Community College *of* Philadelphia

Minutes DRAFT
Technology Coordinating Committee
06.21.2017 2:30 p.m.
B2-26

2016-17 Committee Members Present (P):

Federation Delegates & Alternates	
Heidi Braunschweig	
Will Esposito	
Sarah Iepson	
Dawn Janich	P
Nikki Karam	
Amy Lewis	
Fran Lukacik	
Craig Nelson	P
Sean Sauer	
Ron Shamwell	
Ed Baker (A)	
Will Miller (A)	
Administrative Appointees & Alternates:	
Nicole Armezzani	P
Jody Bauer	P
Gary Bixby	P
William Bromley	P
S.K. Calkins	
Pam Carter	P
Ellen Fernberger	P
Susan Hauck	P
Jason Stein	
Jameas Zelenak II	
Rikki Bardzik (A)	
Allan Kobernick (A)	P
Gim Lim (A)	
Peter Margolis (A)	
Jim Spiewak (A)	

Community College *of* Philadelphia

Minutes DRAFT
Technology Coordinating Committee
06.21.2017 2:30 p.m.
B2-26

I. **Meeting Called to Order at 14:35**
II. **Attendance**
   See page 1 of this document.
III. **Approval of minutes**
   a. *Minutes from 04/19/2017*
      ACTION: Approved YES 10, No 0, Abstain 0
   b. *Noted that the meeting of May 17, 2017 was Cancelled*
IV. **Business**
   a. **Update on the Migration of Students in AD/Office 365**
      - See attached documentation
      - Discussion of the Canvas SSO
      - Dawn Janich offered to help make a video to show students how to setup their password reset questions. Offered her Fall course as a pilot group for this exercise.

V. **Adjourned at 3:30pm**

Community College of Philadelphia

Student Email Update   06/19/2017

During the month of April, ITS added 112,000 students to our Active Directory environment. This allowed these students to reside in both Gmail (@ccp.edu) and the Office 365 (@student.ccp.edu) environments. These students were provided with information which allowed them to use either system but were informed that as of May 9, 2017 all messages would be received only in the @student.ccp.edu, the Gmail or @ccp.edu account is intended as an archive.

The move into Office 365 provided multiple things for students. 1) They now have the ability to use OneDrive and authenticate just as faculty and staff do to access their account. Previously, students did not know their password and had to access Gmail via the portal. They also have access to Office products online and we are working to allow them access to download Office via their account.

Business Services is also working to implement a print management solution. This solution will require that all student's login to release their print jobs. The pilot of Papercut is pending for this summer in the Library and Learning Labs. The login will be their authentication credentials they use to access Office 365 and the MyCCP portal.

We are working on a solution to allow students to setup their security questions for a self-guided password reset. Hopefully, this will

The emails sent to students and the summer faculty are below for your review.

Sent to Summer Faculty on May 2, 2017

To all Faculty teaching this summer,
ITS wanted to make you aware of the upcoming positive change to student email.

The ITS department is initiating a transition of our Students from the current Gmail system to the Office 365/OWA environment. This transition will begin on May 8th. **This will not impact your communications with students. In fact, it may improve since you will be in the same email environment.**

As we move through the summer terms, students will reside in both Gmail and O365 for email. Their primary account will be in Office 365 (@student.ccp.edu). They will be allowed to

forward messages from the @ccp.edu (Gmail) account but **will <u>only</u> receive messages in the @student.ccp.edu account inside Microsoft OWA365.**

All students will use the same username and password they currently use to login to the MyCCP portal to access their new email account. Students will access their new email account after May 8th, just as we do via http://mail.ccp.edu. The link will be available to them as it is for us via the portal (http://MyCCP.CCP.EDU). They may also use these credentials to login to a College workstation.

During the Summer terms we will pilot the Password Reset utility for students. The same Password Reset utility that faculty and staff use now will be provided to students to authenticate and reset their password. The roll out period for all students to utilize the Password Reset functionality will be determined within the Fall semester based on the outcome of the pilot. At present, no password change time is set for students, they will continue to use their current password until we determine the best timing for forcing a password change.

This move into Active Directory (AD) for students will help facilitate the new campus-wide Print Management implementation pending for later this summer and will allow students to have access to the Microsoft Download Center for MS Office and other products. More information on this new feature of Microsoft downloads for students as well as faculty and staff will be announced soon. More information on the Print Management implementation will also be out shortly.

If you have questions or concerns, please email me directly or contact 4ITSupport.

Sent to Students (active during the summer term) on 5/5/2017

Hello,

The College has created you a new college email account in Microsoft OWA 365.

Your new email address will be your current username plus **@student.ccp.edu**. So, for example, if your username is jsmith2, your new email account will be jsmith2@student.ccp.edu. You can access your email by going to http://mail.ccp.edu and entering your username and your current password **(same username and password you use for MyCCP).**

Your college Gmail account will remain accessible but only as an archive. You may forward but NOT receive messages in your old archive account. Your new "@student.ccp.edu" account is your primary source for all future email. The past is in your gmail account which requires you to use the same link to enter your mailbox as before.

We have added you to our Office 365 Cloud environment. You will be in an Outlook type environment which will allow you to access your college email anywhere and anytime. Yes, that means you can use the OWA app or add it to your Mail app on your phone. The server name is outlook.office365.com. The username and password are your login credential for the MyCCP portal.

Please feel free to contact 4ITSupport if you have any functionality questions or concerns. More updates will be coming concerning Microsoft Downloads and how to use your credentials to login for printing.

email: 4ITSupport@ccp.edu
walk-in support: B2-41
phone support: 215.496.6000

Sent to Summer Faculty as an Update on 5/5/2017

RE: Students in OWA UPDATE #2 5/5/2016

Thank you for your feedback on the student transition to AD and OWA. I've attached a communication that we are sending today to 112,000 students concerning the transition of their email. The start of messages flowing to their new @student.ccp.edu mailbox will begin on **Tuesday, May 9th at 6AM**.
We will be sending out tips and tricks next week to encourage use of the new system. They will be able to get their CCP email on their devices just as we do so perhaps this will enhance our communication with them.

You might be wondering why 112,000 students. This is the number of students that are active in our Banner system. They may not all be registered at that moment but they still have access to their CCP email account.

Just wanted to keep you updated on the progress of this initiative. Next week announcements will be coming out about Print Management and how students will be able to login to workstations as themselves not with a generic account.

Happy Cinco de Mayo!

Sent to Summer Students on 5/5/2017 and shared with Summer faculty on 5/5/2017:

Hello,

On May 9, 2017, the College will have completed the conversion of student email accounts from Gmail to Microsoft Office 365/OWA for all students. This conversion will begin on Sunday, May 7, 2017 and end on Tuesday, May 9, 2017 at 6AM.

How will this impact you? You will now access your email on the popular Office365/OWA web interface that includes calendar, contact and instant messaging features. Plus, take advantage of storing your files online using OneDrive.

What will happen to my Gmail account? We will keep your Gmail account open so that you can forward important emails from your old account to your new account, but starting May 9th, you will only receive emails at your new Office365/OWA account. You can still use your Gmail account to access your calendar and contacts, but we encourage you to take advantage of OWA's popular calendar and contact features. Your Google Drive will also be available to you.

What will my new email address look like? Your new email address will be your current username plus @student.ccp.edu. So, for example, if your username is jsmith2, your new email account will be jsmith2@student.ccp.edu.

Remember, May 9, 2017, is the day that you will switch to a new email account. You will login using the same username and password you use for MyCCP. Login to your new email at http://mail.ccp.edu.

As of May9th, new messages sent to your old email (Gmail) account @ccp.edu will be automatically redirected to your new (Office365/OWA) @student.ccp.edu email account.

For questions or problems, please contact 4ITSupport for support at:

email: 4ITSupport@ccp.edu

walk-in support: B2-41

phone support 215.496.6000

Information Technology Services