UMSL | ITS
University of Missouri–St. Louis

December 2023 ITS Newsletter

THANK YOU TO CIO KEN VOSS AS HE RETIRES

Since 1996, Ken Voss has worked in Information Technology Services ensuring that the campus community thrived through innovative technology and computer networking. In 2020, Ken became the Chief Information Officer. At a time when the campus depended on technology more than ever, Ken successfully led the ITS team and continued to keep the technology infrastructure running smoothly. When recently asked about his 27 years at UMSL, Ken said that he is very proud of the ITS staff and the way they work together as a team to provide good customer service to the campus community. Ken emphasized that he has worked with a lot of great people at UMSL and will miss those friendships when he retires. Ken is looking forward to spending quality time with his wife of 36 years, three grown children, and seven grandchildren.

As Ken retires in December, we sincerely thank him for his decades of hard work, service, and dedication to UMSL.

You made a big difference, Ken!

REQUESTS FOR DEPARTMENTAL COMPUTERS AND/OR EXCEPTIONS TO STANDARD UCP

Are you in need of a computer for an employee not eligible for the UMSL Computer Program (UCP)?
Does your research/work require a special hardware configuration?

The following steps are required to ensure the order and delivery processes are as efficient as possible for all parties. If one of the steps is missed, it can cause delays.

1. Document the requirements for a departmental computer or for a different operating system, hardware configuration, or other special needs not met with the standard UCP option.
2. Send the request to your unit Business Manager for approval.
3. The approval of the College, School, or Division (CSD) lead is also required.

The documentation steps listed above can be captured via an email chain. When the emails are gathered, save the email chain as a PDF and proceed to the Technology Purchase Request (sometimes called BPM 12004) website to submit your request: **https://apps.umsl.edu/webapps/ITS/bpm12004/**

When filling out the Technology Purchase Request, it is important to include as much information as possible in the request. The user's department is responsible for the cost of all departmental computers or any computers, upgrades, or additional peripherals beyond the standard Windows UCP offering. Apple computers come with an added cost beyond the Windows standard. It is important to note that support for a non-standard device might be limited and may not receive the full support of ITS.

If your request is approved, please submit the following information to: **technologyprocurement@umsl.edu.**
  1. Technology Purchase Request PDF Approval
  2. Quote that was provided as part of the approval process
  3. Building, room, and data port number
  4. Funding MoCode
  5. If the device is replacing another system, provide the service tag/serial number of the existing system.

Once the information is received, an order will be placed. A technician from the Technology Support Center (TSC) will contact you when the device has been received and is ready for installation. Please allow extra time for non-standard orders. Employees who do not have a working system or are new and do not have a computer have a higher priority. Otherwise, orders are processed in the order received.

DECEMBER EXPANDED LAB HOURS
Instructional Support Services will have expanded lab hours in partnership with the Thomas Jefferson Library, Dec. 3-16. Lab hours are listed at this link: **https://www.umsl.edu/technology/iss/student-labs/labhours.html**

LOCATION	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
TJ Research Commons	12p-11:30p	7a-11:30p	7a-11:30p	7a-11:30p	7a-11:30p	7a-4:30p	8a-3:30p
SSB 103	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
SSB 222	1p-5p	9a-7p	9a-7p	9a-7p	9a-7p	9a-1p	CLOSED
SSB 452	1p-6p	9a-8p	9a-8p	9a-8p	9a-8p	9a-2p	CLOSED
Benton 232	CLOSED	8a-6p	8a-6p	8a-6p	8a-6p	9a-1p	CLOSED
E. Desmond Lee TLC	CLOSED	8a-8p	8a-8p	8a-8p	8a-8p	8a-4p	CLOSED
Honors 308	CLOSED	9a-3:15p	9a-3:15p	9a-3:15p	9a-3:15p	9a-2p	CLOSED

KUALI BUILD TRAINING – DECEMBER SESSIONS:
As a reminder, "Kuali Build" is a new, policy-compliant platform that can assist departments and units with creating applications or electronic forms to replace current paper, PDF forms, etc. Training is required before gaining access to the application. Once participants have completed training, they can create online applications or forms with workflow integrations, a trackable approval process, and e-signatures. Kuali Build User Access Training sessions will be held as follows:

- December 11 – 12:30 p.m. to 2:00 p.m. Express Scripts Hall 003
- December 13 – 2:00 p.m. to 3:30 p.m. in Express Scripts Hall 003

Click here to sign up using your SSO ID and Password. Click the 'Browse Course Calendar' icon, navigate to one of the dates you will attend the training on the calendar, and click Kuali Build User Access Training to register. For assistance, questions, or issues with using Kuali Build, contact **kualibuild@umsl.edu**. To learn more about Kuali Build, visit **https://www.kuali.co/build/resources/resource-library.**

ITS TIP OF THE MONTH:
See Top 25 Tips on Excel. Look for the next ITS newsletter for Top Tips on PowerPoint.

IT CHUCKLE: Question: How does a computer get drunk? Answer: It takes screenshots!

Wishing you a wonderful holiday season!