

## Welcome New Information Technology Employees



**Nicolás Crisosto** is very excited to be working in the new Accessibility Specialist position at College of the Desert. His passion has always been access to education. While in college, he worked with programs at the Lawrence Berkeley National Laboratory and Cornell University developing STEM programs for minority students.

Nicolás started working as an Instructional Support Specialist in the Berger Faculty Innovation Center at COD in 2016. He has also been providing 508 compliance testing, document remediation services, and assistive technology training for over ten years as an education technology consultant.

Nicolás has experience working with and teaching others how to use technology. He taught computer literacy for CSU Channel Islands and non-profit organizations. He has also taught assistive technology software to individuals with disabilities, helping them gain access to electronic communication and information options. In addition to typical software like Word, he has provided training on the use of assistive technology including screen reading and dictation software, Braille notetakers and printers, and LaTeX for math.

**Bill Murray** joined the College of the Desert in November of 2018 as a substitute in the Human Resources department. He spent 2 months in this position before moving to the Information Technology department as the Business Systems Analyst

Bill has a Bachelor's degree in Biomedical Computing and a Master's degree in Information Technology. Before joining the college community, he worked as a Software Application User Experience Designer at U.S. Viking. During his 32 years as an IT Professional Bill has worked in all facets of software development including as a, Developer, Development and Analysis Manager, Project Management, and Program and Process Management. Bill has been instrumental in the creation of Payroll, Human Resource Management, Retirement Services, Accounting, and Broadcast Management software application.

Bill is currently working on business process improvement projects including automating the Contract/Agreement Transmittal Sheet submission and the Personal Action From automation project. He is looking forward to contributing to the success of the College of the Desert.



## Coming Soon...Office 2019



Office 2019 will be installed in computer labs this summer and fall and will be included in all new PCs delivered to staff and faculty. As existing computers are upgraded they will also receive the new 2019 version of Office. The look and feel is nearly identical to the current 2016 version. You can view the new features here: [New in Office 2019](#)

# Accessibility at COD

You may have heard that websites, including videos and documents, need to be accessible. This is why IT has started updating its webpages using WCAG 2.0 level A and level AA standards.

## Looking for Examples?

The [IT Reference and Support](#) page has examples of accessible:

- Newsletters
- PDF documents
- Fillable PDF forms
- Videos.

You can also find an example of an accessible [organizational chart](#).

## How to Get Started

Did you know that Microsoft Word has built-in accessibility tools? [Creating Accessible Microsoft Word Documents](#) can help you start making Word documents and even emails more accessible. It's a great way to learn accessibility techniques that transfer to the web, PDF documents, and other digital content.

## What's Next?

The [Spring 2019 Technology Training Calendar](#) includes:

- Accessibility 201 – accessibility techniques and tools
- Creating & Remediating Accessible Charts/Tables
- Fixing & Remediating Adobe PDF's.

We have also updated the [COD Accessibility](#) web page. There you will find information about:

- Accessibility standards
- Step-by-step guides
- Self-paced training courses
- Tools and web browser extensions
- Other accessibility related services.

## Questions?

Feel free to contact our Accessibility Specialist, [Nicolás Crisosto](#) at extension 4823.

# OneDrive Pilot Underway

To address the need for departments to be able to jointly work on large files, Information Technology, Counseling and Institutional Research are part of a pilot project to test the functionality of OneDrive. OneDrive is integrated into our Microsoft programs and works seamlessly with Windows. Users can easily access OneDrive/SharePoint with a single sign-on (Same as the PC Logon) and have access to 500 GB of storage. OneDrive/SharePoint incorporates strong encryption and enhanced security, easy exchange of information, and seamless collaboration.

The OneDrive/SharePoint pilot has been in progress for over a month and has received positive feedback. Once identified issues have been resolved and the system documented, OneDrive will be available to other departments.



# Need To Change Your Password After Business Hours? Here's How!

Before changing a **forgotten** password you must have successfully logged into the [MyCOD portal](#) at least once and set up your Account Recovery Settings.

## To set up your Account Recovery Settings:

1. From the COD Home Page, click on MyCOD, then MyCOD Student Portal User Login.
2. Login to the [MyCOD portal](#)
3. Select Password Management from the menu on the left
  - a. You will need to log in again
4. Click on Account Recovery Settings – Get Started
5. Select a question from the dropdown list and provide an answer
6. Repeat this process three times
7. Click Submit to save answers
8. For help, click on TIPS FOR SELECTING GOOD SECURITY QUESTIONS link.
9. If you forget your password and need to reset it, you may now use the Reset Password link at the MyCOD login without logging in.

After setting your security questions you will be able to change your password on your own.

## To reset a forgotten password:

You must have previously completed steps 1-8 above before you can reset a forgotten password. You can reset your password on your own, 24/7/365.

1. Click on the [MyCOD portal](#) from our main web page.
2. Click on the MyCOD Student Portal User Login
3. Click on Reset Password
4. Enter username/ (Use Forgot Username tool if you do not remember your username)
5. Answer your previously setup security questions and click SUBMIT
6. Enter new password 2 times as prompted and click SUBMIT

## If you know your password and want to change it:

1. Log into the [MyCOD portal](#)
2. Select Password Management from the menu on the left
  - a. You will need to log in again
3. Click on Change Password – Change Now
4. Enter your old password
5. Enter your new password two times
6. Select UPDATE to complete