

Extension IT

Quick Reference



Information Technology Services

The CAFE Information Technology(IT) Team is comprised of the Extension IT Support Group, CAFE Systems Support Group, Academic Facilities IT Support, and Extension IT Trainer. The 14 members of the Team are located on campus(252 C.E. Barnhart Bldg) and at off-campus locations. The College Helpdesk is also part of the IT Section, offering assistance with IT related problems and questions via phone, email, or remote assistance.

The Extension IT Support Group is responsible for managing and supporting the use of Information Technology resources within the Kentucky Cooperative Extension Service. Information Technology resources include desktops, laptops, file servers, network equipment, mobile devices, and various other equipment. The Regional Extension Technology Contacts (REITCs) also support

software used by both UK and Cooperative Extension, such as Microsoft Office/365 and Adobe Creative Cloud. IT support is provided via the phone, email, remote access software, and on-site visits to the Cooperative Extension offices. For more information on the REITC Team, please see <https://REITC.ca.uky.edu>.

The College of Agriculture, Food and Environment (CAFE) Helpdesk is available Monday thru Friday from 8 AM to 4:30PM EST to answer any computer or service-related questions. The Helpdesk assists both on and off-campus faculty and staff by answering questions or resolving issues regarding network, security, smart classrooms, and other technology related problems. If you need assistance with any of these matters, please contact the CAFE Helpdesk via e-mail at cithelp@uky.edu or phone at 1-800-900-4447.

The Information Technology trainer is available to support Cooperative Extension employees in meeting the ever-growing demand of using existing and new technologies to reach their clientele. The trainer has posted short training modules that answer frequently asked questions at <https://www.tinyurl.com/agvideohelp>. Training is offered on a variety of topics, including Microsoft Office 365, Qualtrics, CES County websites, and other technologies. Sessions are scheduled as needed and are also available by request. This position is dedicated to helping Cooperative Extension employees and Faculty/Staff of the College of Agriculture, Food and Environment meet their internal and external goals.

Training

Chad Jennings is our Extension IT Trainer, Chad has created trainings and resources covering a wide range of software used regularly throughout Cooperative Extension. He is available to schedule group or office training sessions on many topics. You can also review trainings available by visiting the [Learning Services website](#).



Chad Jennings

Email:

Chad.Jennings@uky.edu

Phone: (859) 323-8473

Training Website:

<https://learningservices.ca.uky.edu/>

Training Recordings:

<https://www.tinyurl.com/agvideohelp>

Security

Two-Factor Log-In

[Two-factor log-in](#) helps to protect your linkblue account and data that you access with your account, including personal, financial, and institutional information. Two-factor log-in is required for all students, faculty, and staff, and is enabled when you activate a linkblue account. Your Office 365 account is also protected by two-factor log-in.

A secondary device is required to assist in the login process. You can use a smartphone with the Duo Mobile app, a non-smartphone using TXT/SMS, or a hardware token. Device enrollment instructions can be found [here](#). If you are unable to log into your account with 2FA because your phone has died or you have just upgraded your phone, please contact your REITC for assistance in getting a 2FA bypass code. That will allow for you to add a new 2FA device so that you can log in again.

linkblue Password Requirements

Thanks to the added security of two-factor log-in, linkblue passwords only need to be changed every 365 days. Below are the requirements for choosing a password:

Minimum Length

Ten characters

Password History

You may not reuse your last 8 passwords.

Minimum Password Age

You may only change your password once each day.

Complexity Requirements

- Uppercase letters: A thru Z
- Lowercase Letters: a thru z
- Numerals: 0 through 9
- Non-alphanumeric characters
- At least one space

Other Requirements

- The password must not contain:
- Personal details such as first name, middle name, last name, username, birthdate, including birth year. (Years, in general, should be avoided.)
- Repetitive letters or numbers (meaning the same number or letter three or more times together).
- More than two sequential letters or numbers (such as 123 or abc).

Computer Password Requirements

All University and Extension computer systems must be protected with a password. The account you use on your CES computer is separate from your linkblue account. As the first line of defense against unauthorized access to your data, it should use a separate password of equal strength to your linkblue password. It is recommended that this password is changed every year.

Instructions for changing your Windows account password: <https://support.microsoft.com/en-us/help/4490115/windows-change-or-reset-your-password>

Instructions for changing your macOS password: <https://support.apple.com/guide/mac-help/change-the-login-password-on-mac-mchlp1550/mac>

It is highly recommended that you set a security question for your local computer account in case you forget your password.

Lock Your Computer Screen When Not in Use

All CES employees should lock their computers when not actively using their device. You will be required to enter your password before using your computer again, this also ensures that no one else can access your system while you are away.

To easily lock your PC, press **Win+L** (hold down the Windows key on your keyboard and press L).

To easily lock your Mac, press **Control+Command+Q** (or click the Apple icon at the top left corner and then click Lock Screen).

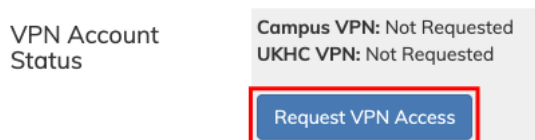
It is also highly recommended that you modify your screen saver settings so that a password is required after waking the system.

VPN

Information Technology Services strongly recommends the use of the University's virtual private network (VPN) when working remotely with certain applications to better ensure the protection of University data and computing systems. In addition, using a VPN protects your device and personal data on your device when connected to the University network. **It is not required to access Canvas, UK Email, Virtual Den, or Office 365 applications.**

While not required for most UK sites and services, the VPN can be used as an added layer of protection when using public Wi-Fi at hotels and other public Wi-Fi networks.

To request VPN access, please log into the UK account manager at <https://ukam.uky.edu> and look for the section labelled VPN account status. If you do not have VPN access, you should see a button that looks like this:



Select the domain your account is located in (AD/MC) from the "Domain" drop-down menu. Enter your reason for needing VPN access in the "Justification" field. Click **Submit Request (F)**.

Once your request has been approved, you will receive an email with instructions on how to install and access the VPN client.

For more information on requesting access to the VPN and installing it, please see Chad's video [here](#).

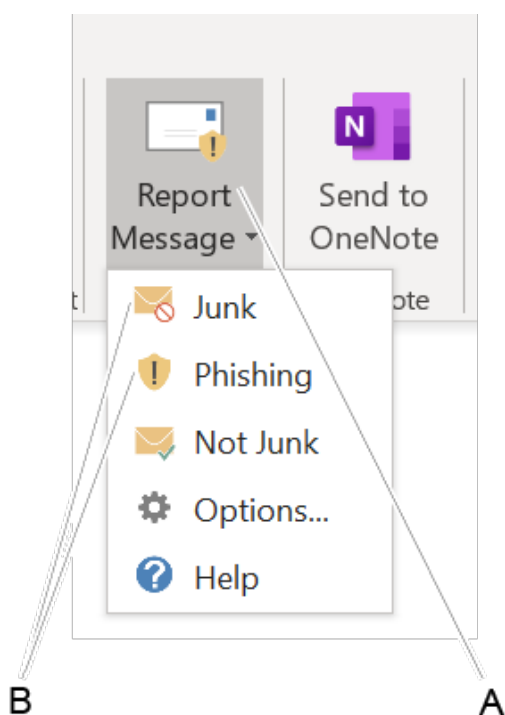
Blocking Spam and Phishing Email

Spam, also referred to as junk mail, is a term for unsolicited messages sent to your email account. Phishing emails attempt to obtain sensitive information, such as usernames, passwords, and credit card information for malicious reasons. If you believe you've received one of these solicitations, please report the email via the steps below.

How do I report spam and phishing emails?

Microsoft Outlook (PC)

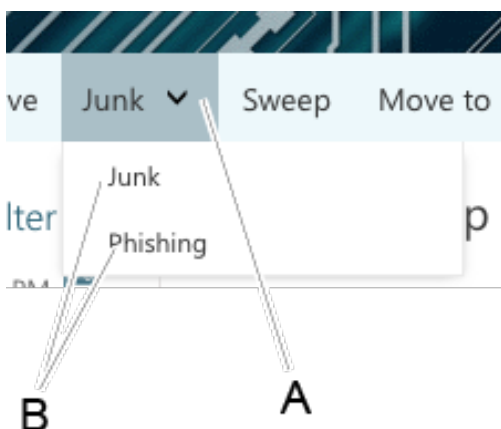
1. Open the email that you want to report in Outlook. *Do not click any links in the email.*
2. From the top menu ribbon, click the **Report Message** button (A).



3. From the drop-down menu, select the category of Junk (B).
4. Once you've clicked the type of email you are reporting, a dialogue box will appear asking if you want to report the email to Microsoft for review. Click **Report**.
5. Your spam email will be sent to Microsoft for review. This spam email will also be included in a report to ITS at UK.

Microsoft Outlook (Office 365 Web Client)

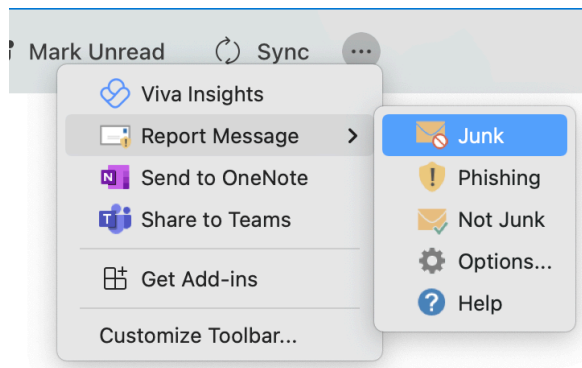
1. Open the email that you want to report in the Outlook web client. *Do not click any links in the email.*
2. From the top menu, click the downward-pointing arrow next to "Junk"(A).



3. From the drop-down menu, select the category of spam (B).
4. Once you've clicked the type of email you are reporting, a dialogue box will appear asking if you want to report the email to Microsoft for review. Click **Report**.
5. Your spam email will be sent to Microsoft for review. This spam email will also be included in a report to ITS at UK.

Mac

1. Open the email that you want to report in Outlook. Do not click any links in the email.
2. From the top menu ribbon, click the Report Message
3. From the drop-down menu, select the category of Junk



4. Once you've clicked the type of email you are reporting, a dialogue box will appear asking if you want to report the email to Microsoft for review. Click Report.
5. Your spam email will be sent to Microsoft for review. This spam email will also be included in a report to ITS at UK.

What should I do if I've fallen victim to a spam or phishing attack?

Immediately upon realizing you have been spammed or phished, perform the following tasks:

1. Change the passwords to your user accounts. You should change the password to accounts that contain personal and financial information with urgency and then address other accounts.
2. Report the spam or phishing email per the steps above. Contact your IT Support person.
3. Run antivirus and antimalware software on your device to ensure your device wasn't compromised during the attack.
4. Contact your financial institution to ensure your banking account information hasn't been compromised.
5. Stay vigilant for warning signs of identity theft.
6. Protect yourself against future phishing attacks.

What is linkblue?

The University of Kentucky Information Technology Services (ITS) created the term "linkblue" to define a directory account (user ID and password) which can be used when connecting to many campus-wide systems, including myUK, Canvas, Microsoft Office 365, Adobe Creative Cloud, KERS, Microsoft Teams, and Zoom.

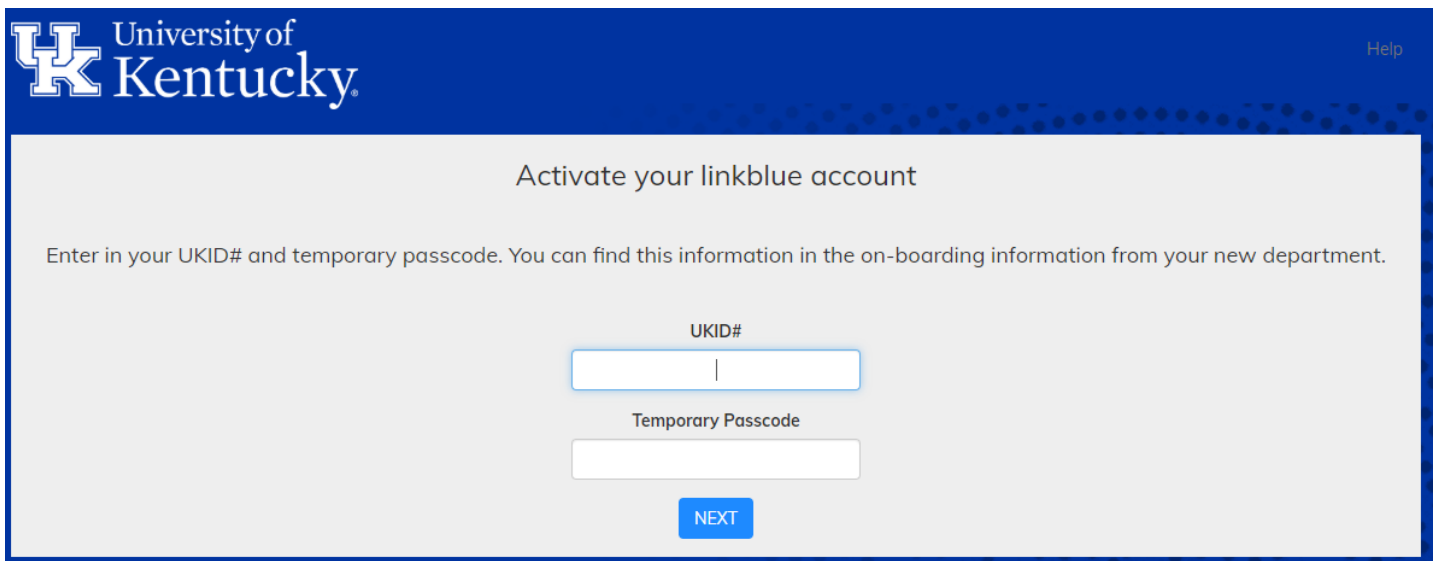
Because linkblue passwords are used for many different sites, it is important that they not be shared with others. If you need others to be able to assist with email, time approval, etc., you can set up delegation to allow those users to securely access those resources.

When signing into UK resources such as MyUK or KERS, you only need to enter the username provided and do not need to enter @uky.edu. In some cases, adding @uky.edu may cause the login to fail. When logging in to external applications such as Office 365, you must enter the entire yourlinkblue@uky.edu for the sign in.

New Employee activation

Your linkblue account is created within two business days of when you are entered into payroll. The linkblue account must be activated to login to many services.

New employees can set up their accounts at <https://ukam.uky.edu/Account/NewEmployee>. Your REITC will be happy to help you get your account activated and your machine set up the way that you need.



The screenshot shows the 'Activate your linkblue account' page. At the top left is the University of Kentucky logo. At the top right is a 'Help' link. The main heading is 'Activate your linkblue account'. Below this is a text prompt: 'Enter in your UKID# and temporary passcode. You can find this information in the on-boarding information from your new department.' There are two input fields: the first is labeled 'UKID#' and the second is labeled 'Temporary Passcode'. Below the second field is a blue 'NEXT' button.

When setting up your linkblue password, please keep in mind the requirements on passwords listed on page 3.

linkblue Account Manager

Returning Users »

New to the University of Kentucky?

Welcome! Please select one of the options below to activate your account

- New Students: [New Student Wizard](#)
- New Employees: [New Employee Wizard](#)

Forgot Password

linkblue customers have the option of supplying a mobile number or an external email address in addition to the traditional security questions.

This makes password resets much faster!

[Forgot Password](#)

Notifications

The **Notifications** tab allows you to control how you receive notifications. You can now opt-in to receive important updates via TXT/SMS.

Account Manager

If you need to make changes to your linkblue account, you can use the UK Account Manager at <https://ukam.uky.edu>. Examples of possible changes:

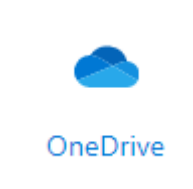
- **Updating your linkblue password.** It expires every 365 days, so you will want to make sure you change it at least once a year. Ten days before a password expires, UK will send out an email reminder with no links to click on.
- **Forgot your linkblue password.** If you forget your linkblue password or it has expired, you can use the “forgot password” button at the bottom of the page. Enter your linkblue username when prompted and send a two-factor push to your device. Then simply type your new password in the two fields and it will be changed. If you have trouble getting into your linkblue account, please contact the Ag Helpdesk or your REITC for assistance.
- **Updating your two-factor log-in.** If you use the Duo app and get a new phone, you will need to remove the old phone and add a new phone. Please contact your REITC or the CAFE Helpdesk for assistance in getting a temporary two-factor log-in code. If you use SMS texting and get a new phone, nothing needs to be updated.
- **Updating your University Email Address (UEA).** Since you are assigned a username when your account is created, each person is allowed to setup a UEA. The UEA is a second email address that forwards onto your primary email address. When giving out your email address to others, I would recommend giving out your UEA since it is easier to remember. However, when you are signing in with your Linkblue account, you will always want to use the Linkblue username you were assigned. You can set your UEA to something easy to remember such as firstname.lastname@uky.edu. If your name changes, you may want to update your UEA to match. You can do this via the UK account manager. The new UEA will go into effect immediately. At some point, the old UEA will likely stop working, so you will need to decide if it is worth it.
- **Updating your account recovery options.** Use this option if you need to update the backup email address.

OneDrive

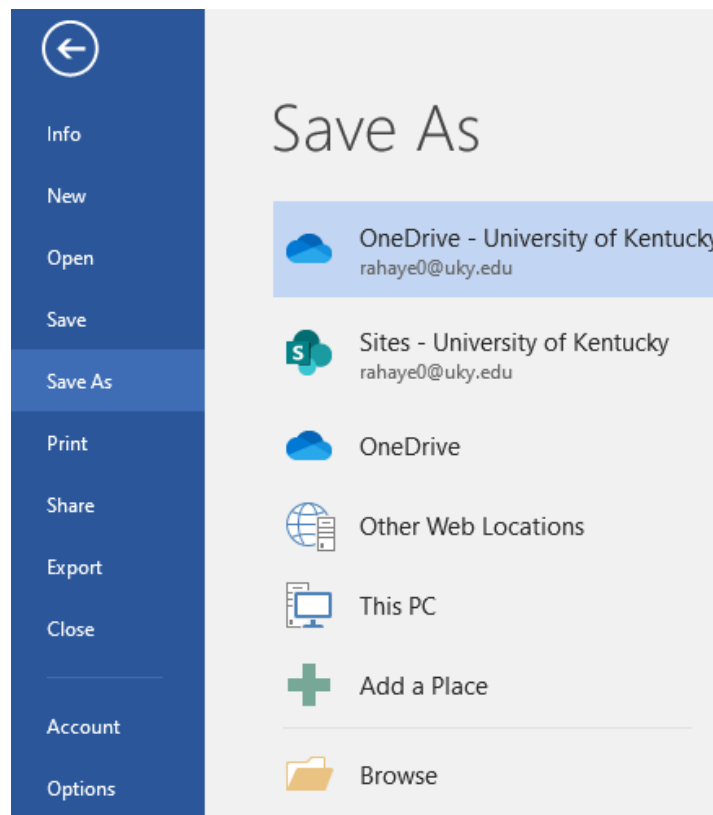
OneDrive is cloud based storage powered by Microsoft and is available to every UK employee. Each employee has access to 5 TB of storage space. Since the data is stored in the cloud, it can be accessed from any machine with Internet access. This can be very helpful if you don't have a lot of storage space available on your computer or if you regularly use multiple devices. For example, if you open a document on your iPad, make some changes and save it, when you open it on your desktop the changes will be there.

So how do you store files in OneDrive and access them?

- **From the Office 365 website.** At <https://office.com> you can log in with your linkblue credentials (make sure to use yourlinkblue@uky.edu). Once logged in, click the icon for OneDrive.



- **Directly from Microsoft Office.** If you are logged into your linkblue account in Office and connected to the Internet, you can save files to or open files directly from OneDrive.



- **Using the OneDrive app.** You can sync your OneDrive account to your computer so that files saved in OneDrive show up on the computer and vice versa. Files can be set to download to the computer automatically so that they are accessible when you don't have Internet access, or to show the files but only download them when they are accessed

What is MyUK?

MyUK is a website that is used to manage many of the important functions tied to your linkblue account. These include time entry, benefits, performance evaluation, and Concur expense reimbursement. It also includes management tools such as time approval.

You can access MyUK by going to <https://myuk.uky.edu>. Click log-in, and you will be prompted for your linkblue credentials. You will then be prompted for two-factor authentication. For more information on two factor authentication, please see the security section below. Please note that there is an option on the two-factor authentication request to remember this machine for 30 days. If you check this box before you complete your two-factor information, you will only need to provide your linkblue credentials on this machine and in this browser for the next 30 days.

The screenshot displays the MyUK dashboard with the following sections:

- Employee Search:** Search for University colleagues and find basic information about their positions. Once you have searched using the employee name, you may click on the presented last name to see more detail (such as the Organizational Unit and Supervisor of the employee).
- Quick Links:** Includes a link for "Who's Who".
- Benefits and Payment:** Display the plans in which you are currently enrolled, enroll in new benefit plans and download an enrollment form. Display your salary statement.
- myUK Learning:** Search for UK offered courses, register for courses, and review your myUK Learning training history. Recommended browsers for completing training within myUK Learning are Internet Explorer and Firefox.
- UK Accounts and Services:** (Bottom left corner)
- Performance Management:** Manage/View your performance evaluations.
- Working Time and Leave Requests:** Review your leave balance statement, submit leave requests, submit TDL to Vacation Leave conversion (when available) and Shared Leave Donation requests, and enter working time.
- Personal Information:** Manage your preferred first name, addresses, bank information, and information about family members and dependents. Includes a note for KY Saves 529 Plans: "Please set up your account through the KY Saves 529 website (via Benefits and Payment section) before electing payroll deductions here."
- Concur Travel and Expense Management:** Create and manage travel requests & expense reports; manage, reconcile and report procard expenses.

MyUK delegation

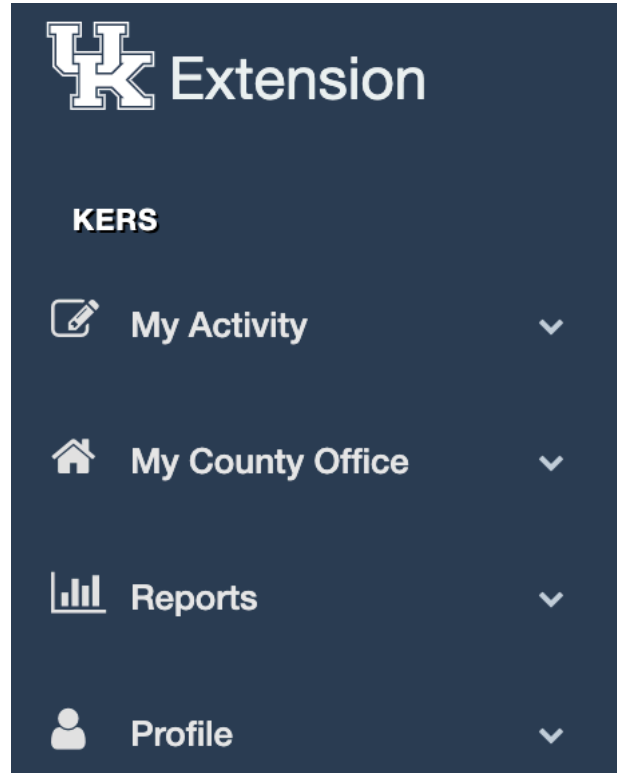
If you manage staff and need to have things such as time approval completed in your absence, please do not share your linkblue password with someone else. You can set it up so that another manager receives your requests for a specific time frame. For details on how to setup delegation, please see <https://www.uky.edu/hr/hr-home/myuk-online-guide/myuk-mss-guide/online-delegation>.

Kentucky Extension Reporting System (KERS)

KERS is the primary system where most statewide Extension programming is reported.

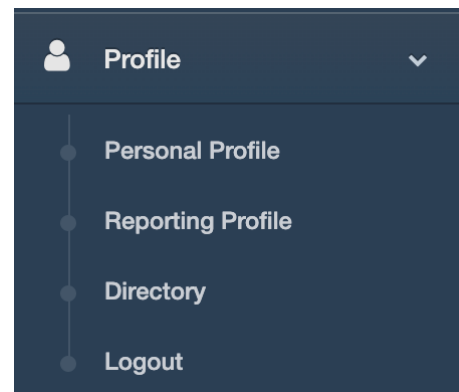
To access KERS, go to <https://kers.ca.uky.edu> and log in using your linkblue credentials. Chrome or Firefox are recommended for best results.

The KERS menu on the left of the screen may look different depending on your position, but the basic options are presented here.



When you log in for the first time, you will need to set up your Profile. There are two parts to the Profile: the **Personal Profile** and the **Reporting Profile**.

A Staff Directory can be found under the Profile menu, and changes made to your profile are reflected in your directory listing.




Personal Profile

(<https://kers.ca.uky.edu/core/reporting/user/personal>) can be customized however you prefer.

Your **First Name** and **Last Name** should be entered by default, but you can add your **Professional Title**, **Office Phone**, **Mobile Phone**, **Office Address** and **Time Zone**.

You can also add a list of your **Interests**, **Social Media Connections**, and there is an **About Me** section, as well.

You can also add a **Profile Image** if you wish.

Profile Image: 

First Name:

Last Name:

Professional Title:

Office Phone:

Mobile Phone:

Office Address:

Timezone:

Interests: Type interest below and press semicolon to add it to the list.

Social Media Connections:

About Me:

↶ ↷ **B** *I* U ¶ ☰ ☷

About Me

Customizations to the Personal Profile are optional. However, it is important to configure your Reporting Profile in order to receive pertinent information via email moving forward. As part of this process, you will be subscribed to different electronic mailing lists (listservs) that are relevant to your position.

Correctly configuring your Reporting Profile will also ensure that you see the proper data entry options under the My Activity section of KERS.

Reporting Profile

(<https://kers.ca.uky.edu/core/reporting/user/reporting>) is where you will select your **Extension Position, Program Area / Responsibility, Location, Planning Unit, Email Address, and Email Alias.**

(You can enter your full email address in both email fields.)

| | |
|-------------------------------------|---|
| Extension Position: | <input type="text" value="Extension Agent"/> |
| Program Area/Responsibility: | <input type="text" value="Family and Consumer Science"/> |
| Location: | <input type="text" value="Off-Campus - County Extension Office"/> |
| Planning Unit: | <input type="text" value="Marshall County CES"/> |
| Email: | <input type="text" value="Your.Email@uky.edu"/> <small>(this must be a functional email address)</small> |
| Email Alias: | <input type="text" value="Your.Email@uky.edu"/> <small>(e.g. John.Smith@uky.edu) - (this must be a functional email address)</small> |

The **My County Office** menu contains the following:

Plans of Work

This document outlines the Kentucky Cooperative Extension Service's combined Extension focus areas on an annual basis.

Affirmative Action Plan

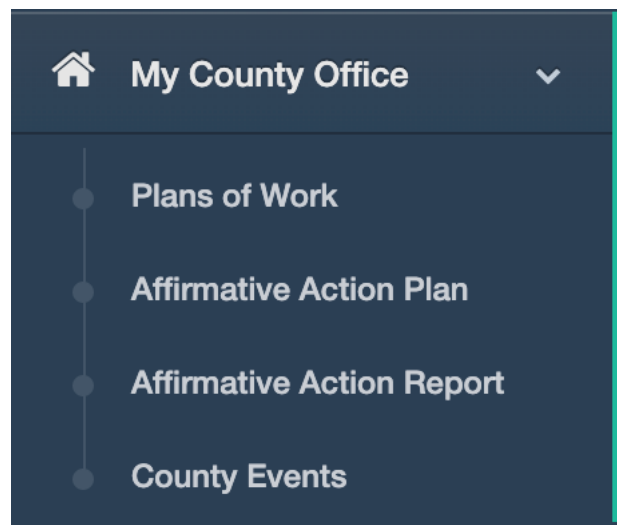
This is a total county plan and report. A single plan is required per year per county.

Affirmative Action Report

This is a total county plan and report. A single plan is required per year per county.

County Events

Upcoming and past events are displayed.



Depending on your position, you will see different options on the KERS home screen. Below are a few examples:

Report Activities

Service Log

Mileage Records Personal Vehicle

Mileage Records County Vehicle

Success Stories

Trainings

In-Service Trainings

For questions or assistance with KERS, please email KERS-HELP@LSV.UKY.EDU.

County Websites

Each Cooperative Extension Office has their own website. These can be accessed by going to countyname.ca.uky.edu (e.g. <https://adair.ca.uky.edu>). Each county is responsible for selecting one or more staff to keep their website up to date. If you need to login to edit the website, please make sure you are using countyname.ca.uky.edu/portal and the login fields should show up there.

Log in

Username *

Please enter your [link blue](#) username (NO AD\ required)

Password *

Please enter your current link blue password

If you forgot your password, [request a new password](#).

Log in

Once you have signed in, you will be taken back to the main page and you can then create new pages or edit existing content. For more information on how to edit the county websites, please see our training page at <https://learningservices.ca.uky.edu/county-websites>

If you need to be granted permissions to update your county's website, please check with your AED and have them contact web services at cafe-web-support-l@lsv.uky.edu Web services will be able to grant your linkblue account permissions to be able to edit the website.

County Email Address

Each Cooperative Extension office has a distribution list setup as countyname.ext@uky.edu. Each office is responsible for selecting one or more staff to receive the emails sent to this distribution list. Please note that messages sent to this address will be delivered to the recipients and that there is no mailbox to log into. You need to have the proper person/people setup on the list before an email is sent to the countyname.ext@uky.edu address. If you need to add or remove someone from your county email address, please contact your REITC and they can assist with this.

Pesticide Applicator Training Information Management (PATIM)

PATIM is an online utility to manage information for the Private Pesticide Applicator Training Program. You will use PATIM to record information on people who have successfully completed training and have been issued a private applicator license.

To access PATIM, go to <https://patim-app.ca.uky.edu/> and log in using your linkblue credentials. Chrome or Firefox are recommended for best results.

If you do not currently have access to PATIM, you will need to contact Ric.Bessin@uky.edu to gain access. Each county should have at least two registered users.

After you log in, you will see on the home screen a list of users who have current certifications in your county.

To the right of each row, you will see the following:

Edit

will allow you to modify the personal ID, name, address, phone number, and email address for the selected user.

Delete

will remove the user's record from the database. A confirmation prompt will be displayed to prevent accidental deletion—*Are you sure you want to delete this certification?* Click OK to accept the prompt and delete the record.

If a record is deleted by mistake, contact Ric.Bessin@uky.edu or Jessica.Rishel@uky.edu to recover the information.

Print

will generate a PDF that can be used to print a card after registering a new applicator, or to print a replacement card for an existing user.

When printing a card, make sure you have loaded a blank applicator card form into the printer, and note that you will need to check the options before printing – DO NOT use any “Fit to Page” or “Shrink to Fit” options; these will likely cause the information to be misaligned on the card. Printing at 100% scale should ensure that the card is printed properly.

To register a record for a new applicator, click

+ Create a New Certification

on the home screen.

Here you will enter the date of training, the county in which they were trained, Personal ID, Last Name, First Name, Middle Name, Address, Phone Number, and Email Address (optional). Click **Create** to register the user.

Once a new applicator has been registered, you will be taken back to the home screen. Here you will need to find the user either by searching for their name or by navigating to the last page of records by scrolling to the bottom and clicking the highest numbered page. The new record should be the last on the list.

When the record has been located, you can verify information by clicking the certification number in the leftmost column. If any information needs to be corrected, click **Edit**. Otherwise, click **Print** to issue a new card.

Create a New Certification Record

Date of Training *

07/01/2020

Trained in County *

Marshall

Check box if this person a new applicator

Personal Id *

Personal ID **cannot** be a Social Security Number or Tax EIN

123456789

Last Name *

User

First Name *

Test

Middle Name *

PATIM

Address *

123 Home Street

Address Line 2

City *

Hometown

State *

KY

Zip *

12345-6789


Phone *

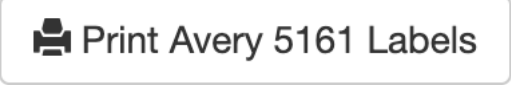

(123) 456-7890

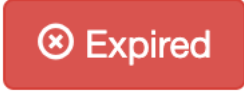
Email

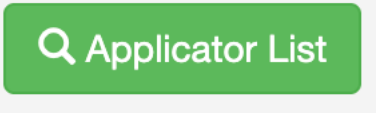
Cancel

Create

| | |
|---|---|
|  | <p>Clicking the orange button labeled Expiring on the home screen will display a list of users who are in their third and final year of certification.</p> |
|---|---|

| | |
|--|---|
|   | <p>If you wish to generate a list of these users, click the blue button labeled Export Expiring to Excel and your browser will download a file named Patim.xlsx that contains the training date, name, address, and phone number of each person whose registration will expire on December 31 of the current year. This Excel file can be used to generate mailing labels in Word by utilizing the Mail Merge feature, or you can print labels directly from PATIM by clicking the button labeled Print Avery 5161 Labels.</p> |
|--|---|

| | |
|---|--|
|  | <p>Clicking the red button labeled Expired on the home screen will display a list of users whose certification has expired.</p> |
|---|--|

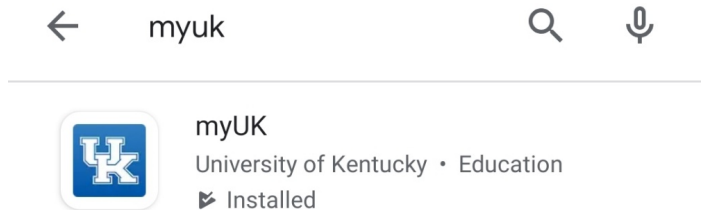
| | |
|---|---|
|  | <p>For those without PATIM access who wish to view a list of certified applicators in the state, this information is publicly available on the main PATIM page at https://patim-app.ca.uky.edu/.</p> <p>The green button labeled Applicator List will display the names of all counties and clicking the desired county will display the full name and expiration date for each applicator.</p> <p><i>Note that the application number is not available on the list; it is considered a government-issued ID number. Only the applicator may release the ID number to any pesticide dealer who requires the information.</i></p> |
|---|---|

Mobile Devices

Software and Apps

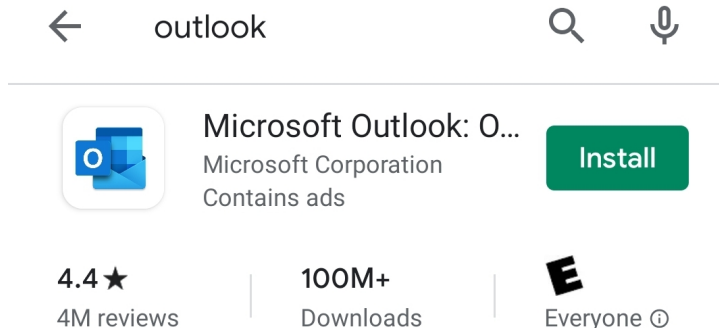
A wide array of mobile devices are available today, but the majority of devices are using Android or Apple (iOS). We support installing the MyUK app and Outlook on both Android and iOS devices. Both have access to the myUK app from the Google Play Store and Apple App store. While the built-in email app on your mobile device MAY work, the Outlook app is strongly recommended for accessing your UK email.

To access myUK from your mobile device, download and install the myUK app from the Play Store (Android devices) or the App Store (iOS devices). Just search for myUK and install this one:



Once installed, log in with your linkblue ID and current linkblue password.

Please note that as of Oct 1, 2022 UK ITS will be preventing connections to email from legacy email applications. We strongly recommend using Outlook for connecting to your UK email instead of the default mail app in Android or iOS. To install the Microsoft Outlook app from the Google Play Store or Apple App Store, simply search for the word Outlook in the app store and install the one from Microsoft Corporation:



Once installed, open the app and choose Add Account. Put in your linkblue@uky.edu and click next. This will take you to a UK login page, enter your linkblue password and submit. It will then ask for Two Factor authentication, if desired, check the box to remember for 30 days. Then either enter the code if using the text message option or use the Duo Mobile app to approve the login. You now have access to your UK email on your mobile device.

Security

UK recommends the use of a PIN or passcode on any device used for work purposes. Per KRS 61.932, if you have personally identifiable information (PII) on your device or on your email that you access from your device then you must implement and maintain security policies and practices (such as keeping your device PIN/password protected) in order to protect and safeguard against security breaches.


Personally identifiable information is any piece of information which can potentially be used to uniquely identify, contact, or locate a single person. Examples of PII include social security numbers, credit card numbers, bank account numbers, driver's license numbers, and account passwords.

UK Supported Software

Office 365

UK employees are now using Microsoft Office 365 on CAFE/CES computers, and you also have access to it on your own devices. If Office 365 is already installed on your device, simply open one of the programs (Access, Excel, etc.), and it should prompt you to login. Log in with your linkblue@uky.edu and current linkblue password to link the Office 365 applications on your computer to your account.

If you need to install Office 365 on a device that doesn't already have it, simply go to <http://office.com> and put in your linkblue@uky.edu and sign in. This will take you to a UK login page where you will need to log in with your linkblue ID and current linkblue password. After this, it will ask you to select a device and choose an authentication method. This will be whatever you set up for two-factor authentication, either receiving a text message with a code or using the Duo Mobile app. If desired, you can choose to check the box to remember you for 30 days.



[What is this?](#) [Add a new device](#)
[My Settings & Devices](#)
[Need help?](#)

Powered by Duo Security

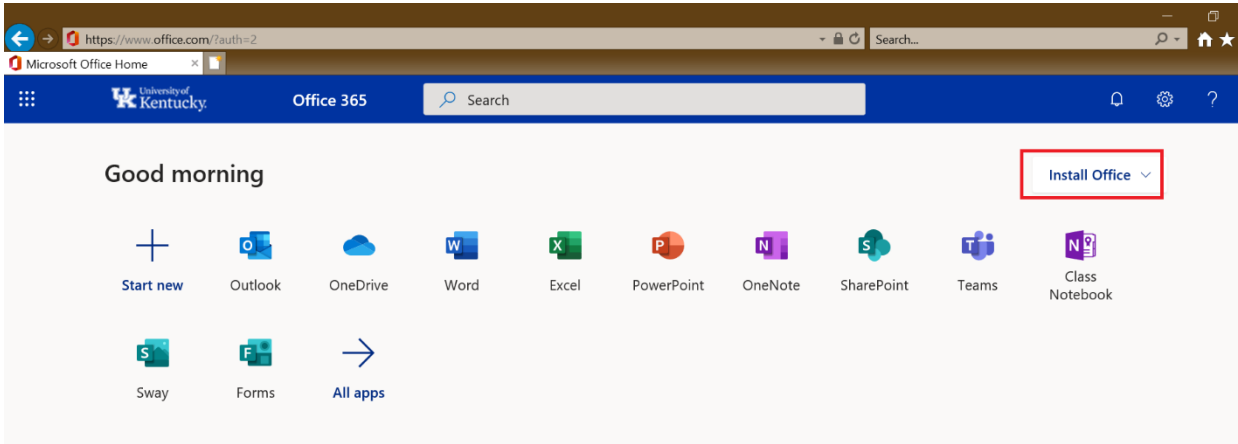
Device:

Choose an authentication method

| | |
|--|---|
| <input checked="" type="checkbox"/> Duo Push RECOMMENDED | <input type="button" value="Send Me a Push"/> |
| <input type="checkbox"/> Passcode | <input type="button" value="Enter a Passcode"/> |

Remember me for 30 days

Once authenticated, you will be logged in, and you will see the web portal for Office 365. Toward the top right of the screen you should see the option to install Office:



Click Install Office, then click Office 365 apps. This will download the install file; run it and the installation will proceed.

Just a few more steps...



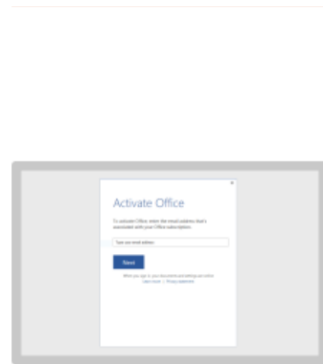
1 Click Run

Find it at the bottom of the screen or press Alt+N.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365:



Need help installing?

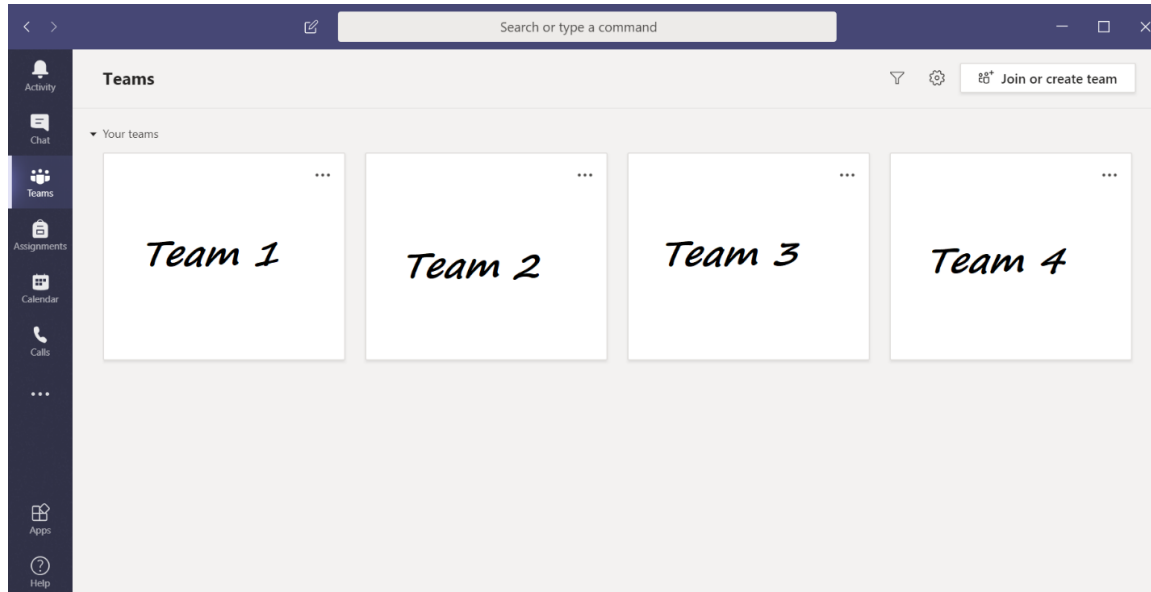
Microsoft Teams

Microsoft Teams is another tool that UK has provided that can help with managing communication and file sharing among CES employees. Teams should already be installed on any computer provided to you by the County Extension Office, but if you do need to install it just go here and click:

Download Teams:

<https://products.office.com/en-us/microsoft-teams/download-app>

After you download the install file, run it and follow the prompts to install. To log in, use your linkblue@uky.edu as the sign-in address and your current linkblue password as the password. From there you will have access to Chat, any Teams you are currently a member of, etc.



You can also use the button near the top right to “Join or create team” to become a member of an existing team or create a new team from scratch.

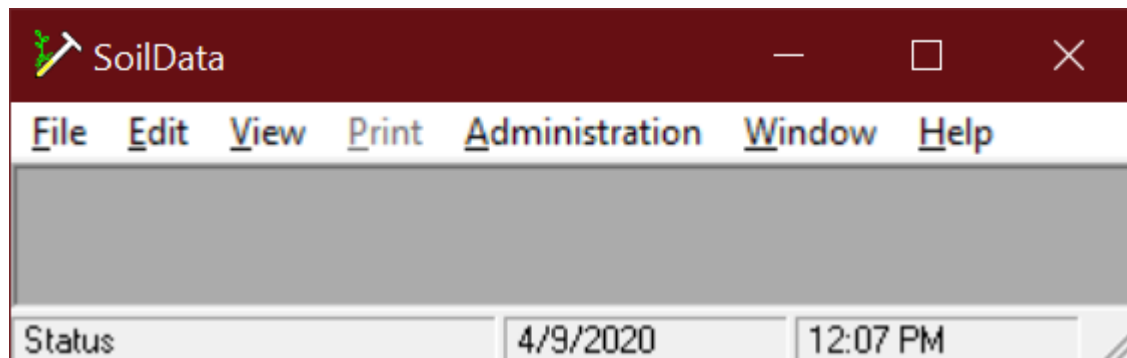
If you are working with files in Teams frequently, you may want to consider setting up your OneDrive app to sync your Teams library. This way, any new files you add to the folder on your computer get uploaded to the Team automatically. For more information on how to sync your Teams library to your computer, please contact your [REITC](#).

For specific help on how to use Teams, please see our training website at <https://learningservices.ca.uky.edu/microsoft-teams> We have over 20 videos there showing how to use the various features in Teams. If you have further questions, please contact your [REITC](#) for assistance.

SoilData

SoilData is a program used by UK to input soil samples for testing. SoilData needs to be run as administrator to run properly on newer computers, so to do that right click on the SoilData icon and choose Run as Administrator and click yes to allow it the permissions it needs.

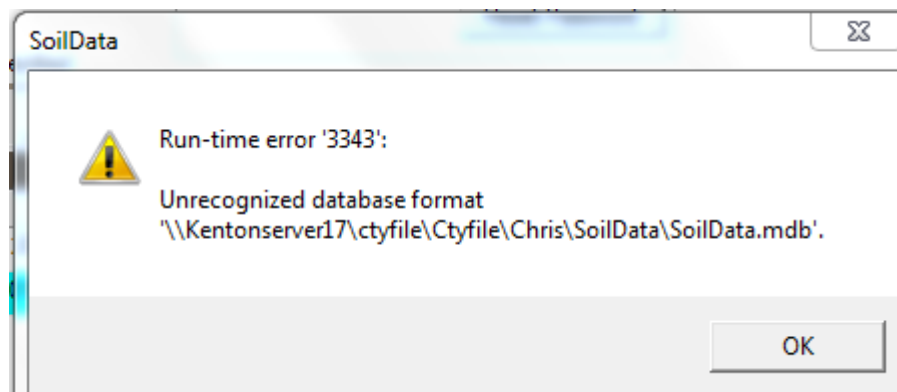
Once open, you will see the screen below, where you can enter new soil samples, import results, and view current/archived reports.



We are in the process of converting this process from Soildata to KERS. Formless entry now needs to go into a OneDrive folder shared with Frank Sikora instead of using the email system built into KERS. If you have questions about getting this setup, please contact your REITC for assistance. We do not have an estimated completion date for the move to KERS, however at that point we will stop using the Soildata program.

SoilRepair

SoilData will occasionally run into some issues, such as this:

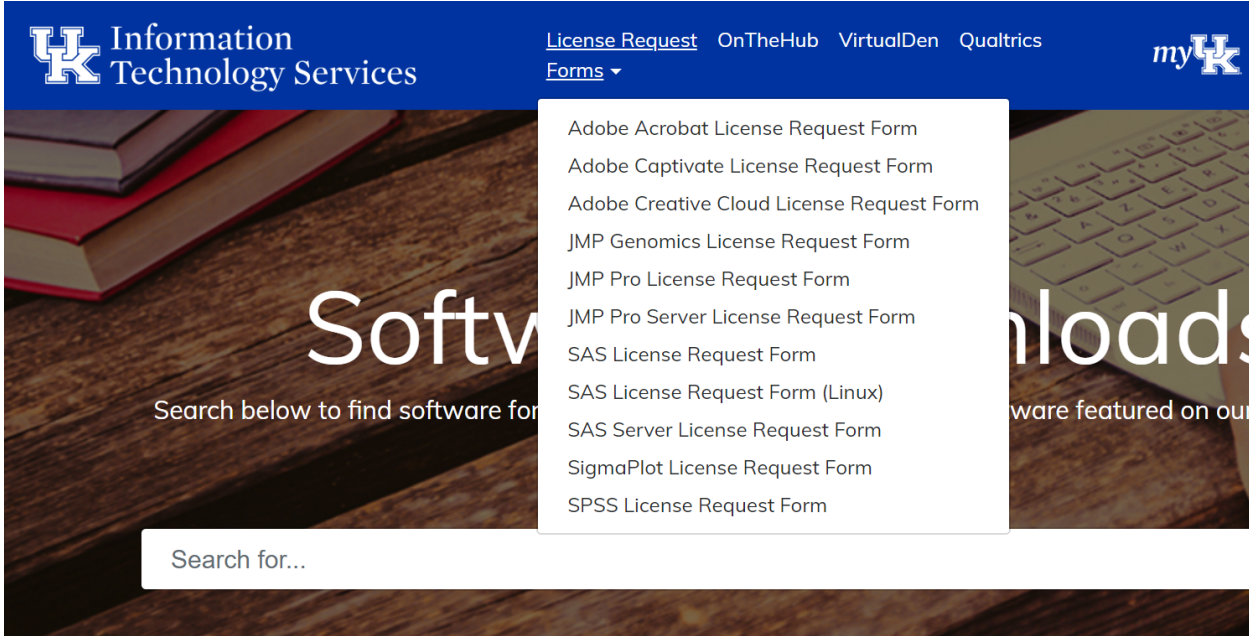


Most errors such as these can be resolved with the SoilRepair tool. Find the shortcut for the SoilRepair utility on your desktop or in the SoilData directory, right click and choose Run as Administrator. When the tool opens, select your SoilData database and click Repair. If it says Repair Successful then try SoilData again and see if it works.

If the repair fails or still does not work, contact your IT support person and we can direct you to the best next step.

Adobe Creative Cloud

Through UK, employees have access to several Adobe products such as Photoshop, InDesign, etc. First, you need to request a license. This license will have to be renewed annually to keep access to Adobe programs. To request a license, go to the UK Downloads site (<https://download.uky.edu/>) and log in with your linkblue ID and current linkblue password. Once logged in, you can click License Request Forms, and select Adobe Creative Cloud License Request Form:



You will be taken to a UK login page; log in with your linkblue ID and current linkblue password. Then, fill out the form with your usage and the programs you want access to.

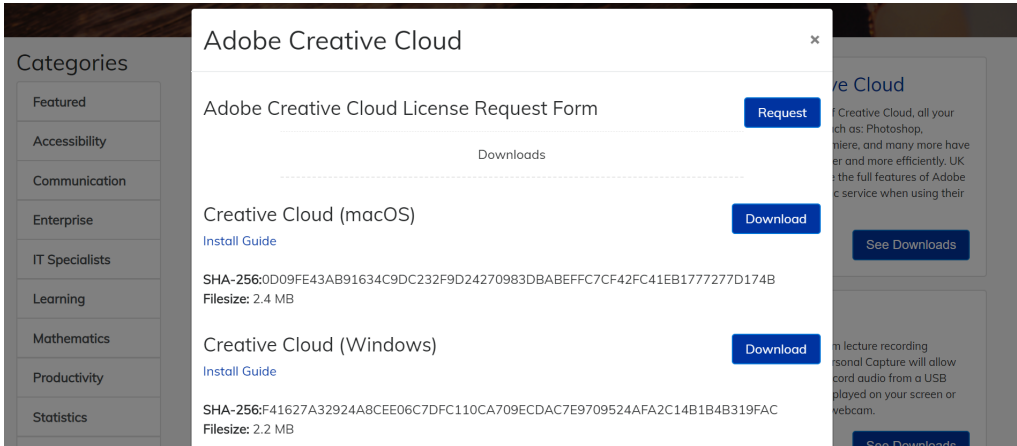
For which types of tasks do you plan to use UK-licensed Adobe software? Please check all that apply.

| | |
|--------------------------|---------------------------|
| Academic / Instructional | Clinical |
| Administrative | Personal (Non-Commercial) |
| Research | Other (please describe) |
| | <input type="text"/> |

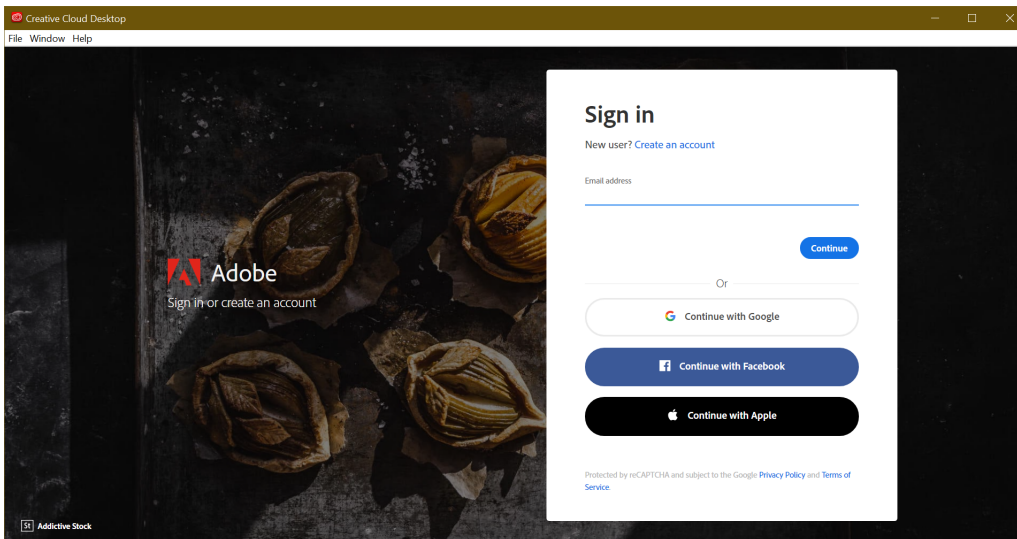
Which Adobe applications do you plan to use? Please select all that apply.

| | |
|---|---------------|
| Acrobat Pro (licensed PDF creator/editor) | Premiere Pro |
| Photoshop | After Effects |

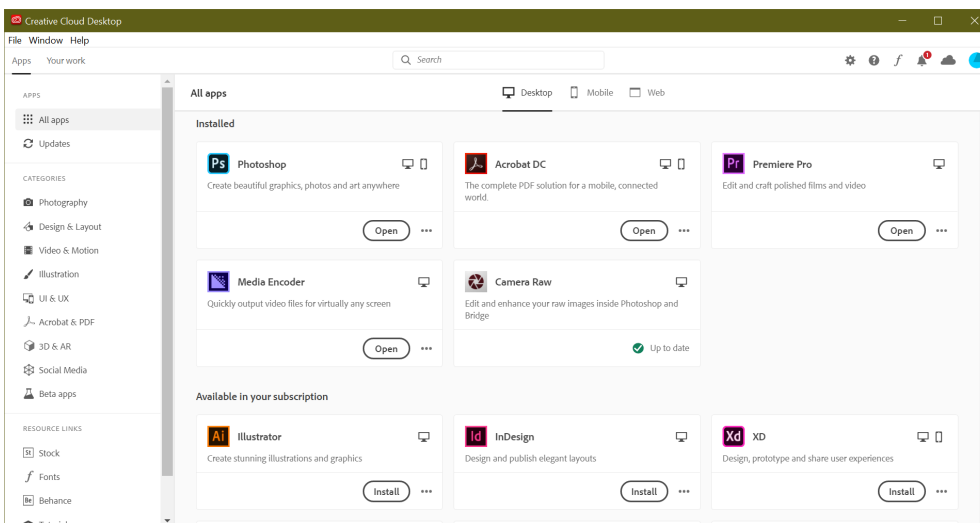
After you have made your selections, read the terms, click the box to agree, and click Submit. Back on the UK Downloads site, scroll down until you see Adobe Creative Cloud, and click See Downloads:



Click Download next to the one for your operating system, and once it downloads run it to install. It will ask you to sign in; sign in with your linkblue@uky.edu. If it asks what kind of account this is, choose Company or School Account.

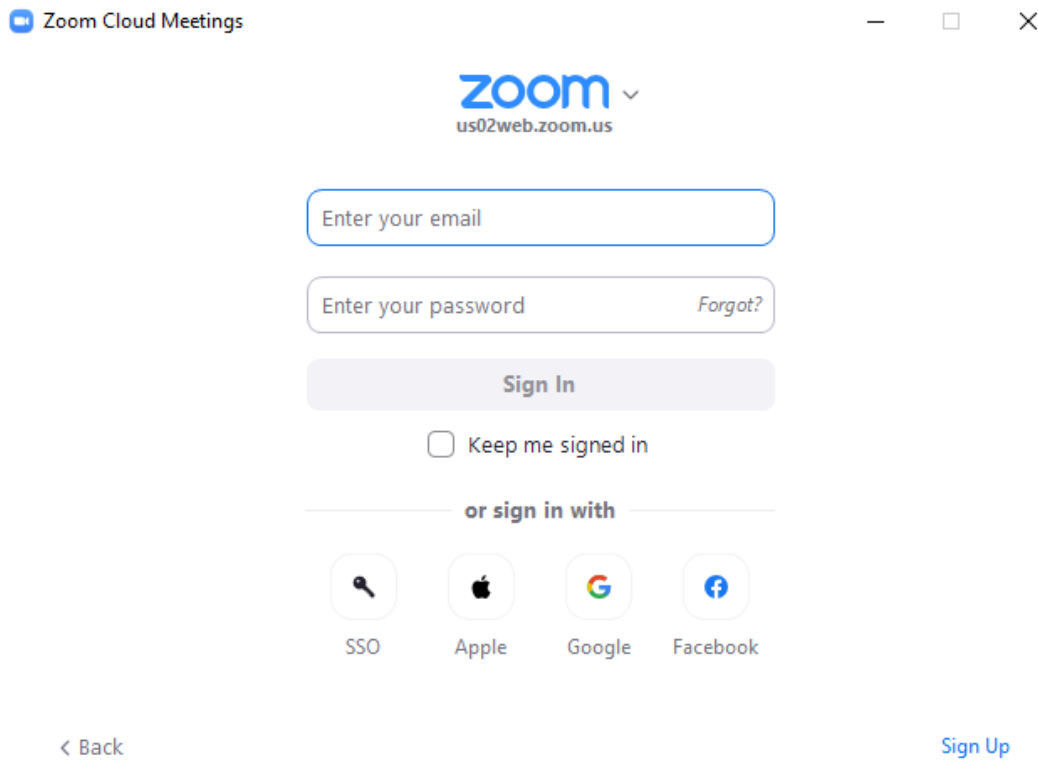


This will redirect you to a UK log in page where you log in with your linkblue ID and current linkblue password. When logged in, you will be able to get on the All Apps tab and install any programs you want but don't have installed, or update any programs you have installed but are out of date.



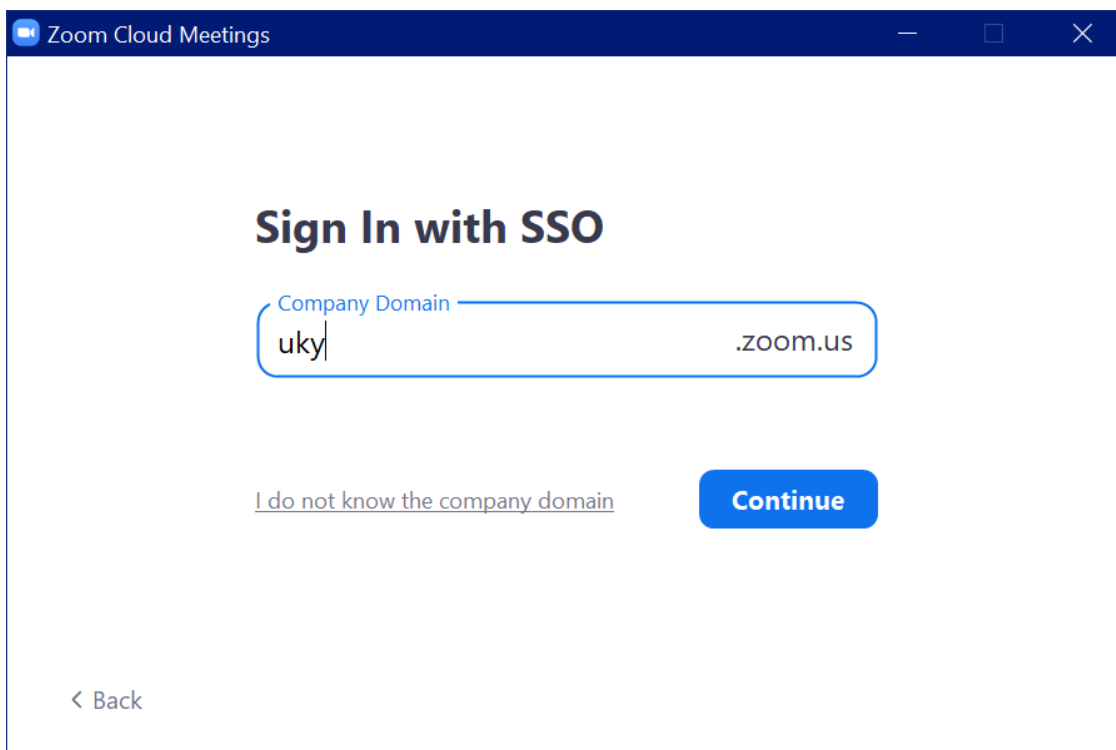
Zoom

Zoom is a useful tool UK employees have access to for meetings. To download it, just go to the Zoom download site at <https://zoom.us/download> and download the Zoom Client for Meetings. Once downloaded, run the file to install and then sign in.



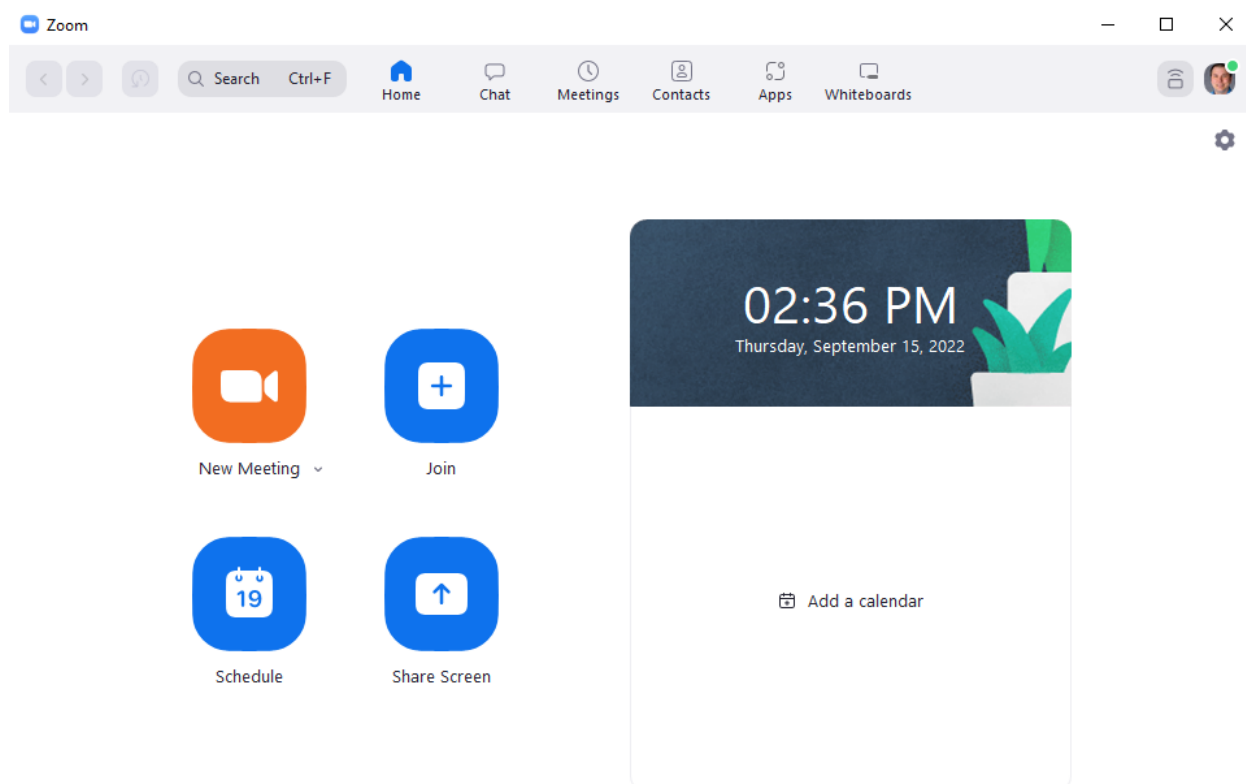
The screenshot shows the Zoom Cloud Meetings sign-in interface. At the top, the Zoom logo and the URL 'us02web.zoom.us' are displayed. Below this, there are two input fields: 'Enter your email' and 'Enter your password' (with a 'Forgot?' link). A 'Sign In' button is positioned below the password field. Underneath the button is a checkbox labeled 'Keep me signed in'. A horizontal line separates this section from the 'or sign in with' section, which features four icons: SSO (a key icon), Apple, Google, and Facebook. At the bottom left, there is a '< Back' link, and at the bottom right, there is a 'Sign Up' link.

Choose SSO at the bottom, enter UKY for the company domain, and click Continue.



The screenshot shows the 'Sign In with SSO' page in the Zoom Cloud Meetings application. The title 'Sign In with SSO' is prominently displayed at the top. Below the title is a text input field labeled 'Company Domain' containing the text 'uky' followed by a cursor, and '.zoom.us' is displayed to the right of the input field. Below the input field, there is a link that reads 'I do not know the company domain'. To the right of this link is a blue 'Continue' button. At the bottom left, there is a '< Back' link.

Log in with your linkblue ID and current linkblue password and you will be taken to this screen where you can start a new meeting, join an existing meeting, or schedule future meetings.



Zoom Webinars

If you will be teaching a class or presenting information to a large group of people, then a Zoom webinar might be more appropriate for your event. A Zoom webinar prevents the attendees from turning on their cameras or posting text to everyone, allowing for attendees to focus on the text and presentation of the presenters. The host of the webinar can give permissions to a user to use their mic or camera if needed.

Fortunately, Extension has purchased a license for a 500 set Zoom webinar room. If you would like to reserve the room for an event or if you would like more information, please see

https://extension.ca.uky.edu/files/zoom_webinar_instructions.pdf

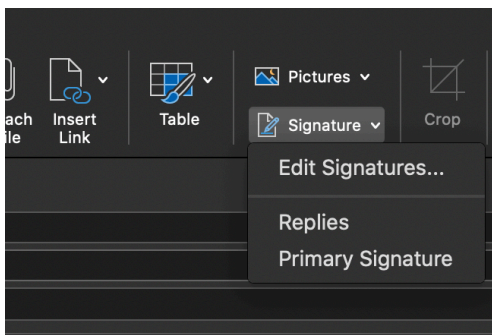
Employee Resources

UK Email Signature Generator


<https://www.uky.edu/prmarketing/branding-tools/email-signature-generator>

Using the signature generator is as simple as typing in your information and clicking the “Build my full signature” button.

Once that is done, you can add it to Outlook by opening a new message and selecting the “Signature” and then “Edit Signatures...” option in the ribbon bar at the top of the message. From there you can then add your signature and set options to apply it to all new messages, all replies, etc.



Email Signature Generator

| | |
|---|--|
| First Name* <input type="text" value="Michael"/> |  Michael Kennett IT Contact for District 5 University of Kentucky College of Agriculture, Food, and Environment 252 C.E. Barnhart Lexington 859-257-7605 michael.kennett2@gmail.com |
| Last Name* <input type="text" value="Kennett"/> | |
| Credentials <input type="text" value="Ph.D"/> | <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">COPY HTML VERSION TO CLIPBOARD!</div> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">DOWNLOAD HTML FILE</div> |
| Position/Title <input type="text" value="IT Contact for District 5"/> | |
| Department/Unit <input type="text" value="College of Agriculture, Food, and Environment"/> | <p>Using your signature The steps for adding your signature vary depending on your email client. Consult your email client documentation for how to create and edit email signatures.</p> <p>Note: - Copy and pasting the email signature is not supported in the Apple Safari web browser. - Not all versions of email software support importing HTML signatures.</p> |
| Address <input type="text" value="252 C.E. Barnhart"/> | |
| City, State ZIP <input type="text" value="Lexington"/> | <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">BUILD MY FULL SIGNATURE</div> <div style="background-color: #0056b3; color: white; padding: 5px; text-align: center;">BUILD MY SIMPLE SIGNATURE</div> <p><small>(For email software that doesn't support the full signature)</small></p> |
| Phone <input type="text" value="859 257 7605"/> | |
| Email <input type="text" value="michael.kennett2@gmail.com"/> | |

Extension Internal Site

<http://extension.ca.uky.edu/internal-site>

The Extension Internal Site has various links to important things related to Extension, ranging across the board from things such as Chi Epsilon Sigma, job listings within Extension, the pesticide applicator training program, etc. Ideally it is a one-stop shop for your Extension needs.

UK Software Downloads

<https://download.uky.edu/>

The UK download page allows for UK Faculty and staff to download UK licensed software such as Adobe Creative Cloud. After signing into the above site with your linkblue ID and password, you will be able to access UK's range of software for work use. This includes Microsoft Office Suite, Adobe Acrobat, and the entire Adobe Creative Cloud suite, which includes photo and video editing tools like Photoshop and Premiere.

Each employee at UK has access to licenses for Office 365 (up to five devices) and Adobe Acrobat (up to two devices) to be used on their work machines as well as personal machines, up to the device limits stated. These are used by signing into the respective programs with your linkblue@uky.edu and your linkblue password.

Employee Discounts

The UK Discounts and Benefits page provides info about the discounts UK provides to employees, ranging from housing, cell phones plans, automotive repairs, and even discounts on entertainment options such as theme parks and resorts.

<https://www.uky.edu/hr/benefits/more-great-benefits/employee-discount-program>