

How CSN Communicates & Electronic Use Policies Are Changing This Fall!

Beginning October 21, all official CSN communications will be sent to students' CSN email and both faculty and staff will be required to communicate only to these addresses. Email forwarding will no longer be allowed and this address is available to students as long as they are enrolled at CSN. Additionally, a new password tool will be added to GoCSN that will simplify password resets. This is also the day that enforcement of the Information Systems & Electronic Resources Acceptable Use Policy begins.

HOW DOES THE EMAIL CHANGE AFFECT ME?

First and foremost, for **faculty and staff**, we need your help to get the word out to students about these changes. Please encourage them to log in to their CSN email account daily. A tile for Student Email can be found in GoCSN and more information can be found at www.csn.edu/email.

We ask all faculty and staff to ensure that any existing email distribution lists are deleted. Personal email addresses will not be included in official communications. As of October 21, Canvas will only be populated with official CSN email addresses and any communications through MyCSN should be sent to those official email addresses as well. Please ensure you are only using official CSN email addresses to communicate with your students.

Students, get in the habit of checking your CSN email address every day. You will see all messages from the college in your CSN email including general information, course-related information and enrollment/financial aid information. Critical messages from areas such as financial aid and the cashier will also be duplicated in your MyCSN student account while Canvas will have your course-related emails.

WHAT SHOULD EMPLOYEES KNOW ABOUT THE ACCEPTABLE USE POLICY?

We encourage everyone to read the [entire policy](#). The policy focuses on digital safety and data security. For instance, emails older than seven years will be deleted and employee H drive storage will be set at 10Gb. These changes help us keep our network optimized while limiting liability. Additional information can be found in the policy.

WHAT DO I NEED TO DO?

On Sunday, October 21, all **faculty, staff and students** will need to update their security questions to allow for the ability to self-reset their passwords online. During your first log in to GoCSN on or after October 21, you will be prompted to update the answers to your security questions.

IS THERE ANYTHING ELSE I NEED TO KNOW?

We encourage **everyone** to use GoCSN as their default login for all other college applications. This secure portal allows access to all applications using one quick login. You can even add your own personal app shortcuts to GoCSN and have all your apps in one place. The expanded use of this platform will help us reduce password resets and streamline user traffic during heavy usage

periods. Please encourage your colleagues and your students to set their bookmarks to <http://go.csn.edu>. If you have questions or need assistance, please visit <https://www.csn.edu/gocsn>.

We also want to remind everyone that Microsoft Office 365 is free to all faculty, staff and students with a valid CSN email address. You will have access to:

- Up to five Office suite online licenses FREE (Word, Excel, PowerPoint, One Note)
- 1 Tb of FREE cloud storage through OneDrive
- FREE web-based programs for video chat, newsletter creation & more
- New software releases for FREE
- Increased stability, enhanced security and cutting-edge encryption

Visit us at <https://at.csn.edu/otsservices> for more information.