



# IT Matters

Elizabethtown College Information & Technology Services Newsletter – October 30, 2015

## Gone Phishing



Does that email you just received sound a little... Phishy? That's because it's probably a scammer trying to get bank account or other personal information from you.

[Protect Yourself »](#)

---

## Protecting Personally Identifiable Information



Getting your wallet stolen is bad, but getting your address and Social Security Number stolen is worse. Click this link on protecting this important information to learn more.

[PII Protection »](#)

---

## Spotlight: Chris Metzler

Each issue of IT Matters will feature a different staff member as a way of highlighting the members of the department and thanking them for their contributions to the ITS team.

This issue's featured staff member is our Desktop Support Specialist, Chris Metzler. Chris has been with Elizabethtown College ITS for almost six years, and makes fixing computers look easy. Although his title is Desktop Specialist, Chris diagnoses issues and repairs laptops, projectors, and other devices on campus. Before coming to Etown, he worked in the same capacity for the Hershey Medical Center, and enjoys the challenge of the job and the hands-on aspect of it. His favorite part of the job is being able to travel around campus, meeting and helping everyone he can. Operating from his office in Nicarry 125, chances are you'll see him around the college at some point, so make sure to say hello!



## Keeping Your Devices Secure

No, you're not being creative by changing your account password to "password". In fact, you're putting your personal information and files at risk. Learn more by clicking on the link!

[Be Safe »](#)

---

## Fall Technology Workshops

All sessions are held in CETL N-114 and users can view the [training workshop schedule](#) and [register to attend](#).



- Thursday, 11/5, 10:50-11:00: New Canvas Features
- Monday, 11/9, 1:30-1:40: Easily linking to ANYTHING anywhere in a Canvas course
- Wednesday, 11/18, 10:50-11:00: Testing options to allow students with disabilities more time
- Tuesday, 11/24, 10:50-11:00 (Thanksgiving Week): New Canvas Features
- Friday, December 4, 10:50-11:00: Discussion board tips and tricks

[Register Here »](#)

---

## Tech Tips from the ITS Blog

[Securing a PDF Using Adobe Acrobat Pro »](#)



[Canvas Tip of the Week: Turnitin Now Fully Integrated with Canvas »](#)

[Turning off Presenter Mode in PowerPoint »](#)

[Canvas Tip of the Week: Differentiated Assignments »](#)

[Canvas Tip of the Week: Treat Students to Ease of Use »](#)

[Creating Forms and Making Surveys »](#)

---

### Connect With Us:

[Facebook](#)

[Twitter](#)

[ITS Blog](#)

### Contact Us:

Phone: 717-361-3333

Email: [helpdesk@etown.edu](mailto:helpdesk@etown.edu)

Walk-in: Nicarry 125

Online Tickets: [helpdesk.etown.edu](http://helpdesk.etown.edu)

Website: [www.etown.edu/its](http://www.etown.edu/its)

---

**Knowledgebase:** Helpsheets and videos for 24/7 tech support  
**Atomic Learning:** On-demand video tutorials on common technology topics