

## Information Security Awareness Program

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This document is part of a collection of documents that make up the Information Security Awareness Program. The following is a link to the main [Information Security Awareness Program](#) document.

### Off-Campus/Remote Access

Remote access to systems continues to be a growing need for faculty, staff, and students. Because of this need, Cincinnati State will continue to offer tools online and in the cloud. Below are a few areas where ITS provides off-campus/remote access.

- MyCState/Blackboard
- Student SurgeMail (Microsoft Live@edu)
- Virtual Private Network (VPN)
- Wireless Networks
- Virtual Lab
- Virtual Desktop

Because systems like the ones listed above provide access off campus, it is critical that ITS systems remain secure. Firewalls and anti-virus software are two of the most important security measures we as individuals can use to protect our systems. Although these two components are important, if they are turned off, or they are not up-to-date, you as individuals, and the College, will be at risk of a virus or security breach. As we continue to add new services and technologies, we will continue to increase our security measures to ensure the College's data and systems are protected.

### MyCState/Blackboard

Many college services are accessible over the internet via [MyCState/Blackboard](#), using a college network account (username and password). These services include:

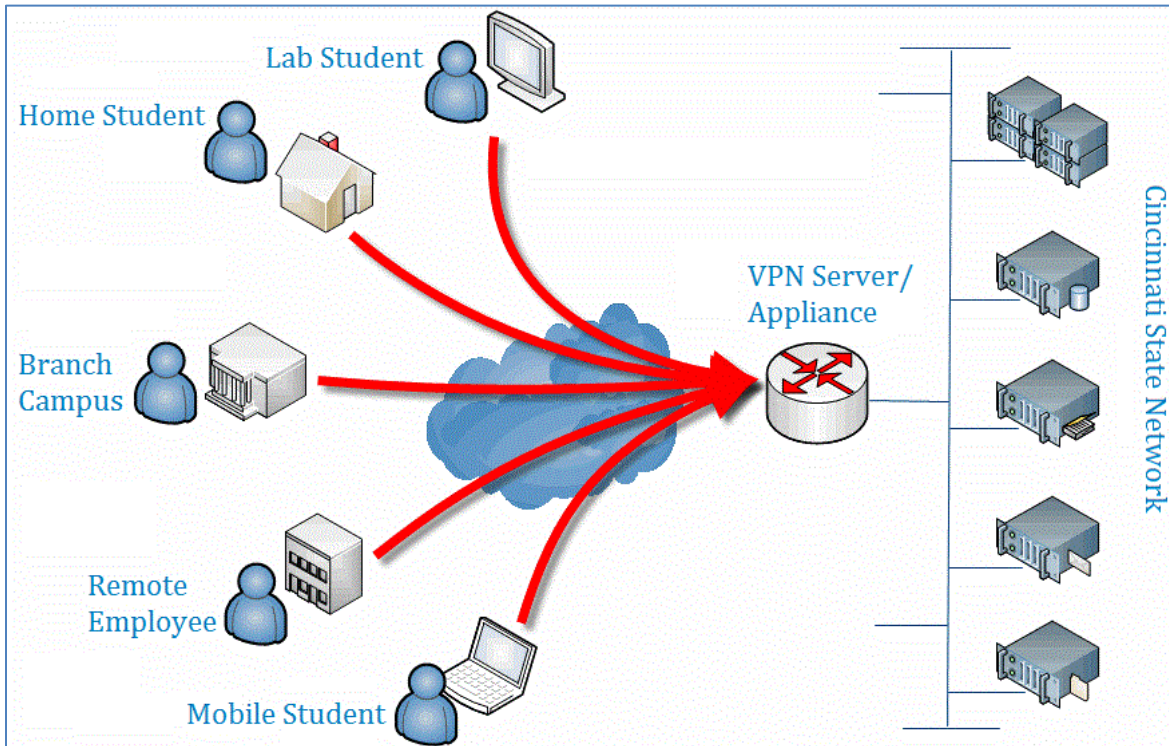
- Faculty tools (including class roster, grading)
- Student tools to view assignments and take tests
- MyServices (including registration, payment, financial aid)
- Faculty/Staff e-mail
- Student e-mail via SurgeMail (Microsoft's Live@edu)
- Intranet

### Student SurgeMail (Microsoft Live@edu)

Student e-mail is hosted using Microsoft's Live@edu hosting service. Students have anytime access to their college e-mail with 5GB of email storage. Within Live@edu, students also have access to their SkyDrive and 25GB of file storage.

## Virtual Private Network (VPN)

A virtual private network (VPN) is a technology for using the Internet to connect to organizational networks remotely. A VPN provides a secure connection to these networks. Through VPNs, users are able to access resources on these remote networks, such as files, printers, databases, or internal websites. Cincinnati State's preferred method is using our secure VPN process located at <https://sslvpn.cincinnati-state.edu>. Below is a diagram showing remote users connecting to the college's network remotely.



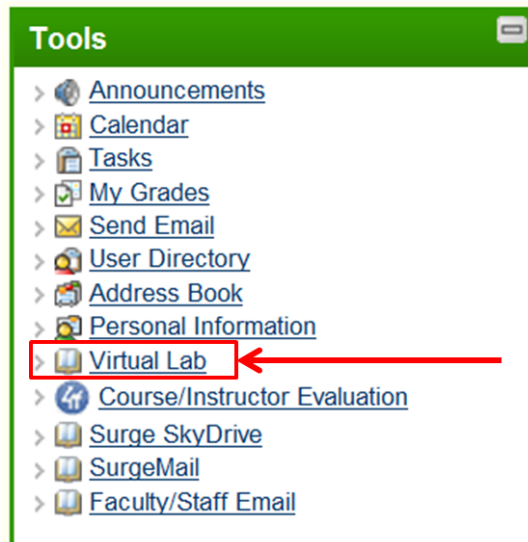
## Wireless Networks

Wireless network, also known as WiFi, allows computers to connect to a network without wires of any kind. It is a method by which homes, telecommunications networks, and businesses avoid the costly process of introducing cables into a building, or as a connection between various locations. Wireless networks are generally implemented and administered using a transmission system called radio waves. Cincinnati state has the following wireless networks.

- Guest
- Student
- Staff

## Virtual Lab

The College also has a Virtual Lab that gives students access to software without having to purchase their own copy of the software. To access the Virtual Lab, log in to MyCState/Blackboard and click the Virtual Lab link in the Tools menu.



Click the Connect button to access the Virtual Lab.

Server:

Size:

Send logon information for this connection

**This service is provided for academic usage only - unauthorized use is strictly prohibited.**

**Software installation on the server is prohibited.**  
[Installed Software](#)

**Save important files only on your Z: drive or to your My Documents folder on the server. Then you can copy the files to another drive on your computer.**

**Session Limits**

**Sessions will be terminated after the following time limits:**

**Disconnected sessions - 5 minutes**  
**Active but idle sessions - 1 hour**  
**Active session limit - 1 day**

This lab gives students access to the following software, among others.

- Microsoft Office (Word, PowerPoint, Excel, Access, Visio, Project, Publisher)
- Microsoft's Visual Studio
- Automation Studio
- Python

### Virtual Desktop

Virtual desktop infrastructure (VDI) is the practice of hosting a desktop operating system within a virtual machine (VM) running on a hosted, centralized or remote server. Using an infrastructure such as VMware, student and staff virtual desktops can be displayed to the user from any computer. Because the virtual computer is actually running on Cincinnati State servers, there is very little software requirements needed on the user's physical computer. The College is building a VDI infrastructure plans to have this in place before the Summer of 2013.