



cppIT

DIVISION OF INFORMATION TECHNOLOGY

News Bytes

Video hosting service changing

Ensuring highest levels of performance, stability, security

Cal Poly Pomona's video hosting service will be moving to a new hosting environment, which will improve video services. Old content will not be transferred automatically to the new hosting environment. Old content is any content with "video.cpp.edu" in the URL. All new requests to host video will now be hosted at streaming.cpp.edu through a product called Kaltura. This new hosting environment will ensure videos are more accessible and that

our user experience matches the expectations of viewers. If you have or use any content on the old hosting environment, submit a [link move request](#). Note that your content will no longer be active after June 11, 2018. Once a link move request has been submitted, the content owner will be provided with new links to share with their viewers. If you have questions, [contact the IT Service Desk](#). For video production requests, visit www.cpp.edu/mediavision.



The Paperless Office

Electronic workflow streamlines university processes

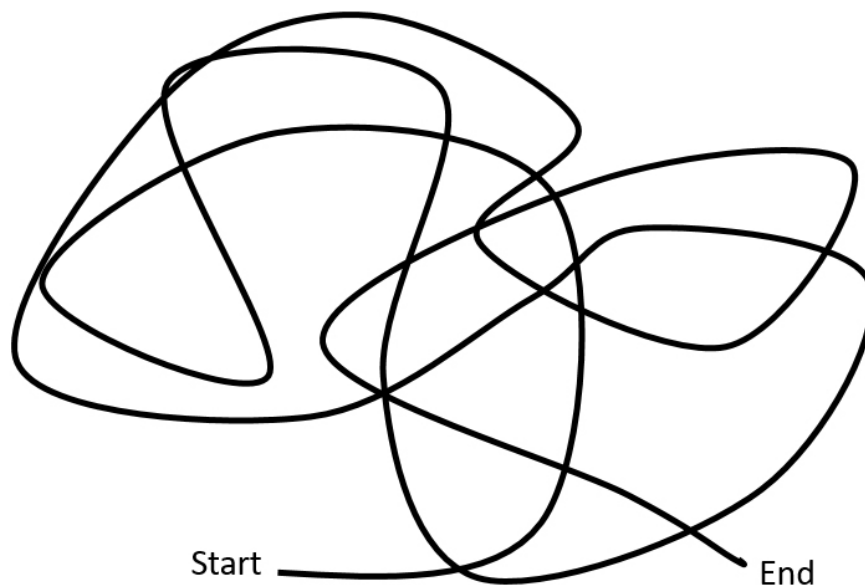
The only workflow process you'll be waiting on now is the creation of your Starbucks beverage. IT has replaced many of the university's paper workflow processes with electronic workflow processes. In addition to saving paper, the campus community will benefit from digital workflow processes that are:

- Available 24/7 from anywhere
- Expedient and timely
- Secure (Increased document security and control)
- Reliable (No more lost documents!)
- Space-savers (No more manual filing!)

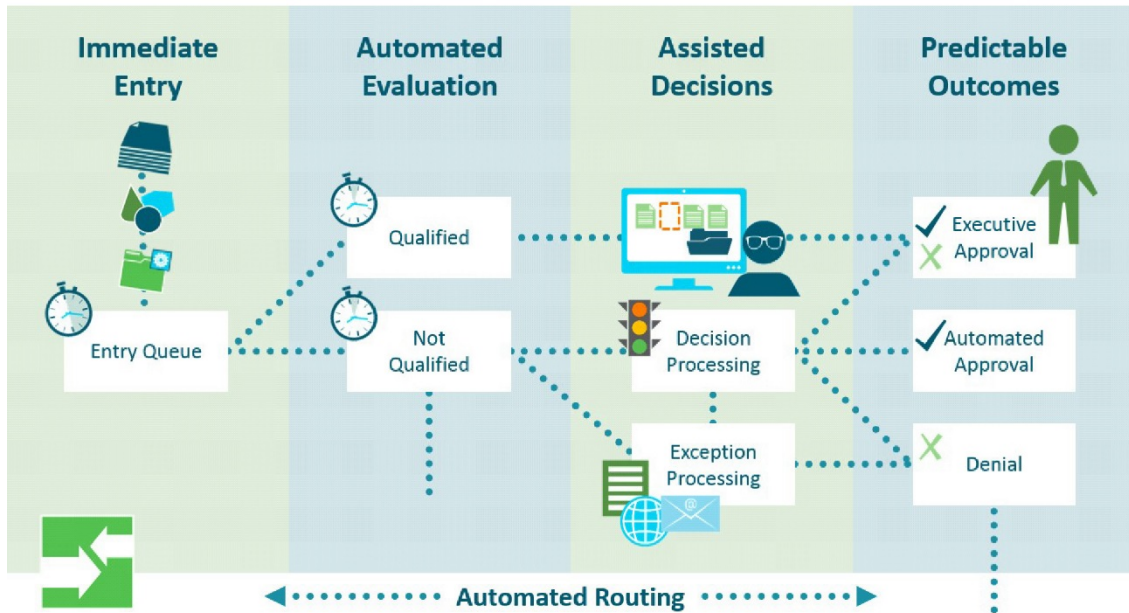
- Easy-to-retrieve
- Approved with digital signatures
- Automated, including notifications and reminders

Each electronic workflow is designed for a specific office or function. Access is based on business needs and user roles that pertain to a position. For more information or to set up an electronic workflow process in your office, please contact the [IT Governance Administrative Technology Working Group](#).

Paper Workflow Process



Electronic Workflow Process



Top 10 Office 365 Features For Faculty and Staff

You’ve heard about Office 365, but what you may not realize is how many amazing features it has to make your tasks work for you – easily, effectively, and free of charge to the campus community! O365 is cloud-based, but you can also download it onto your desktop to get the best of both “Office 365 worlds”, including using the Office Suite online! Your special access includes OneDrive, OneNote, Sway, Forms, and more! Go to [eHelp's Top 10 O365 Features](#) for more info.

3 ATI Power Tools

1. [HTML code snippets to make accessible websites](#) – Snippets work in most HTML editors/website builder for such elements as page structure, alt text, and more.
2. [Website Accessibility Checklist](#) - Review a webpage/website for accessibility.
3. For online Web Accessibility Evaluation Tools, see [eHelp's Tools to Check Website Accessibility](#) page.
More at: www.cpp.edu/accessibility.



Love information? Love technology? Love Cal Poly Pomona? So do we! Stay in the know as we work together with the campus community to provide innovative and strategic technology to strengthen and further the university's polytechnic identity and learn-by-doing educational approach.

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For inquiries, see:

<http://www.cpp.edu/~it/help/index.shtml>

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