



MONTANA TECH WEEKLY UPDATE

August 21, 2023

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8/22: Pilates (12:00 pm, HPER Dance Room)

8/24: Weight Training (12:00 pm, HPER Dance Room)

8/28: Wellness Walk (12:00 pm, Meet outside the SUB)

8/30: Club Rush

8/31: Copper Football Game (6:00 pm, Alumni Coliseum)



MOVING YOUR OFFICE?

Federal law requires that each phone has an accurate location listed in the National 911 database. In order to help I.T. keep this information accurate, it is **IMPORTANT** that you contact Information Technology – **BEFORE** you move your **phone or computer**. Moving an office does take time, so scheduling with I.T. before you want to move will allow a seamless transition for you, as well as enable us to comply with the federal law. You can submit a ticket to schedule your move on our knowledgebase (kb.mtech.edu) and search for 'Move' or click this link: *Office Move*. Thank you in advance for your cooperation.

REGISTER FOR THE CAREER FAIR

The 23rd Annual Career Fair is **September 14th** starting at 8:00 am. Students should register today and check out all the employers who are coming to campus such as ConocoPhillips, NorthWestern Energy, and Nucor. Go to Digger Recruiting to sign up for the event and all the other employer events on campus. Be sure to upload resumes early to ensure timely feedback for the Career Fair.

CAREER FAIR VOLUNTEERS NEEDED

Career Services is looking for volunteers for the 23rd Annual Career Fair on **September 14th and 15th** in the HPER. Please check out the Career Fair Volunteer Sign Up Sheet to pick a slot that would work for you. Multiple people are needed for each time slot on Thursday and Friday. The Career Services team appreciates your help.

DISTRACTED DRIVING COURSE

Please consider taking the online Preventing Distracted Driving Course. This class teaches state employees the definition of distracted driving and what behavior modifications we can implement to protect ourselves, our families, and our friends on the roadways. The class also helps you realize that you, as a driver, have a choice, to drive safely or to drive distracted. Deciding on this topic may save your life and the lives of others. Our goal is to help you make the right decision. You can register for the free class [here](#).

ON-CAMPUS EMPLOYMENT

Do you need to hire student employees? Students are already starting to look for on-campus employment this fall. Make sure your jobs are in front of them in DR 2.0. Log in at <https://mtech.12twenty.com/hire>. If you are new to 12Twenty, create your account at: <https://mtech.12twenty.com/Account/EmployerSignUp> to post jobs for this coming semester/academic school year. If you need assistance, please email your job posting to postjobs@mtech.edu. Thank you for your help to promote this to campus!

PASSWORD RESET TOOL

Information Technology has launched a new **Password Reset Tool**. This tool will make it easier for you to reset your password or unlock your account as needed. If users do not sign-up for this tool, they will need to contact the IT Helpdesk any time their account is locked or they need to change their password. Please click [here](#) and follow the step-by-step instructions to get the Password Reset Tool. If you have problems, contact the IT Helpdesk at ithelpdesk@mtech.edu or 406-496-4244.

DUO (MULTI-FACTOR AUTHENTICATION)

In an effort to increase security on our campus, Information Technology will be implementing DUO (Multi-Factor Authentication) for your Montana Tech accounts on **SEPTEMBER 1, 2023**. At this time, DUO is only required for the systems that use Single-Sign-On (MyMtech, Banner Admin Pages, Etrieve, Moodle, Outlook Web Email etc.). Using a mobile device with the DUO Mobile (Duo Push) technology is by far the easiest. However, you can confirm your identity with a phone call to any phone, mobile, or landline. **If you cannot use your mobile device or phone for verification, please let Jennifer Simon know ASAP so she can obtain a security key for you.** For detail on how to setup/enroll in DUO you can visit our Technical Support Site [here](#). If you've already signed up for DUO via the University of Montana, please let Jennifer Simon know. She will add an alias to your UM account and you will not need to re-enroll. If you have questions, please reach out to our IT Helpdesk at 406-496-4244.

KEY FEES

Physical Facilities is authorized to require payment for the reasonable cost of each campus key not returned. The employee or department in which the individual is (was) employed is responsible for the cost.

9.1 Lost or unreturned keys: \$40.00 for each key lost and \$75.00 for each lock re-keyed/re-cored in order to restore security.

9.2 Lost or unreturned electronic card key: \$30.00.

9.3 A late fee of \$5.00 per key, per week may be assessed to all keys that are returned more than two weeks late.

