HIPAA PRIVACY AND SECURITY

All UW faculty and staff are required to complete annual HIPAA training.

- Complete your HIPAA Training
  go.wisc.edu/hipaatraining
- Report a HIPAA Incident:
  go.wisc.edu/hipaareport
- UW-Madison HIPAA Home
  go.wisc.edu/hipaa
- Contact HIPAA Privacy and Security Coordinators
  go.wisc.edu/hipaacontacts

UW-Madison is committed to protecting the privacy and security of our patients, research participants, staff, and students. It is your responsibility to know how to adhere to HIPAA policy as an SMPH employee and to be a good steward of our data.

CYBERSECURITY

All UW faculty and staff are required to complete annual Information Security Awareness Training as required by the security policies of the University of Wisconsin System. See Security Awareness Training at go.wisc.edu/security-training

How to prevent Cybersecurity incidents at SMPH:
- Complete your Security Awareness Training (go.wisc.edu/security-training)
- Keep all software up-to-date
- Set unique, complex passphrase and change it if you suspect it has been compromised
- Use UW’s encrypted password manager software (e.g. LastPass)
- Use Multi-Factor or Two-Step Authentication (e.g. MFA-Duo)
- Lock your workstation when you step away
- Be alert for phishing and other email scams

It is important to report any cybersecurity incident, no matter how large or small, so DoIT and SMPH Cybersecurity can take action to remediate and prevent further issues:
  go.wisc.edu/cybersecurityreport

For Cybersecurity consultation and questions, contact the SMPH Cybersecurity team.

- Risk assessments
- Procurement cybersecurity questions
- Policy and compliance questions
**BASIC IT SUPPORT: DoIT VIP HELPDESK**

- UW-Madison Information Technology (DoIT) VIP Support is your first destination for basic IT and computing issues. Examples of support from DoIT VIP Support:
  - Basic desktop troubleshooting (Windows, Microsoft O365, Adobe, MyUW, etc.)
  - NetID password setup/reset

**ADVANCED SUPPORT: SMPH SHARED SERVICES IT**

Contact the SMPH Shared Services IT team when you have advanced computer and IT support needs that DoIT cannot fulfill. Examples of support from Shared Services IT:

- Onsite hardware support
- Purchasing computer hardware or specialty software licenses
- Accessing SMPH network drives
- Content updates on supported departmental WiscWeb WordPress websites
- Lab computer set-up for supported labs
- Setting up new or removing departing employee systems access

**NETWORK ACCOUNT AND PASSWORD**

Staff supported by SMPH Shared Services IT will have two network login ID options: We recommend you encrypt and manage your passwords using UW’s LastPass.

- **NETID** (Basic Sciences Departments)
  - All faculty, staff, and students are given a UW NETID (e.g., FLastname@wisc.edu) when they are hired or enrolled. Use this to access your computer, email, MyUW, and other services contracted or developed by the University.

- **SMPH Network ID**
  - Faculty and staff in SMPH Administration are also given a Network ID: the first time they log into their computer at HSCL, CSC, or WIMR. Your SMPH Network ID name is often the same as your UW NETID but will use a separate password.

**MULTI-FACTOR AUTHENTICATION (MFA-Duo)**

UW-Madison requires you to verify your identity with the Duo multi-factor authentication app when logging into campus networks. Install Duo on your smart phone or tablet and print a set of backup login codes in case you lose your mobile device.

**E-MAIL ACCESS**

MyUW is UW-Madison’s one-stop shop dashboard for employee information and resources. Go to MyUW to do any of the following and more:

- Enter your timesheet and absences (and approve timesheets if you are a supervisor)
- Review your paycheck, benefits, and tax forms
- Set up multifactor authentication (MFA-Duo)
- Update your personal information (home, address, preferred name, etc.)
- Enroll in campus training, learning, and professional development courses
- Access email, calendar, performance reviews, and much more via MyUW Apps
- Click the upper left menu in your MyUW dashboard to browse MyApps and discover more online resources to help with your everyday campus needs.

**WORKING REMOTELY WITH WiscVPN**

UW-Madison provides tools that allow you secure access while working remotely.

- **WiscVPN**
  - WiscVPN should be accessed when using a wireless network.
  - **Eduroam** (Recommended)
    - Access secure wireless at any participating institution around the world
    - Log in securely with UW NetID/password
    - Devices can be configured to auto-connect
    - More secure than UWNNet wireless
  - **UWNNet**
    - Available in most UW campus buildings
    - Log in securely with NetID/password
    - Login only once per semester
    - Offers guest registration option for non-University affiliates

**CLOUD AND RESEARCH DATA STORAGE**

In addition to SMPH Shared Services IT network drives, SMPH strongly encourages storing your data on appropriate systems to ensure security and data longevity. For storing electronic Personal Health Information (PHI), please consult SMPH Cybersecurity.

- **Box**
  - A cloud solution for storing, managing, and sharing files provided by UW-Madison.
  - **Google Drive**
    - Part of the UW-Madison G suite of tools that provides a cloud-based solution for storage and collaboration.
  - **OneDrive**
    - A cloud solution for storage and sharing files that is part of UW-Madison Office 365 suite of web-based tools.

**WORKING REMOTELY WITH WiscVPN**

UW-Madison provides tools that allow you secure access while working remotely.

- **WiscVPN**
  - WiscVPN should be accessed when using a wireless network.
  - **Eduroam** (Recommended)
    - Access secure wireless at any participating institution around the world
    - Log in securely with UW NetID/password
    - Devices can be configured to auto-connect
    - More secure than UWNNet wireless
  - **UWNNet**
    - Available in most UW campus buildings
    - Log in securely with NetID/password
    - Login only once per semester
    - Offers guest registration option for non-University affiliates

**CLASSROOM AND AV SERVICES (CAVS)**

Faculty and staff who wish to use classrooms and conference rooms in the HSCL, CSC, and WIMR buildings can schedule and manage reservations online.

- **CAVS Office**
  - CAVS Office: 1240 HSLC
  - Email: cavs@med.wisc.edu
  - Phone: 608-264-4357 (Option #5)

**WIRELESS ACCESS**

Campus provides two wireless options. WiscVPN should be accessed when using a wireless network.

- **Eduroam** (Recommended)
  - Access secure wireless at any participating institution around the world
  - Log in securely with UW NetID/password
  - Devices can be configured to auto-connect
  - More secure than UWNNet wireless
- **UWNNet**
  - Available in most UW campus buildings
  - Log in securely with NetID/password
  - Login only once per semester
  - Offers guest registration option for non-University affiliates

**WORKING REMOTELY WITH WiscVPN**

UW-Madison provides tools that allow you secure access while working remotely.

- **WiscVPN**
  - WiscVPN should be accessed when using a wireless network.
  - **Eduroam** (Recommended)
    - Access secure wireless at any participating institution around the world
    - Log in securely with UW NetID/password
    - Devices can be configured to auto-connect
    - More secure than UWNNet wireless
  - **UWNNet**
    - Available in most UW campus buildings
    - Log in securely with NetID/password
    - Login only once per semester
    - Offers guest registration option for non-University affiliates

**CLOUD AND RESEARCH DATA STORAGE**

In addition to SMPH Shared Services IT network drives, SMPH strongly encourages storing your data on appropriate systems to ensure security and data longevity. For storing electronic Personal Health Information (PHI), please consult SMPH Cybersecurity.

- **Box**
  - A cloud solution for storing, managing, and sharing files provided by UW-Madison.
  - **Google Drive**
    - Part of the UW-Madison G suite of tools that provides a cloud-based solution for storage and collaboration.
  - **OneDrive**
    - A cloud solution for storage and sharing files that is part of UW-Madison Office 365 suite of web-based tools.

**WORKING REMOTELY WITH WiscVPN**

UW-Madison provides tools that allow you secure access while working remotely.

- **WiscVPN**
  - WiscVPN should be accessed when using a wireless network.
  - **Eduroam** (Recommended)
    - Access secure wireless at any participating institution around the world
    - Log in securely with UW NetID/password
    - Devices can be configured to auto-connect
    - More secure than UWNNet wireless
  - **UWNNet**
    - Available in most UW campus buildings
    - Log in securely with NetID/password
    - Login only once per semester
    - Offers guest registration option for non-University affiliates

**CLASSROOM AND AV SERVICES (CAVS)**

Faculty and staff who wish to use classrooms and conference rooms in the HSCL, CSC, and WIMR buildings can schedule and manage reservations online.

- **CAVS Office**
  - CAVS Office: 1240 HSLC
  - Email: cavs@med.wisc.edu
  - Phone: 608-264-4357 (Option #5)

**WIRELESS ACCESS**

Campus provides two wireless options. WiscVPN should be accessed when using a wireless network.

- **Eduroam** (Recommended)
  - Access secure wireless at any participating institution around the world
  - Log in securely with UW NetID/password
  - Devices can be configured to auto-connect
  - More secure than UWNNet wireless
- **UWNNet**
  - Available in most UW campus buildings
  - Log in securely with NetID/password
  - Login only once per semester
  - Offers guest registration option for non-University affiliates