

NDSU NORTH DAKOTA
STATE UNIVERSITY

Document Imaging User Group

May 31, 2023

STUDENT FOCUSED • LAND GRANT • RESEARCH UNIVERSITY

User Group Goals

- **Communicate & Share Ideas with Others**
 - Share Communications from NDUS Team
 - Discuss What Works / Best Practices
 - Discuss Common Problems & Issues
 - Coordinate Efforts between Offices
 - Share Knowledge & Coordinate Training
- **Promote use of Perceptive Content across campus**

Today's Agenda

- Introduction
- Upgrade Preview
- VPN Access Update
- NDSU Transform Impacts on Colleges
- Annual Drawer Audit
- Your Questions

Participating Offices

- Admission
- Budget Office
- College of Arts, Hum & Soc Sci
- College of Business
- College of Health Professions
- College of Human Sci & Education
- College of Science & Math
- Customer Account Services
- Enrollment Management
- Facilities Management
- Financial Aid & Scholarships
- Graduate School
- Human Resources/Payroll
- International Student Services
- IT Services
- One Stop
- Provost
- Registration & Records
- Residence Life
- Teaching & Learning

Affiliate Participants

Departments that do not have documents in the system but have users who have access to search & view another department's documents

- **Athletic Academics** (limited access to Student Records)
- **Audit & Compliance** (access to search all documents)
- **Career & Advising Center** (Professional Advisers + ENGR Admins)
- **Dining Services** (access to Cancel/Withdrawal forms)
- **Institutional Research & Analysis** (access to Data Requests)
- **Sanford Nursing-Bismarck** (limited access to Student Records)
- **University Police & Safety Office** (limited access to HR forms)

Summer 2023 Upgrade

- Scheduled for the weekend: **June 3-4**
- Will be a full “Version” upgrade to version **22.2**
- Installing software **WILL** be necessary (unless auto-updater works)
- Color printing setting will need to be replaced (“**inowprint**” file)
- Capture profiles may need to be re-installed (“**inscan**” file)
- Updated installer file will be saved to the X-drive
- “View Only” users are encouraged to use [Online Version](#)

Using Perceptive Remotely

REMINDER: a VPN connection is required to use Perceptive remotely

- VPN = Virtual Private Network
- Establishes a secure connection to campus network
- VPN is needed for BOTH installed desktop client & online versions of Perceptive when used off-campus
- Two ways to establish VPN connection:
 - Software installed on computer (“Cisco AnyConnect”)
 - Hardware device connected to home network (“Aruba”)

VPN Software

“Cisco AnyConnect Secure Mobility Client” software

- Installed directly onto computer (recommended for laptops)
- Establishes a secure connection to a campus network
- Can be used from any off-site location (home or during travel)
- **“VPN Software Installation”** instructions file available on X-drive

VPN Software Connections

- **NDUS VPN** (old option)
 - No longer available for Cisco AnyConnect (replaced by “GlobalProtect”)
 - Required NDUS help ticket requesting VPN security role for user
 - Does not connect to NDSU campus network drives (S:, U:, X: drives)
- **NDSU VPN** (preferred option for all NDSU users)
 - Requires installation & use of “Cisco AnyConnect” software
 - Available to all NDSU users (no NDUS security role needed)
 - Automatically connects to campus network drives (& security patches)
 - Provides same access as “Aruba” device

VPN Hardware

For users who frequently work from home:

- Contact the campus Help Desk about an “**Aruba**” device
 - Device connects to your home router
 - Treats your connection as if you are on campus
 - Can connect your computer directly by wire or wirelessly
 - Creates an “**accessU**” wi-fi hotspot
 - Automatically connects to shared network drives

NOTE: *Connecting personal computer to Aruba is not advised*

Cost: free while limited inventory lasts, or \$400 for new orders

NDSU Transform Impacts

- Several participating colleges will be impacted by consolidations:
 - **College of Arts & Sciences:**
 - College of Arts, Humanities & Social Sciences (CAH)
 - College of Science & Mathematics (CSM)
 - **College of Health Professions & Human Sciences:**
 - College of Health Professions (CHP)
 - College of Human Sciences & Education (CHSE)
- A.J. will coordinate with Power Users to facilitate merging of storage drawers, document types, linking plans, search views, etc.

NDSU Transform Impacts

- Power Users will need to be determined for each college
- **NOTE:** Any workflow routing rules that read a “College” or “Program” custom property will need to be reviewed and potentially updated as well.
 - e.g., Registration & Records Degree Analyst queues

Annual Drawer Audit

- Email notification sent out May 18th
- Deadline: **Wednesday, June 21st**
- Complete one survey for each storage drawer listed in email
- Template of audit questions is available on X-drive
 - “Power Users” folder → **“NDSU-DEPT-Drawer-Audit.docx”**
- **NOTE:** Retention Manager process has not been running, so report last known purge date or do the process manually.

Thank You!

FOR MORE INFORMATION:

- Contact A.J. Klein at 1-7983 or andrew.j.klein@ndsu.edu
- NDSU Document Imaging website at www.ndsu.edu/imaging
- Teams: “NDSU Document Imaging User Group”