# MIDWESTERN
## STATE UNIVERSITY

# Account Managers Group

# Account Managers Group

# Welcome

## Valarie Maxwell

# KeePass

## Jim Hall

# KeePass – What Is It?

- KeePass is a free open source secure database that stores, manages, and organizes your passwords

- Free (http://keepass.info) get version 1.31

PROGRAM

DATABASE FILE
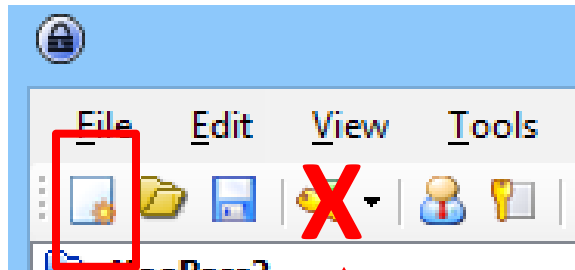
KeePass.exe

KeePass2.kdbx

# KeePass – Database

- AES 256bit encryption
- Stored on local machine, USB drive, or network
- Supports multiple databases
- Supports composite Master Key
- Can sync via http, WebDAV, ftp
- Supports syncing to cloud services (Dropbox)
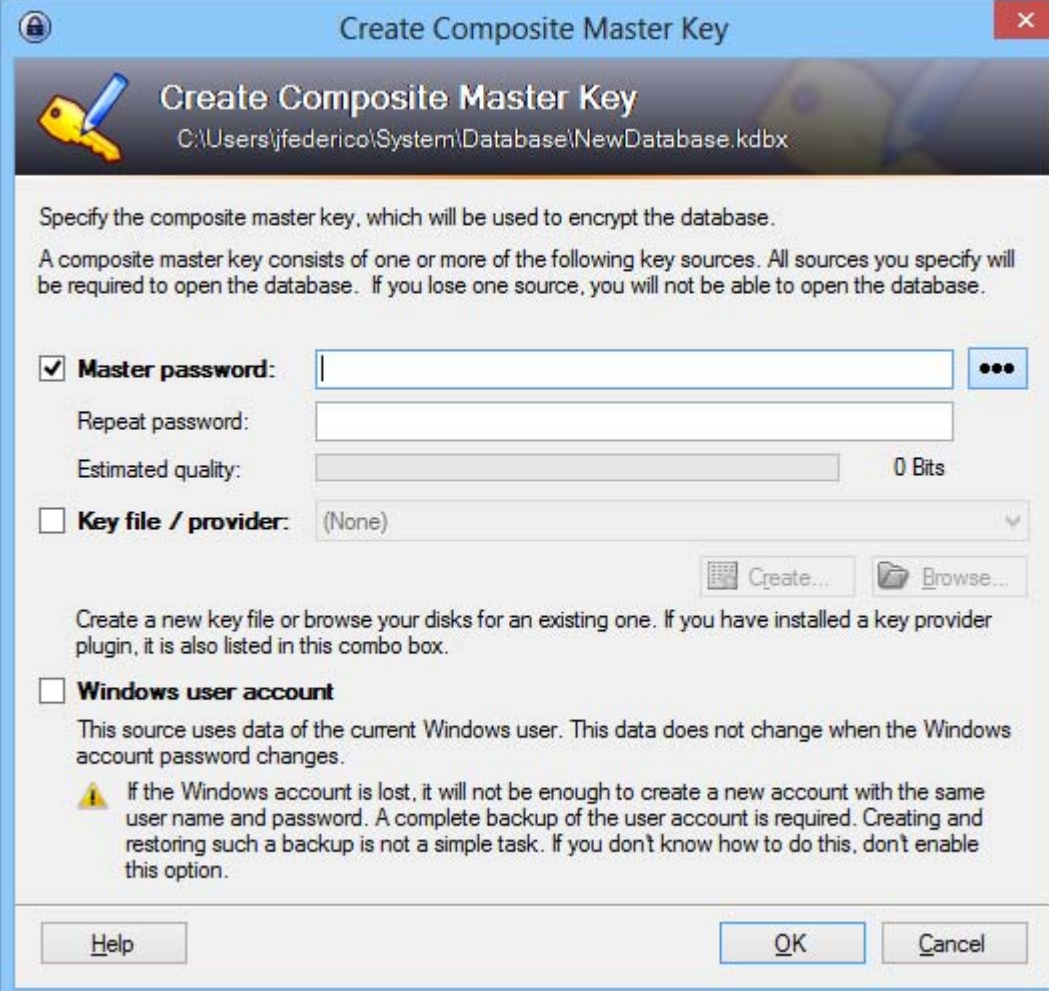
DATABASE FILE

KeePass2.kdbx

# KeePass – Create New DB

Click the "New Database" Button

Do not click the "New Entry" button.
This creates a new password entry.

- Click "New Database"
- Choose where you would like to save the database file (F: Drive, Dropbox, etc.)
- Choose "Master Password"

# KeePass – Create New DB

(Most people only do this Once)

# KeePass – How Do I Use It?

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# KeePass – How Do I Use It?

- Copy and paste
  - Right click
  - CTRL+B (copy username) CTRL+C (copy password)
- Drag and drop from columns to a web page
- AutoType (CTRL+ALT+A)
  - Entry title must match Window/Tab title
  - Works in any browser

There are many more but these are the basics!

# KeePass – Create New Entry
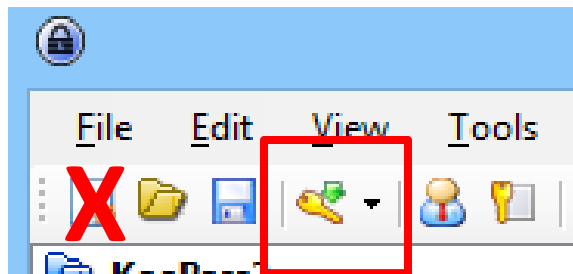


Click the
"New Entry"
Button

Do not click the "New" button.
This creates a new database file.

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Title must match the web tab name

# KeePass – Passwords?

What makes a good password?

1. Start with a sentence or phrase that is meaningful to you, but not a common sentence or phrase.
2. Remove the spaces between the words in the sentence.
3. Convert the words into "shorthand" and/or intentionally misspell a word, e.g. HM for home. Add length with numbers and symbols that are meaningful to you.
4. Use at least eight characters with a mix of uppercase and lowercase letters, numbers, and special characters(!,@,#, etc.)

# KeePass – Passwords?

## What makes a good password? Example…

| | |
|---|---|
| **givewish** | This is a very weak password. |
| **G1veW1sh** | This is stronger, but uses an easily recognized pattern of the 1st letter capitalized, and i's substituted by 1's. |
| **g!v3w1Sh** | This is a MUCH stronger password as the capitalization and substitution of characters is not done in a predictable fashion. |

# MSU Alert

## Jim Hall

# Account Managers Group

# Construction Projects

## Kyle Owen

# STUDENT HOUSING PROJECT

July 28, 2015

November 3, 2015

February 1, 2016

May 25, 2016

# INTRAMURAL/ATHLETIC TURF

May 25, 2016

May 25, 2016

# MASS COMM EXPANSION

May 25, 2016

# WCA PARKING LOT

May 25, 2016

# CSC-SHAWNEE THEATER

May 25, 2016

# CSC-DINING HALL



Equipment Plan
SCALE 1/4" = 1'-0"
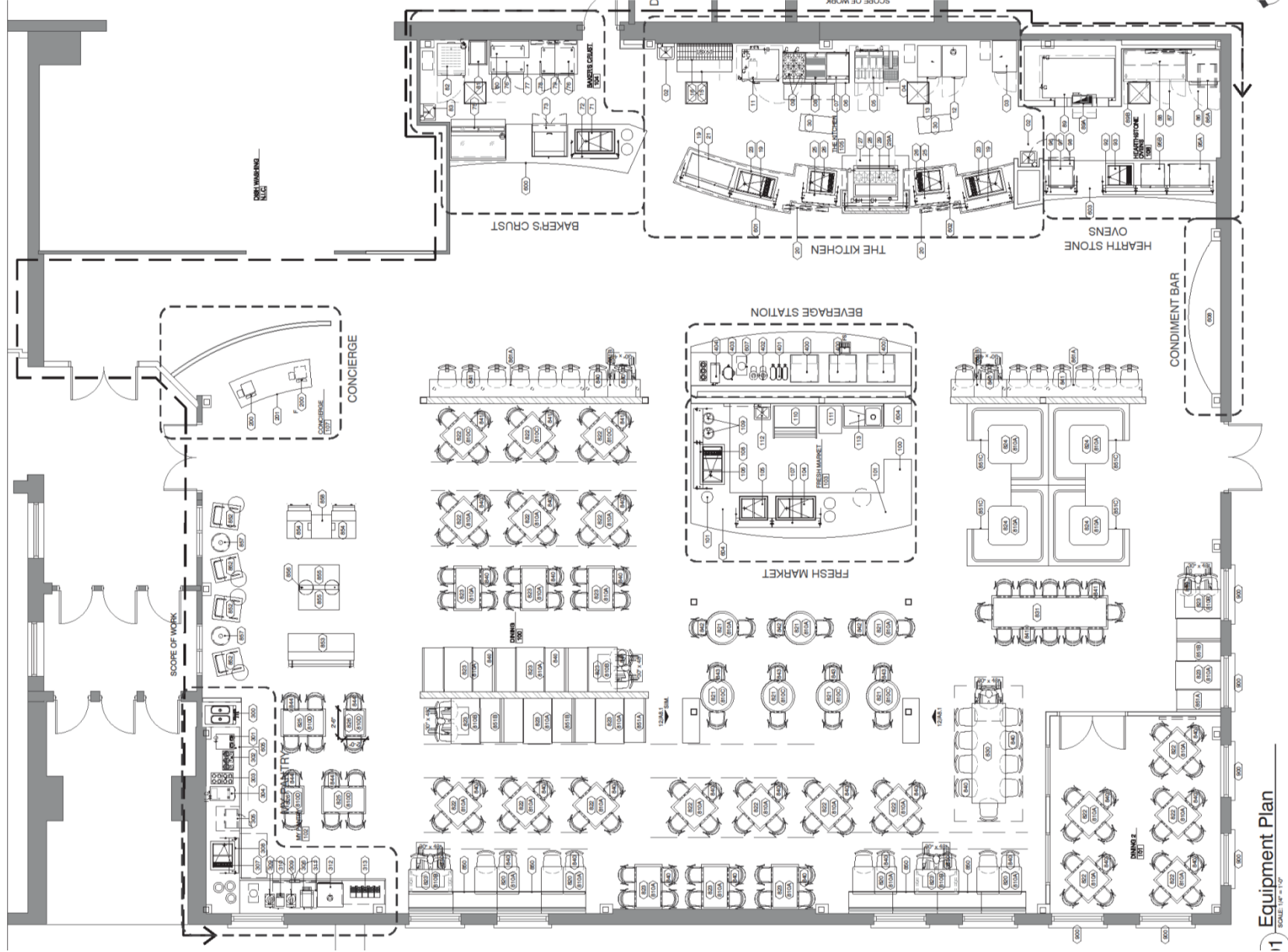
# MUSTANGS WALK EXTENSION

# Upcoming TRB Projects:

- Health Sciences & Human Services Building
  - Currently early in design.
- TAS-ADA/Fire Marshal Upgrades to FFA, Bolin, Hardin
  - Currently early in design.
- Moffett Renovations
  - Begin design 6-9 months.
- Bridwell Renovations
  - After HS+HS building is occupied
- IT relocation
  - Part of HS+HS.

# Keeping Positive

## Terry Ortiz

# Budget Pools

Check FGIBAVL before submitting any expenses!

<u>Examples:</u>

- Purchase Requisitions
- Direct Payment Vouchers
- Procurement Card Transactions
- Electronic Personnel Action Forms (EPAF's)
- Print Shop Transactions
- Request for Travel Authorizations

# Budget Pools Q & A

- Why is it so important to keep <u>all</u> of our budget pools positive?

  To avoid any possible overspending within the account.

# Budget Pools Q & A

- Our overall balance is okay, so why does it matter?

  Banner does not recognize overall balances but rather individual budget pool balances.

# Budget Pools Q & A

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- How am I suppose to know how much to move?

  Add up your expenses and check your budget.

  Example:

  You are in the process of submitting three Travel Vouchers. Add up all three vouchers and go to FGIBAVL. Do you have enough?

  ✓Yes, then move forward with submitting them to the correct department.

  🚫 No, please complete an online budget transfer.

# Budget Pools Q & A

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- What happens if I choose not to participate?

  – At times, your items will not be processed or could be delayed. Electronic items such as Purchase Requisitions and EPAF's may not be approved until budget is available.

  – You will receive an e-mail from the Budget Office requesting you to move budget around. If action is not completed in a timely manner, then your supervisor may be notified.

# Budget Pools Summary

Think of….

- FGIBAVL as all the money you have with your bank.

- each budget pool as a separate account.

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# Tips

## Terry Ortiz

- Banner -Vendor Payments
- Outlook - Quick Steps

# FAIVNDH

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If check number begins with:

"1" – Check

"!" - Direct Deposit

"N" - Internal Finance Document (no check was issued)

# SHRED DAY

- Next scheduled date:
  - July 13th, 2016

- Documents must be sent to central warehouse prior to these dates

- No cost to your department

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## Next meetings:

- ✓ June 30, 2016 – Dillard 189
- ✓ July 28, 2016 – Dillard 189

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## Open For
## Questions and Answers

Thank you!

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