

*Believe  
in the  
Magic  
of  
Christmas*

## TEAM MEMBER SPOTLIGHT



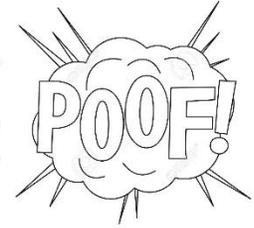
### Charla Moran

Charla Moran is 1987 graduate of St. Amant High School and a 1991 graduate of Louisiana State University, from where she obtained a bachelor's degree in accounting. She is currently a Technology Helpdesk Administrator for the Ascension Public Schools system. Charla has been a member of the technology department since 2012, when she began as a Computer Tech I. Before that, she was a self-employed account/bookkeeper, completing tax returns and performing payroll functions and monthly statements. Whether it's accounting software or educational software, she excels at it. It's the "putting together pieces of a puzzle" that intrigues her. She and her husband Kyle have been married 29 years and have three sons: Lane, Brady, and Ryan, who all attended Ascension Public Schools.



As an employee of Ascension Public Schools, you have access to Google's entire suite of products, including Google Docs, Google Sheets, Google Presentations, and Google Classroom. Even if you are using a Windows-based device, we encourage you to use the Google Suite of products.

**And just like that...  
You've been hacked!!!**



## Examples of Online Cybersecurity Threats

### Computer Viruses

Perhaps the most well-known computer security threat, a computer virus is a program written to alter the way a computer operates, without the permission or knowledge of the user. A virus replicates and executes itself, usually doing damage to your computer in the process.

Carefully evaluating free software, downloads from peer-to-peer file sharing sites, and emails from unknown senders are crucial to avoiding viruses. Most web browsers today have security settings which can be ramped up for optimum defense against online threats, but the single, most effective way of fending off viruses is up-to-date antivirus software from a reputable provider.

### Spyware Threats

A serious computer security threat, spyware is any program that monitors your online activities or installs programs without your consent for profit or to capture personal information.

While many users won't want to hear it, reading terms and conditions is a good way to build an understanding of how your activity is tracked online, and if a company you don't recognize is advertising for a deal that seems too good to be true, be sure you have an internet security solution in place and click with caution.

### Hackers and Predators

People, not computers, create computer security threats and malware. Hackers and predators are programmers who victimize others for their own gain by breaking into computer systems to steal, change, or destroy information as a form of cyber-terrorism. These online predators can compromise credit card information, lock you out of your data, and steal your identity. Online security tools with identity theft protection are one of the most effective ways to protect yourself from this brand of cybercriminal.

### Phishing

Masquerading as a trustworthy person or business, phishers attempt to steal sensitive financial or personal information through fraudulent email or instant messages. Phishing attacks are some of the most successful methods for cybercriminals looking to pull off a data breach. Antivirus solutions with identity theft protection can be "taught" to recognize phishing threats in fractions of a second.

*Merry  
Christmas*



# Password recovery in

# ClassLink Reset

# Procedures Changing

After Christmas break, the link at <https://pwd.apsb.org> will redirect you to our NEW site, ClassLink. You will use your account in ClassLink to reset your password. In order for you to be allowed to do this in ClassLink if your password has expired or if you don't remember your password, you MUST setup the password recovery feature in ClassLink BEFORE your password expires. We strongly encourage all employees to setup the password recovery feature in ClassLink NOW. You can begin resetting your password here immediately and do not have to wait until Christmas.

If you've never logged in to ClassLink, you can do so at <http://classlink.apsb.org>. Log in using the SAME username and password you use to log into a school device.

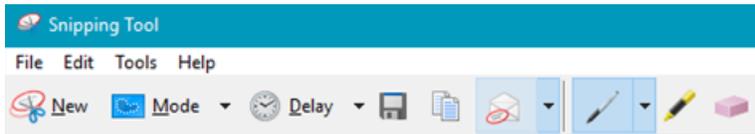
This procedure applies to ALL employees.

The remaining instructions can be found in the document [here](#).

APSB Technology Helpdesk  
1707 S. Purpera Ave.  
Gonzales, LA 70737  
225.391.7150 (40150)  
Email: [helpdesk@apsb.org](mailto:helpdesk@apsb.org)  
Website: [helpdesk.apsb.org](http://helpdesk.apsb.org)

## Microsoft's Snipping Tool

Microsoft's operating systems, including Windows 10, include a neat little tool that many people don't even know about, yet it could save you a lot of time and stress when needing to take a screenshot of the page on which you're working. To find the snipping tool, simply search Cortana or do a general search in Windows 10 for "Snipp..." and it should pop up for you. I suggest you right-click on the program and pin it to your taskbar. That's how much you will use this little tool! To use the tool, simply click "New". The screen will lighten up, and you can use your cursor to select the part of your screen you wish to copy. After the snip is created, you can do several things with it. You can save it as a photo by clicking the image of a disk in the toolbar. you can send it in an email by clicking on the image of an envelope, or you can simply copy it to your clipboard so that it is available to paste within the program you're using. Have fun with this little hidden gem. Our gift to you. Merry Christmas.



## Technology Department Celebrates Christmas

On December 13, the Technology Department celebrated Christmas with a potluck meal. As you can see by the photos, it was a very successful event.



Jean LaCour, Kelli Baham, Amy Savoy, Reneé Michel



Damon Ross, Curtis Doucette, Nafes Furqan, Demetrius Irving, Terry Gautreau, Afarian Martin



Charla Moran, LaToya Variganji, Jake Ragusa, Nicole Fall



Front row: Fred Gomez, Darby Lambert  
Back row: Jake Ragusa, Treg Keller, Brent Ramagost, Demetrius Irving, Jay Brignac,