

# Info Bytes

Technology Services Division of Student Affairs

## Promote Your Event on UM\*Events

By Jennifer McGowan

Using the UM\*Events website to advertise your office's events is an easy way to reach thousands of potential attendees. This past September 35,559 separate computers connected to the Events website (the actual number of individuals looking at the page could have been higher, if people were using the same computer or sharing a network address). In December 2006, 14,456 computers looked at 332,215 UM\*Events pages, meaning that visitors aren't just looking at the main page or today's events – they are actually clicking and searching and looking at multiple pages on each visit. And there are plenty of events to view – 569 events listed in October, 480 in November, and 359 in December.

If you haven't visited UM\*Events in a while (<http://events.umich.edu/>), it has been re-designed but is just as easy to use. The first page you'll see is a list of the current day's events, in chronological order by start time. You can use the calendar to navigate to whichever day's events you'd like to see. Or, if you are interested only in a certain event, you can use the search box on the left side to search for your specific event by title, speaker, location, etc. If there's not one particular event, but rather one specific *type* of event that you're interested in (varsity sports, films, Greek life, etc.), you can use the 'Filter by Type' link in the left menu.

If you want to take the next step and enter or edit your department's events in the calendar, you'll first have to make sure that you are an authorized sponsor. The easiest way to check is to click the 'Login' link in the left menu. You'll need to enter your UM unickname and password. You'll know you're a successful sponsor if you can see new menu options – Add an Event, My Account, etc. If you can't log in, contact the Campus Information Centers (764-INFO or [info@umich.edu](mailto:info@umich.edu)) and we'll be able to get your office set up to become authorized sponsors.

### Special points of interest:

- Download VPN
- New CIC Employees
- Amy Watson

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## VPN Client for Off Campus/Home Computer Use

By Amy Armstrong

*"provides a secure "tunnel" for data traveling between the client computer and the University."*

The University has provided a free VPN client for students and staff to use to securely connect to University resources from outside the University. A VPN client is a Virtual Private Network client that provides a secure "tunnel" for data traveling between the client computer and the University.

Many University resources including Wolverine Access are now behind a University firewall that will only allow connections from computers that are on the University campus. The VPN client makes it appear that your home machine is physically at the University and allows you to connect to those resources.

You can download the free client from

<http://www.itcom.itd.umich.edu/vpn/software/>

They have versions for both Windows and Mac clients. Choose the appropriate client and download to your machine. Once it is downloaded, double click the icon to run the setup program. Reboot when finished.

If you want to connect to a University protected resource, you must connect to the VPN client prior to trying to connect to that resource. Go to the Start/All Programs/Cisco/VPN client and click Connect Off Campus. Login with your unqname and unqname password and once you are connected it will show a small connection icon in the bottom right hand corner of the taskbar. You can then connect to the University resource. Just remember to right click the VPN connection icon to disconnect one you are done.



## CIC Welcomes New Information Assistants

By Amy Watson

CIC had some graduating seniors in December and although we are very happy to see them reach their goal, we are sad to see them leave the desk. Between graduation, study abroad and internships stealing away our current staff, CIC hired 7 new staff members before the holiday break.

We had 30 applicants!

We are welcoming our Cicer's to both locations with 30+ hours of training sessions. CIC has 6 trainers (8 including Jen and I) to train the 7 new employees. Each new IA (Information Assistant) works approximately 7 shifts with a trainer before being allowed to work behind the desk independently. The schedule during the next 2 weeks becomes very saturated with the 49 added training sessions! This process insures that the new IA's will become as confident and knowledgeable answering questions as their predecessor's.

### Meet the Staff

Name: Amy Watson

Job Title: Assistant Manager

What you do: I probably have one of the best jobs at U of M. I get to be a campus know-it-all.

How long have you been at UM? Started at the Ford School of Public Policy in August of 2004.

What is your favorite job memory? I had a fun interview. A group of students interviewed me and asked questions like "If I had a superpower what would it be?"

What do you like to do in your free time? I read, cook, write when I feel inspired and I am constantly in the process of learning the gui-

tar. I spend a lot of time corresponding with friends who live far away.

List a few of your favorite web sites: postsecret.com because it is random. I love the internet and can't imagine life before google.

Where were you born? Dearborn, MI

If you won the lotto what would you do? probably take my friends and family on a surprise vacation.

Favorite movie? Forrest Gump

Favorite Book? There are too many I like. Margaret Atwood is one of my favorite authors.

Do you have any special tal-

ents? For some very strange reason, I can stop babies from crying. No kidding. It happens all the time, grocery stores, malls, wherever. I discovered this when I worked in pediatrics a couple years ago. All I usually have to do is talk to them and they quite right down. Maybe I'm related to Santa Claus or something.

Do you speak any foreign languages? Took French for four years, but I forgot most of it. I can still read a lot of it but I would be embarrassed to try to speak it.

Favorite quote: "You have no chance of being normal"



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## Promote Your Event on UM\*Events

If you are a sponsor, simply click the 'Add an Event' link and fill in the appropriate fields – remember, more information is better than less! If your event will take place on multiple days, you can click all of those dates on the calendar; if the event description will remain the same, you do not need to enter each event individually. Once you click 'submit' on your event, the Campus Information Centers staff will proofread it, check for date/time/location, etc. and then publish it. Your event will appear on the UM\*Events calendar as soon as it has been authorized by the CIC staff.

Another option available to your office is to use UM\*Events to create an office calendar that you can have on your own website. For an example, see <http://uuis.umich.edu/events/calendar.cfm?sponsor=University%20Unions>.

You can choose to have private events – events that are not listed on the general UM\*Events calendar but instead only listed on your departmental calendar. Private events are created by checking the “private event” box on the event entry screen.

By clicking on 'Preferences' you can personalize some UM\*Events details. . .for example, listing times by a 12 hour or 24 hour clock, or showing/hiding full event descriptions. These settings only affect your viewing of the calendar, and not anyone else who might use UM\*Events on the same computer.

If you have any questions about UM\*Events, contact the Campus Information Centers today!

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**HAPPY NEW YEAR**