

ITA Meeting Announcements November 2008

PC McAfee Anti-virus Scan Times To Be Changed

Starting **Tuesday, November 18, 2008** McAfee anti-virus scans will be changed so that the scan begins at 2:00 a.m. every Tuesday and Thursday instead of 11 a.m.

Running the scan outside of regular work hours will necessitate the following changes in your daily routine (Monday – Friday):

- At the end of your work day, save all of your work
- Close all computer applications (Outlook, MS Word, etc.)
- **Choose LOG OFF (not Shut Down)**
- Please turn your PC off when leaving for the weekend

These steps will ensure that your PC remains turned on and available to execute the scan.

If you **Shut Down** your PC instead of choosing **Log Off**, the scan will begin when you next start your PC.

Energy Savings vs. Security Considerations

Please note that in the past we have endorsed completely shutting off your PC when you leave your office. This change is being implemented as an enhancement to our overall information security practice.

Shutting off your PC for the weekend will save energy and will help with clearing out potential memory issues.

New Hours Of Operation For OIT Help Desk

The OIT Help Desk hours will be changing slightly to better cover peak hours and to employ a better use of our resources. They are:

- **Monday-Thursday: 7AM - 6PM** (used to be 7PM)
- **Friday: 7AM - 5PM** (same as before)

The hours of operation are in line with the operating hours of other UTSA services offered to staff, faculty and students. **The change will be in effect beginning January 5, 2008.**

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*****For more information, please e-mail us at oit@utsa.edu.*****