DATA SECURITY

Protecting University confidential data is a responsibility held by all employees. All confidential data must be stored on University-owned assets. Employ these best practices to help keep data safe.

• Refrain from storing University data on personally owned devices and cloud storage solutions. Secure data handling requirements are further elaborated on in the Computer Usage Policy and Data Security Policy (policy.kennesaw.edu).

• Do not share your password with any individual or company claiming to be KSU or a KSU affiliate. KSU personnel will never ask for your password. Forward all suspicious emails to abuse@kennesaw.edu. If you believe your password has been compromised, contact service@kennesaw.edu for support.

• You should retain access to your KSUAnywhere device at all times. Unauthorized users, including family and friends, must not access the device.

For other information security questions or concerns, please contact the KSU Service Desk.

CONTACT US

Receive assistance with your KSU issued device and other KSU technologies and services through the KSU Service Desk.

Phone:
470-578-6999
Email:
service@kennesaw.edu

KSU Service Desk Semester Hours
Monday—Thursday
7:30 am—11:00 pm
Friday
7:30 am—5:00 pm
Saturday
7:30 am—4:30 pm
Sunday
8:00 am—5:00 pm

Semester Break Hours
Monday—Friday 8:00 am—5:00 pm
GET TECH HELP

TRAINING AND SUPPORT
University Information Technology Services offers several training and help resources for your KSU Anywhere device and many other university technologies and services.

• One-on-one training sessions are available by appointment 36 hours in advance. Register for a session at uits.kennesaw.edu/support/owlsupport.php

• UITS trainers are available for group training sessions for campus technologies upon request. Contact the KSU Service Desk to arrange a session.

• Learn about these training opportunities and find schedules and registration information for hands-on technology workshops by visiting http://uits.kennesaw.edu/support/training.php

ONLINE TOOLS
Explore guides, resources, and online courses using two helpful tools:

• UITS Documentation Center offers a wide variety of documentation on software tools. Explore https://apps.kennesaw.edu/cdoc for guides and documentation for student as well as faculty/staff tools.

• OwlTrain offers online, self-directed training and can be accessed at https://owltrain.kennesaw.edu/

HARDWARE OPTIONS

MacBook Pro 15" Laptop
Six-core Intel Core i7-8750H
Radeon Pro 555X (4GB)
16GB DDR4 Memory
512GB Solid State Drive
15" Retina Display
Weight: 4.02 Pounds

Dell Latitude 5591
Six-Core Intel Core i7-8850H
Intel UHD Graphics 630
16GB DDR4 Memory
512GB Solid State Drive
15.6" Anti-Glare FHD Display
Weight: 4.20 Pounds

WHAT ABOUT...

DATA STORAGE
Data can be stored on network drives accessible on campus and by using Global Protect VPN when not on campus (uits.kennesaw.edu/vpn).

Faculty and staff are also provided access to online storage options. Visit uits.kennesaw.edu/document-management/ for more information.

USB local storage options are also available upon request and pending UITS approval.

Personally identifiable information (PII) should not be stored on network drives or on online storage services. Visit uits.kennesaw.edu/document-management/ for more information.

LOSS OR THEFT
If equipment is lost or stolen while on campus, immediately contact the KSU Police Department (non-emergency) at 470-578-6206 or at police@kennesaw.edu. A copy of the police report must be sent to iso@kennesaw.edu. Contact your supervisor as soon as possible.

If equipment is lost or stolen from off campus, immediately contact local authorities in the jurisdiction where the equipment was lost or stolen. A copy of the police report must be sent to iso@kennesaw.edu. Contact your supervisor as soon as possible.

SEPARATION OR TRANSFER
In the event that you transfer from your department at Kennesaw State, your KSU Anywhere device must stay within its original department. If you are separating from the university or transferring within the university, please return your KSU Anywhere device and all university owned accessories to your supervisor. Your supervisor will then initiate the process of reimaging the machine with UITS. Data retrieval from a university computer can only be authorized by the University Chief Information Officer.

Included Accessories (Mac and PC):
3 Year Support Plus Accidental Damage
USB to Ethernet Adaptor
Keyboard and Mouse
15.6" Carry Case
UltraSharp 24" USB-C Monitor
USB-C Adapter (DisplayPort, Ethernet, HDMI, VGA, USB)