UMSL | ITS
University of Missouri–St. Louis

May 2024 ITS Newsletter

UPDATING CAMPUS ADDRESS AND PHONE NUMBER

If you or your department are moving, you may be wondering how to update your campus addresses and phone numbers. To help you with this process, please follow these steps:

1.) Contact Information Technology Services (ITS) to inform them of any upcoming moves for computers and telephones by submitting a ticket.
- Go to help.umsl.edu
- Click on Help
- Click on Services
- Click on Technology Support
- Click on Computers
- Select Computer/Phone Move
- Complete the form and submit

(If you need a new phone number or you have changed jobs and the old extension belongs to the department, please include that information in the Help Desk ticket. The Help Desk will inform Telephone Services so that your phone location is updated for 911 purposes in case of emergency.) **Please note:** Computer moves must have a minimum notice of five business days.

2.) When you have moved to your new location, notify your supervisor(s) and department Business Manager, and ask that your Business Manager submit a request for the information change in Peoplesoft. (This is required to be submitted by Business Managers, rather than individual employees.) When the updates have been submitted into Peoplesoft, the changes will be populated in the Microsoft Outlook Address Book.

3.) To ensure your campus mail is delivered to your new address, please email your new campus address and the list of your departmental employees to UMSL Postal Services by emailing Jim Christopher at **christopherjd@umsl.edu.**

DEADLINES FOR END-OF-FISCAL YEAR IT PURCHASES

If you are hoping to use your FY24 funds for IT purchases, please keep the following deadlines in mind:

- June 1, 2024 – deadline for submitting requests for IT purchases to meet the UM procurement deadline. Please follow the **procedures for IT approval** and submit purchase requests to **technologyprocurement@umsl.edu.**

- June 18, 2024 – deadline for all purchases

When planning IT-related purchases (computers, monitors, etc.), please allow 45 business days for order processing and installation preparation.

INSTRUCTIONAL SUPPORT LAB AND CLASSROOM SOFTWARE
If additional software is needed for Fall 2024 or Spring 2025, please submit your software request by May 30, 2024, at: **https://help.umsl.edu**. This allows staff time to work with vendors to obtain pricing, go through the compliance process, review installation requirements, and evaluate how the new software may impact software that is already available. Additional information can be found at: **https://www.umsl.edu/technology/iss/software/index.html**

STAFF DEVELOPMENT WEEK
UM System Staff Development Week will be held from May 20 – 23. There are a number of sessions that are information-technology related. You can find the entire list of sessions **here.**

ITS IS HIRING: PROJECT MANAGER-EXPERT
Information Technology Services (ITS) has an opening for a project manager-expert to join its Campus Relations and Communications (CRC) Team. For more information about this position, please visit the **Careers at UMSL** website.

ITS EMPLOYEE MILESTONES
Congratulations to the following ITS employees who are celebrating their UMSL milestones:

Chris Willard (5 years)	Caleb Evans (20 years)
Andrea Quinn (10 years)	Bob Garrison (20 years)
Jon Lilienkamp (15 years)	Mark Monroe (20 years)
Mike Naumann (15 years)	Mike Toohey (20 years)
Phil Reiss (15 years)	Loyola Harvey (25 years)
Daryl Thompson (15 years)	Jennifer Simms (25 years)
Steve Chapman (20 years)	Mike Remier (35 years)

SUMMER LAB HOURS

LOCATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TJ Research Commons	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
SSB 103	1p-7:30p	8a-7:30pm	8a-7:30pm	8a-7:30pm	8a-7:30pm	8a-4:30p	8a-4:30p
CH 405	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Benton 232	CLOSED	CLOSED	CLOSEd	CLOSEd	CLOSEd	CLOSED	CLOSED
E. Desmond Lee TLC	CLOSED	8a-5p	8a-5p	8a-5p	8a-5p	8a-12p	CLOSED
Honors 308	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED

Computer labs will be closed on the following dates: May 11 & 12; May 25-27; June 19; July 4

ITS TIP OF THE MONTH
Are you looking for quick access to something you just copied to your clipboard?
Try this shortcut: **Windows Key + V**. It displays your recent clipboard items with a quick list, so you don't have to go back and copy it again. (The first time you use it, you'll have to enable it.)

IT CHUCKLE
If you think that your computer, laptop, and phone spying on you is scary, then think again, because your vacuum cleaner has been gathering dirt on you for years.