



July 13, 2018

Today's Headlines

Winter Break Schedule

Lindenwood will be closed from Dec. 24, 2018 – Jan. 1, 2019. While most of the offices in St. Charles and Belleville will be closed, several key offices will remain open as determined by the vice presidents for their respective divisions. All Lindenwood offices will reopen for business on Wednesday, Jan. 2.

Lindenwood Single Sign-On

On July 16, 2018, Lindenwood IT will implement single sign-on capability for all students, staff, and faculty. Single sign-on (SSO) allows you to use your Lindenwood University logon and password to access multiple applications within a single browser session. Once you log in to your Office 365 account you will be able to access other Lindenwood University applications that are within in the SSO system.

You can continue to access your applications as you have in the past. If one of those applications are within the SSO system you will be directed back to the Office 365 Sign-in screen to log in. The system of applications available with SSO will be expanded over time. Currently the following applications are available:

Applications within the SSO System

- Office 365
- Canvas
- StarRez

- TeamDynamix

Benefits of SSO

- Reduces the number of required logins
- Reminds you when a password is about to expire
- Provides enhanced security within all Lindenwood SSO applications

Getting Started

1. Go to your Office 365 account or any other application in the SSO system (Canvas, StarRez, or TeamDynamix).
2. If accessing other SSO system applications other than Office 365, you will be directed back to the Office 365 sign-in page.
3. You must use your email address as your username (username@lindenwood.edu) and enter your password.

Once logged in, you will be able to access all applications in the SSO system within the same browser.

Protect Your Account

- Logout of the system when done
- Always close your browser

This will ensure a secure and complete logout of your session.

Remember: Systems could be accessible without re-entering a username or password when you do not close your browser tabs or windows. **Log out** to end your session. It is extremely important to always protect your password.

If you have questions about your account, please contact the help desk at helpdesk@lindenwood.edu or call (636) 255-5100.

Deadline Approaching for Move In Volunteers

A friendly reminder: If you'd like to serve as a Move-In Volunteer, please sign up via the link on the home page of Involve U by Friday, July 24.

Move-In for new students will be Wednesday, August 22, from 9 a.m. – 2 p.m. Move-In Day volunteering for faculty/staff will be split into one-hour shifts. During your shift, we will be using you to greet and welcome students, give directions, answer questions, or even help move them in! On Move-In Day, you will check in at main entrance of Evans Commons and be given your assignment and your shirt.

If you would like to assist, please go to your portal and click on Involve U. Once in Involve U, you'll see a yellow box on the home page containing a link to where you can sign up. Please feel free to sign up for multiple shifts if you'd like. A confirmation email will be sent to you confirming your shift(s).

Thank you for all that you do for our students! We look forward to seeing you at Move-In Day!

Pedestal Foods to Hold Job Fair July 17 and 19

Pedestal Foods will hold a job fair on July 17 and July 19 at 10 a.m. – 3 p.m. and 5-7 p.m. on both days in the Spellmann Center Dining Hall. See [the flier](#) for more information.

Patterson-Mills Presents at Conference

Dr. Sarah Patterson-Mills and colleagues Dr. Azra Karajic (Walsh University)

and Billie Streufeurt (Augustana University) presented "The Ethics Unpresentation: Taking Charge in the Face of Ethical Uneasiness" at the National Career Development Association on June 30. The presentation successfully opened up several new dialogues surrounding the complexity of ethics in a globalized, unpredictable economy and labor force and identified several new themes when identifying and processing ethical dilemmas. A case elicited from the audience, which exemplified the role of globalization in career counseling. The presenters openly discussed ethical considerations, personal biases and clinical approaches when working with diverse clients cutting across-cultural, ethnic, gender and racial divisions.

An article will be forthcoming from the discussion for the online version of the national publication, *Career Convergence*. In addition, Patterson-Mills and her colleagues were asked to consider creating a national pre-conference session next year to train members on innovative, constructionist ethical approaches.

Gietschier Featured in National Baseball Hall of Fame and Museum Article



Dr. Steve Gietschier, associate professor of history, was recently featured in an article in the current issue of *Memories and Dreams*, the official magazine of the National Baseball Hall of Fame and Museum. John Rosengren quotes Gietschier several times in "Baseball's Newspaper: The Sporting News Reigned as the Bible of Baseball for Almost a Century." Gietschier worked as the archivist for the *Sporting News* from 1986 to 2008. *Memories and Dreams* is available in print form to members of the museum's support group.

LAST CALL: Apply Now to Become an Employee Fellow

[Apply now to become an Employee Fellow!](#) The [Lindenwood Learning Academy](#) is now accepting applications through **July 15** for the Employee Fellow Program. Five fellows will be chosen by mid-August.

- Employee Fellow for Communication
- Employee Fellow for Diversity, Equity, and Inclusion
- Employee Fellow for Leadership and Supervision
- Employee Fellow for Service Excellence
- Employee Fellow for Technology

Non-faculty employees will be given priority consideration for Employee Fellow positions. Applications for Faculty Fellows will be open in the spring.

Application

Applications will be available in Workday in the Careers worklet.

Fellows will earn a stipend of \$5000 for two semesters (\$2500 at the end of each semester) for undertaking this work.

Selection Process

Employee Fellows will be selected by the respective Lindenwood Learning Academy advisory committees. Applications will be evaluated for creativity, feasibility, and potential benefit to the Lindenwood system, and will undergo initial review anonymously to assure impartiality.

The Employee Fellow Program provides an opportunity for Lindenwood's full-time employees to practice leadership in areas of professional development. Fellows also advocate for, support, and guide the Lindenwood Learning Academy during their tenure and will serve as an ongoing resource to their colleagues throughout the Lindenwood system in the area of their study. They will be responsible for developing and implementing learning opportunities for Lindenwood employees within the themes listed above. Visit the Learning Academy's [webpage](#) to learn more.

For questions, contact Brittany Brown, BBrown@lindenwood.edu.

Recent Editions

[The Digest archive](#)

[Belleville Digest archive](#)

Events and Deadlines

- **Through August:** [Tech workshops for employees](#)
- **July 25:** SafeZone Training, 2 – 4 p.m. in Harmon Hall – Dunseth Auditorium
- **July 26-29:** Gymnastics Camp alawson@lindenwood.edu for info.
- **Aug. 11:** [2018 Adjunct Instructor Conference](#), 7 a.m. – noon, J. Scheidegger Center for the Arts. (*Attendees receive \$50 stipend*)

- **Aug. 15:** Annual 5-column Program Assessment Reports due from School of Accelerated Degree Programs

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