page and click on the *learning matrix centre* block. Once the *Learning Matrix Center* page loads, select a category that interests you, or hover over a block for more information on that category. Once you select a category, the range of courses appear. The colour-coded blocks indicate the skill levels of each course and by using the filter, you can select courses suitable for your level.

Projects
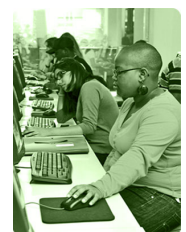Service catalogue
Log a new call
Secure your machine
myUCT
Outlook Web App
Password Self Service
Downloads
NetStorage

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Microsoft Word 2013 includes many features to help you efficiently complete documents that require special formatting. During the Intermediate course, our trainers will show you how to manage lists, customise tables, styles and themes, modify pictures, insert content using quick parts, use templates to automate document creation and conduct mail merges. The course takes place **4-7 November 2014** (13:30-16:30).

Processing large volumes of exam marks can be very time consuming, but Microsoft Excel can make this task a little easier. The Excel Marks processing workshop on **05 November 2014** (09:00-12:00) will show you how to sort data, apply filters, manage tables, work with specialised functions and formulae, maintain conditional formatting and save your worksheets in different file types.

Keen to save time by managing your Outlook calendar and tasks? If so, attend our Time Management course on **11 November 2014** (09:00-12:00). We'll show you how to stay organised using your calendar, create appointments and meetings, organise your mailbox using flags and categories as well as manage tasks and To-do lists.

ICTS cares

ICTS staff members added some bling to their wardrobes on Casual Day 2014 in an effort to raise

Hover over a square to display the course title and a brief overview, or click the pop-up to learn more about the course or to add it to a playlist.

The matrix also provides an overview of the courses and videos you've watched, along with telling you how many hours of content you've accessed and which courses you have completed. Courses that are in your playlist are also highlighted on the matrix.
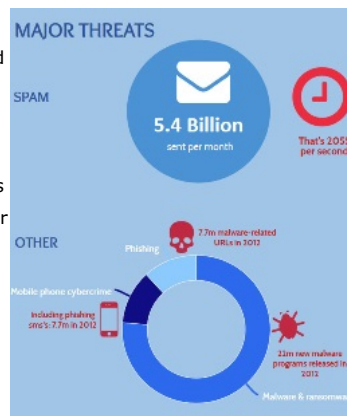
ICTS has made it easier to access lynda.com by linking the site to UCT's Single Sign-On. If you're off campus, you don't need to use EZProxy to access lynda.com. Simply visit lynda.uct.ac.za and log on using your staff/student number and UCT password. If you haven't accessed lynda.com since the changeover in September, you will be prompted to enter your previous lynda.com login details so that your history can be transferred to your new profile.

Protect your personal belongings and data this Cyber Safety Month

A staggering 5.4 billion spam emails are sent globally each month, while an average of one million people are affected by cybercrimes daily. These are just some of the figures that illustrate the tremendous impact of cybercrime in today's world. This form of crime is a reality and can cause significant damage to businesses, higher education institutions and individuals.

Cybercrimes can occur by people clicking on links in phishing emails and then providing their personal information. Once a hacker acquires this information they can easily take over online accounts, install malicious software on the victims' computers or mobiles, and even go as far as stealing people's identities.

During Cyber Safety Month, which takes place annually in October, we aim to highlight potential risks and provide you with the necessary resources to ensure that your data and personal belongings remain protected.

The opening segment focuses on assessing your levels of protection when it comes to technology. Next, we provide guidelines on how to protect your personal belongings, online profile and data. This includes being aware of your surroundings and ensuring that you have the necessary security measures in place.

In the event that your device is stolen and your data and online safety is compromised, we have put together a list of measures that you should apply to minimise the risk of your personal information being used fraudulently.

ICTS Systems Engineers gets Cisco Routing and Switching certification

Thamu Khanye, a Systems Engineer in the ICTS Networking Infrastructure team, recently completed the Troubleshooting and Maintaining Cisco IP Networks module and passed his exam. This was the final step in obtaining his Certified Cisco Networking Professional (CCNP) Routing and Switching certification.

He had previously completed the first two modules of the programme: Cisco IP Routing and Implementing Cisco IP Switched Networks.

With Thamu's new certification, he can plan, implement, verify and troubleshoot local and wide-area enterprise networks as well as work collaboratively with specialists on advanced security, voice, wireless and

funds for persons with disabilities.

Prior to the event, funds were raised by encouraging staff members to purchase their Casual Day stickers. On the day, bling cupcakes were also on sale in a final attempt to raise the necessary funds to support this worthy campaign.

Overall ICTS raised over R1500. We would like to thank ICTS staff for contributing to this worthy cause. We hope that our small contribution will make a big difference in the lives of those who need it most.

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Email us your feedback, questions and comments.

video solutions.

ICTS congratulates Thamu on this significant achievement which will enable him to maintain both physical and virtual networks.

Software carpentry boot camp offers software development skills to researchers

While the term "boot camp" usually refers to intense fitness training at an army base or a gym, the "software carpentry boot camp" is not as strenuous. Instead it aims to teach best practices for research software development.

Software Carpentry (SWC) is a volunteer organisation teaching basic scientific computing skills to researchers in the science, engineering, and medicine fields. In the past year alone, over 100 events have been attended by thousands of people.

Jonah Duckles (University of Oklahoma, USA), James Hetherington (University College London, UK), JC Leyder (European Space Astronomy Centre, Spain) and David Merand (University of the Witwatersrand, SA) will run the boot camp from 27-28 November 2014. The event, which costs R500 per person, will take place at UCT's newly built Snape Building on Upper Campus.

During the two-day training session, attendees will learn how to manage version control, automate repetitive tasks, learn the basics of programming using Python as well as track and share work efficiently using Git and GitHub. Attendees should bring their own laptop and have the necessary software installed before the course begins. This will give them a ready-made working environment that they can use immediately after the boot camp is complete.

Visit the eResearch Africa conference website to register or to get more information.

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