There is a new phishing email threat targeting our faculty and staff members. Some of the most common subject lines from these emails are below:

- Your Salary Review Documents
- Important Salary Notification
- Your Salary Raise Confirmation
- Connection from unexpected IP
- RE: Mailbox has exceeded its storage limit.

The links in these emails direct you to what looks like a legitimate OSU login screen designed to capture your username and password. The attackers then use this information to alter your direct deposit information.

If you receive a suspicious email, do not click on any links in the email. If you are not sure about an email’s authenticity, please ask an IT staff member for assistance.

Some important safety tips:
- OSU and CFAES will never ask you for your password.
- You do not need to verify or confirm your OSU or CFAES accounts.
- Never click on links in suspicious emails.
- Ask someone for help if you are not sure about an email.
- Salary increases are presented via paper documents.
**SEEDS Information Sessions**

Interested in learning more about SEEDS: The OARDC Research Enhancement Competitive Grants Program for faculty? SEEDS is an internal grant competition designed to encourage partnerships with industry and other stakeholders and to increase the competitiveness of OARDC/CFAES scientists in extramural grant programs. We have created an informative session to cover program objectives, an explanation of the various competition categories, and proposal guidelines. It will also be a chance to get your specific questions answered.

There will be several opportunities to attend one of these sessions:

- **Tuesday, September 2** 10-11am  Wooster  130 Research Services
- **Tuesday, September 2** 2-3pm  Wooster  130 Research Services
- **Thursday, September 4** 11am-12pm  Columbus  333C Kottman
- **Thursday, September 4** 1-2pm  Columbus  333D Kottman

I hope that you will join us to hear about this valuable program. If you have any questions, please contact me. For more information about SEEDS, please visit our website at [http://www.oardc.ohio-state.edu/seeds/](http://www.oardc.ohio-state.edu/seeds/).

Thank you,

Sarah Elvey

Sarah Elvey Grants Coordinator
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**Sept. 9: Achieving Ohio’s Clean Energy Potential**

Attend the Tuesday (9/9) Environmental Professionals Network breakfast on “Challenges and Opportunities - Achieving Ohio’s Clean Energy Potential” and learn how businesses and communities can still advance clean energy initiatives. The monthly events are at Ohio State’s Nationwide and Ohio Farm Bureau 4-H Center.

-- > Contact: David Hanselmann at hanselmann.3@osu.edu
-- > Read more: epn.osu.edu

**Happy August Birthdays…**

- **August 4**  Ellen Shaw-Office Associate, Fairfield County
- **August 22**  Mary Longo-Educator/CED, Marion County
- **August 27**  Jennifer Driesbach-Office Associate, Pickaway County
OSUE Computer Depot Policy Reminder

This is a reminder that the all Extension units should be ordering and replacing computers per the depot ordering process that has been in place since fall 2012. A copy of the policy is attached.

If you would like to purchase a new computer, please contact your IT support technician directly, because the process requires that IT support technicians place these orders on your behalf. It is also important to note that computers more than five years old should not be used in any office.

PHA Deadline Reminder...

Remember that you can either complete your biometric screening by attending one of the scheduled screenings or enter your own data provided to you by your physician. After you complete the screening information, you must complete your PHA (Personal Health Assessment) by September 30 in order to receive the insurance premium discount in 2015.

Visit http://yp4h.osu.edu for more information.

180 Days: Keep Your Password Twice As Long . . . (Source: OnCampus Today)

Posted by Helen Patton on August 22, 2014
By popular demand, you can now keep your password twice as long! With a 180 day shelf-life, you will only be changing your password a few times year.
The new policy goes into effect as of 6:30 p.m. EST on Monday, August 25. Since we are currently in the 90-day reset cycle, your current password will expire after 90 days as usual. After setting your new password you will have 180 days before another change is required.
There are no other changes to the password policy. Passwords must still meet the eight character limit requirement.
Passwords need to contain at least three of the following character sets:
• uppercase letters: A-Z
• lowercase letters: a-z
• numerals: 0-9
• special characters, including all keyboard characters and spaces not defined as letters or numerals, such as `~!@#$%^&*()_-+={}\[\]:";'<>?./
Please note passwords may not contain the sequence ",@"
Other suggestions to consider when creating passwords include:
• avoid dictionary words (e.g., Buckeye, Carmen, Brutus)
• use all four of the character sets listed above
• avoid using full name, given name or surname
• avoid password elements that contain personal identification information (e.g., lastname.#, OSUID, SSN or date of birth)
• avoid using a capital letter as the first character (e.g., P2meetY0u)
• avoid using a digit as a last character (e.g., p2meetyo9)
Other common sense password security rules still apply – use a password on all your devices, don’t write it down, don’t give it to anyone, don’t use the same password everywhere.