



January 2025 • Issue 17

ANNOUNCEMENTS

A Message from Our CIO

Greetings Faculty, Staff, and Students,

Welcome to 2025 and the beginning of an exciting new semester at St. Clair College!

As we turn the page on a new chapter, I'm reminded of the strength and resilience of our College community. Whether you're returning to familiar halls or stepping onto this path for the first time, know that the I.T. Services team is here to support you every step of the way.

Our mission remains steadfast: to provide reliable networks, innovative technologies, and secure digital services that empower you to **Rise Above The Ordinary**. In today's dynamic landscape of technology and cybersecurity, your role in safeguarding our systems is vital. By staying informed and vigilant, together, we can ensure our College remains a secure and thriving environment for learning and collaboration.

This newsletter is your gateway to updates on the latest improvements, expert tips, and even some fun contests designed to engage and inform. We encourage you to explore the content, share your feedback, and join us in building a more connected and knowledgeable community.

As we embark on this semester, let's embrace the opportunities ahead with the excellence and spirit that define St. Clair College. Here's to a year of innovation, achievement, and shared success.

Wishing you all the best for a safe, productive, and inspiring 2025!

Warm regards,

Amar Singh

Chief Information Officer & Chief Information Security Officer



MONTHLY FEATURES

- Welcome To A New Year and a New Semester. Take a quick review of our [New Student Orientation Document](#).
- Not sure where to find important Student info? Check out the [Student Hub](#).
- Learn some [Microsoft 365 Tips for Beginners](#). Some more [advanced info can be found here](#).



THE CYBERSECURITY CORNER

WHAT IS CYBER HYGIENE?

A SIMPLE GUIDE TO STAYING SAFE ONLINE

In today's world, almost everything we do is online-from shopping and banking to socializing and working. And just like we need to take care of our bodies with basic hygiene (washing hands, brushing teeth, etc.), we also need to take care of our online safety. This is where the concept of **cyber hygiene** comes in.

Cyber hygiene is simply a set of habits and practices that help keep your online life clean, secure, and free from dangers like viruses, hackers, and other digital threats. Think of it like locking the doors to your house, washing your hands before eating, or taking care of your car to make sure it runs smoothly-cyber hygiene helps protect you and your personal information in the digital world.

Why is Cyber Hygiene Important?

Without good cyber hygiene, your personal information-like passwords, bank details, photos, and emails-can be stolen or misused by cybercriminals. Bad online habits can lead to things like identity theft, financial loss, or even having your accounts hacked. And because cyberattacks are becoming more common and sophisticated, keeping up with good cyber hygiene is more important than ever.

Key Cyber Hygiene Practices Anyone Can Do

You don't need to be a tech expert to practice good cyber hygiene. Here are simple steps you can take to stay safe online

1. Use Strong, Unique Passwords

Imagine you had the same key for your house, car, and locker at the gym. That would be risky, right? The same goes for your online accounts. Using the same password for everything makes it easier for hackers to access your accounts.

- **What you can do:** Create a unique password for each account, and make it strong (a mix of letters, numbers, and symbols). For example, instead of "password123", try something like "Xr7!pL9bL". Or, even better, [use a passphrase!](#)

2. Turn on Two-Factor Authentication (2FA)

Think of 2FA as an extra lock on your door. Even if someone gets hold of your password, they won't be able to access your account without a second verification step-like a code sent to your phone or an app. Or, even better, [use a passphrase!](#)

- **What you can do:** Enable 2FA wherever possible, especially for important accounts like email, banking, and social media.

3. Keep Your Software Up to Date

Software updates may seem annoying, but they're important! These updates often fix security problems that hackers could exploit.

- **What you can do:** Turn on automatic updates for your phone, computer, and apps so that they stay up-to-date without you having to think about it.

4. Install Antivirus Software

Just like you'd clean your computer from viruses with medicine for your body, antivirus software helps protect your devices from malicious programs that can harm them or steal your information.

- **What you can do:** Install antivirus software and let it run regular scans to catch any potential threats.

5. Be Careful About Emails and Links

Phishing is a sneaky trick where hackers pretend to be someone you trust (like a bank or a friend) to steal your personal information. They might send fake emails with links that look real but lead to fake websites.

- **What you can do:** If you receive an email that seems suspicious or asks for personal information, don't click on any links or attachments. Always double-check the sender's email address, and if you're unsure, contact the person or company directly to verify.

6. Back Up Your Data

If your phone or computer were to get stolen or damaged, would you lose

all your photos, contacts, or important files? Regularly backing up your data ensures that you don't lose everything if something goes wrong.

- **What you can do:** Use a cloud service like Google Drive or iCloud, or an external hard drive, to back up important files regularly.

7. **Be Mindful of What You Share Online**

The more you share online-whether it's on social media, websites, or even in emails-the more chances there are for hackers to get hold of personal details that could lead to identity theft or scams.

- **What you can do:** Think twice before posting or sharing sensitive personal information (like your full name, address, or birthdate) on public sites. Also, review your privacy settings on social media to control who can see your posts.

Final Thoughts: Small Habits, Big Impact

Just like brushing your teeth every day helps you stay healthy, practicing good cyber hygiene habits every day helps keep you safe online. By taking simple steps like using strong passwords, keeping your software up to date, and being cautious with what you share, you can protect yourself from the many dangers lurking on the internet.

The best part? You don't need to be a tech expert to stay safe online. With a little awareness and some simple habits, you can take charge of your digital security and enjoy the benefits of the online world with peace of mind.



GRIFF'S PRO TIP OF THE MONTH

Windows Super Clipboard!

Pressing **Win+V** can access an expanded, built-in super clipboard with a listing of recently copied text, additional emojis, gif animations and even special symbols.

Bonus Tip:

Staff & Faculty - Did you know that there is a plethora of information and guides on Blackboard and other resources through the CAE tile on your MyStClair Portal!



THIS MONTH'S CONTEST

What Am I ?

I have a brain but do not think,
I have a screen but do not blink.

I can reach the whole world, but I fit in your pocket
I can record your whole life, but use your fingerprint to unlock it
I'm a camera, a calculator, a notepad, a map
I can do more, just install the app
With games and photos, music and more,
I'm always with you, that's for sure!

Use this [online form](#) to submit your answer. Three (3) winners will be chosen at random.

[See contest rules.](#)

DECEMBER'S CONTEST WINNERS

Congratulations to our **3 WINNERS** from last month's contest!

The Scrambled Winter Words Were:

SNOWFLAKE	SKATING	SNOW	BOOTS
WINTER	LIGHTS*	TOQUE	FEAST
HOLIDAY	FAMILY	MITTENS	HOT CHOCOLATE

**it was brought to our attention after the release that there was a misspelling of one of the words. We accepted either "LIGHTS", "LICHTS" and "CHILLS" for that clue*

Katrina Tomanelli

Nathan Lepine

Tabbatha Desbiens

SELF SERVICE

Need assistance? We're here to help! Simply click the links to [Open an IT Support Ticket](#) or [Book an Appointment with Front Desk](#).

HOURS OF OPERATION:

IT HELPDESK (x2500)

Mon-Thu: 8am to 8pm
Fri: 8am to 7:30pm

IT AUDIO/VIDEO

Mon-Thu: 8am to 8pm
Fri: 8am to 7:30pm

IT CLIENT SERVICES

Mon-Thu: 8am to 10pm
Fri: 8am to 6pm
September - June

Mon-Fri: 8am to 5pm
June - September

Something you'd like to see in future issues?

[Drop Us a Line](#)

I agree to receive electronic messages from St. Clair College containing information and offers with respect to activities and services that may be of interest to me. I may withdraw this consent at any time by [unsubscribing](#).