

[View this email in your browser](#)

Human Resources Advisor November 2019



Milissa's Minute

It is hard to believe that we are mid-way through the Fall Semester already but the leaves and cool temperatures remind us of it daily! With the busyness of this time of year, we often see more questionable emails and phishing attempts ramp up. It is important that we are always conscientious about the potential for access to University information and put in measures to ensure data security. To that end, we wanted to remind you of some best practices regarding passwords.



A staggering 81% of company data breaches are due to poor passwords. The good news is that by taking some simple but effective precautions in relation to passwords, businesses can help protect themselves from the havoc and damage data breaches can cause.

- **Password Best Practices:** Carry out the following password best practices that will outwit hackers nearly every time.
- **Create a Strong Password:** Strong passwords are considered over 8 characters in length and comprise of letters, numbers and symbols. They contain letters in both uppercase and lowercase.
- **Avoid Bunching Numbers and Symbols Together:** Spread numbers and symbols throughout the password instead of bunching them together, which makes it easier for the password to be hacked.
- **Steer Clear from the Obvious:** Having an 'obvious' password, such as 12345 or password1, makes it easy for hackers to compromise. Instead, come up with unique passwords that steer clear of personal information, like your date of birth or child's name.
- **Use Two-Factor Authentication:** Two-factor authentication is a highly effective safety precaution measure that requires you to input a PIN that gets sent to you via an email, SMS or app. Consequently, two-factor authentication

[Subscribe](#)[Past Issues](#)[Translate ▼](#)

- **Test Your Password:** Ensure your password is strong by putting it through an online testing tool. [Microsoft's Safety & Security Center](#) has a password testing tool to help individuals come up with passwords that are less likely to be hacked.
- **Refrain From Using Dictionary Words:** Prevent being the victim of a dictionary attack program by avoiding using dictionary words. Instead, opt for random passwords.
- **Use Different Passwords for Different Accounts:** Diversify your passwords by using a different password for every account.
- **Secure Your Mobile Phone:** Help protect your phone and other mobile devices from hackers by securing your phone with a strong password, fingerprint security, or facial recognition.
- **Change Passwords Regularly:** Change passwords regularly is a good password practice.
- **Stay Offline:** Signing out of accounts when you're not using them. Remove any permissions of applications when you have finished with them.
- **Avoid Storing Passwords:** Avoid storing passwords either digitally or on paper, as such information could be stolen by those with malicious motives.
- **Be Vigilant About Safety:** No matter how strong your passwords are and meticulous about safety you are, passwords won't be safe if a hacker's spy program is monitoring what you enter on your keyboard. Make life as difficult as possible for cybercriminals by using an up-to-date virus scanner and making regular updates to your devices.

Adapted from: <https://smallbiztrends.com/2019/01/password-best-practices.html>

Annual Benefits Reminder

Don't forget to update your annual benefit elections between October 28th and November 15th on the ConcordiaPlans benefit portal. For more information, refer to your email from Milissa Becker regarding Benefit Overview Sessions available this week!

Introducing Alex Miller

Hello! I'd like to introduce myself as the new HR Generalist in Human Resources. I am an alumnus of Concordia University, St. Paul and graduated with my MBA in

[Subscribe](#)[Past Issues](#)[Translate ▼](#)

working in several different industries, but this is my first time working in Higher Education. I look forward to learning more as I get settled into my new role and I am so excited to be back at Concordia.

Aside from work, I enjoy being outdoors with my family and doing “crafty” projects at home. My husband and I have two little boys, 4-year-old David and 2-year-old Lucas, and an 8-year-old retriever/border collie mix named Georgia.

Outlined below are some of my duties and more information on how I can assist you:

- **New hire process including position posting & all things NeoGov**
- **Onboarding**
- **Training and development**
- **Editor of the Human Resources Advisor**

If we have not already met, I'd love to get out from behind my desk and meet you in your office or grab coffee somewhere on campus. In the meantime, if you have any other questions or if there's anything I can do to help, please don't hesitate to reach out: amiller1@csp.edu | (651) 641-8224

Important Dates

- Thanksgiving: Thursday, November 28 (Employee Holiday)
- Day After Thanksgiving: Friday, November 29 (Employee Holiday)
- December 13: Last day of classes
- Christmas Holiday: Monday December 23 – Tuesday, January 1 (Employee Holiday)

Training Update

Data Protection for Industry and Business: In order to comply with our CyberSecurity policy all employees will be required to complete this course through our online training system, SafetySkills. Please be on the lookout for an email assigning this to you and ensure it is completed within 30 days of receiving the invitation. Please note that these invitations will be scheduled in tiers in order to accommodate the large group who will complete it.

Additional training will be forthcoming as we assess the needs of the organization.

[Subscribe](#)[Past Issues](#)[Translate ▼](#)

TOP FIVE HOME MAINTENANCE/SAFETY TIPS

As fall is well underway, it's important to start thinking about the transition to winter and getting our homes ready for the inclement weather ahead. Not only will these tips help keep your home more energy-efficient, but they can also keep your home safe and secure.

1. Clean your gutters
2. Check windows and doors for drafts
3. Drain your outdoor faucets and turn off outside water
4. Change your filters
5. Test winter equipment

Reminder!

Daylight Savings Time ends on Sunday, November 3, 2019. Don't forget to "fall back" and set your clocks back one hour on Saturday night/Sunday morning. Another little tip for home maintenance is to also change your smoke detector and carbon monoxide device batteries when you change your clocks. Since you are already going around the house checking clocks, might as well add this to the list.

For more information contact: amiller1@csp.edu | (651) 641-8224

Office Hours

HR Hours of Operation

8:30 a.m – 4:30 p.m.

AD 111

Questions or comments regarding the Human Resources Advisor can be directed to Alex Miller: amiller1@csp.edu or 651-641-8224



Copyright © 2019 Concordia University, St. Paul, All rights reserved.

[unsubscribe from this list](#) [update subscription preferences](#)

[Subscribe](#)

[Past Issues](#)

[Translate ▼](#)
