FAS Technology Renewal Schedule

<table>
<thead>
<tr>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>my.harvard Canvas</td>
<td>Fall start-up</td>
<td>Office 365</td>
<td>HarvardKey</td>
<td>Harvard Phone</td>
</tr>
</tbody>
</table>

Why a Technology Renewal?

- Modernize the essential tools we depend on everyday
- Make our data more secure
- Adopt a shared set of technologies that work together, University-wide

Up next for FAS:

- **Office 365 for Harvard** (migration begins in October)
- **my.harvard new features & enhancements** (October/November)
- **HarvardKey** (available Nov.12, login screen change Sept. 22)
Aurora Update

- **Aurora Lookup** is now available to all Asperin users. Interested users can register for the November 16 demo on the FAS Finance website [finance.fas.harvard.edu](http://finance.fas.harvard.edu).

- Latest feature: **Department Administration functionality**, search by role (Finance, HR, Department Administration, Events Coordination).

- **October 2016**: Teaching Fellow and Teaching Assistant appointments including hiring, course and FTE changes, termination, etc.

- **FY17 and 18**: **Additional transaction functionality** (specifs TBD by governance committees)

For more information, contact Gretchen Gingo: [gmgingo@fas.harvard.edu](mailto:gmgingo@fas.harvard.edu)
Agenda

- HarvardKey (Gretchen Grozier)
  - Claiming your HarvardKey
  - New password requirements
  - Using two-step verification

- Office 365 New Features (Maria Apse)
  - What's new in O365?
  - Demo of OneDrive

- Collaboration Tools and Data Security (Sara Oseasohn)

- Standard iSites Migration (Kathy Stuart)
  - Update on progress
  - Options for migration
The Benefits

HarvardKey is a unifying credential that enables access to the Harvard resources you use every day using a single login name and password.

- Successor to Harvard’s current PIN System
- New, mobile-responsive user experience
- Secure password (which never changes unless you decide to change it)
- Supports optional two-step verification
- Log in to network, email, and Web applications with your HarvardKey
- Supports the HUIT goal of “One Identity for Life” for any person — regardless of role — including seamless support for changes between roles, Schools, etc.

FAS users can claim their HarvardKey starting on Nov. 12
Demo:
HarvardKey
Two-Step Verification

HarvardKey holders can choose to use two-step verification for all HarvardKey web applications

- Duo Security is our two-step verification provider
Office 365 Tools: Working Smarter

• File Sharing & Storage with OneDrive
  – 1TB of space (soon to be unlimited)
  – Share documents with folks both inside and outside of Harvard
  – **Collaborate** on the same document
  – Store and access work files **across multiple devices**

• Apps for Online and Home Use
  – Available for download on **up to 10 personal devices** (5 computer/5 mobile)
  – **Provided free** to all Harvard College students

• Email & Calendar
  – 50GB of storage on your new cloud-based email
  – Access to a university-wide directory for calendar scheduling
## Office 365 Email & Calendar: FAS Schedule

<table>
<thead>
<tr>
<th>FAS Group(s)</th>
<th>Start</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>GSAS</td>
<td>October 2015</td>
<td>Starting</td>
</tr>
<tr>
<td>College, DCE</td>
<td>December 2015</td>
<td>Forecasted</td>
</tr>
<tr>
<td>Arts &amp; Humanities</td>
<td>January 2016</td>
<td>Forecasted</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>February 2016</td>
<td>Forecasted</td>
</tr>
<tr>
<td>Sciences</td>
<td>May 2016</td>
<td>Forecasted</td>
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<tr>
<td>Yenching Institute, Athletics, Harvard Museums Science &amp; Culture, Other</td>
<td>July 2016</td>
<td>Forecasted</td>
</tr>
</tbody>
</table>
Demo:
Office 365
Collaboration Tools & Data Security
## Collaboration Tools and Data Security

<table>
<thead>
<tr>
<th>Tool</th>
<th>Level 1 Data</th>
<th>Level 2 Data</th>
<th>Level 3 Data</th>
<th>Level 4 Data</th>
<th>Level 5 Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer Dropbox</td>
<td>✔</td>
<td>✔ *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email (any)</td>
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<td>✔ *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consumer Google – all tools</td>
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<td>✔ *</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Harvard Google Docs/Drive (g.harvard)</td>
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<td>✔</td>
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<tr>
<td>Office 365 OneDrive</td>
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<td>✔</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Network File Share**</td>
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<tr>
<td>Office 365 SharePoint* *</td>
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<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
</tbody>
</table>

* University data and University-related business should take place only on University systems, not consumer versions.

** L4 with special controls setup

** Level 5 - Extremely sensitive information; e.g. research info classified as level 5 by an IRB

** Level 4 - Very sensitive information; e.g. personally identifiable financial or medical info

** Level 3 - Sensitive, or Confidential information; e.g. financial info, student grades, personnel data, etc.

** Level 2 – Information chosen to be held confidentially; e.g. building plans

** Level 1 - Non-confidential/public information; e.g. published research

[http://security.harvard.edu/dct](http://security.harvard.edu/dct)
Standard iSites Migration
Standard iSites Migration

**Standard iSites Platform retires July 1, 2016**
FAS iSites Update

iSites have been an important administrative tools, used for:

- Public facing communication
- Administrative functions
- Private collaborations

But the iSites platform is built on old technology and is no longer sustainable

FAS has already retired or migrated 71% (849/1,196) of their standard iSites.
Standard iSites Migration: Web Platforms

Various platforms are available to the FAS:

- OpenScholar
- Harvard Wikis (Confluence)
- Harvard Blog (WordPress) – academic content only
- Harvard SharePoint
- Harvard Google Sites
- Harvard Qualtrics
Functionality Gaps

Retiring the iSites platform leaves some gaps in our web service delivery, especially around:

– Permissions
– Signup tools
– Granular access
– Video publishing

We are also aware of the following needs:

– Accessibility standards
– Confidentiality (Level 3) standards
– Collecting metadata for tracking and reporting
– Redirects and domain naming processes
– Replacing applications
Standard iSite Migration Support

Please contact me at kathleen_stuart@harvard.edu or visit our website http://standardisites.harvard.edu for more information.

If you have an iSite and want help with your next steps:

• Submit a ticket to ithelp@harvard.edu or
• Complete the form on our website http://standardisites.harvard.edu/support-form or
• Contact your IT support team at your school or department or
• Contact me directly
Q&A

Thanks!