The University of Texas Rio Grande Valley™

Information Security Office

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www.utrgv.edu/is

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OneDrive for Business

- What is OneDrive for Business?
- How does it work?

- How to use OneDrive for Business SAFELY?

- Other benefits of using OneDrive for Business

OneDrive for Business is a FREE cloud storage service provided by UTRGV to students and employees

All UTRGV students, staff, and faculty can rely on 1 TB of OneDrive for Business storage.

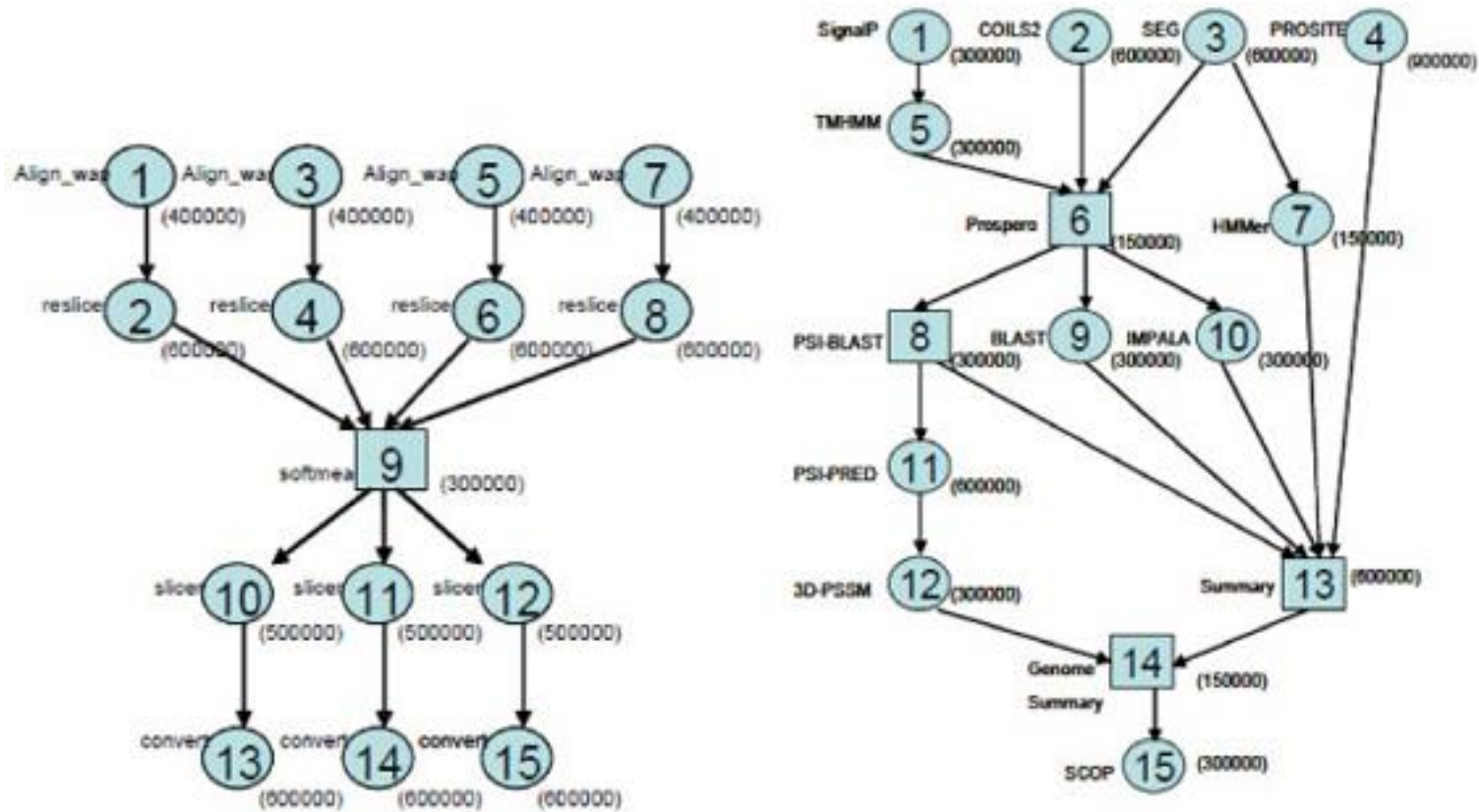# How does OneDrive for Business works

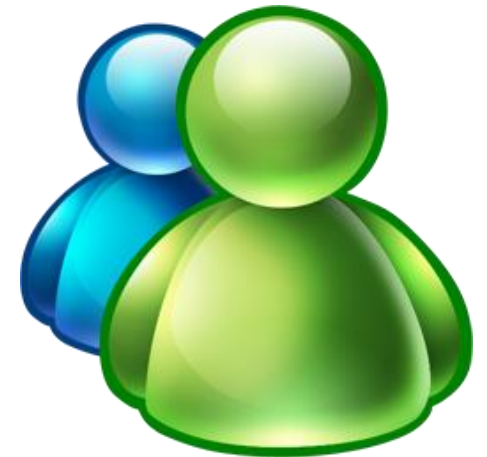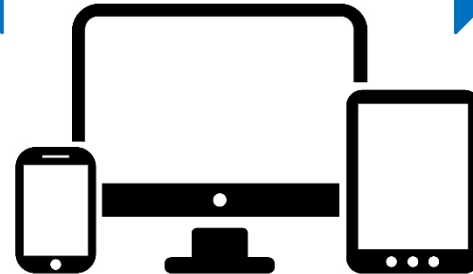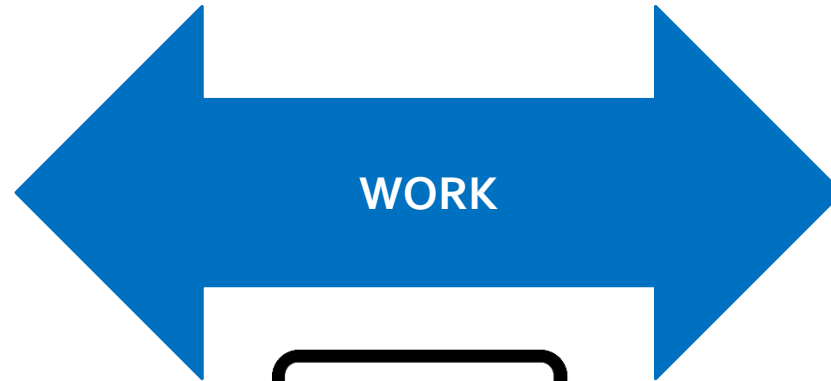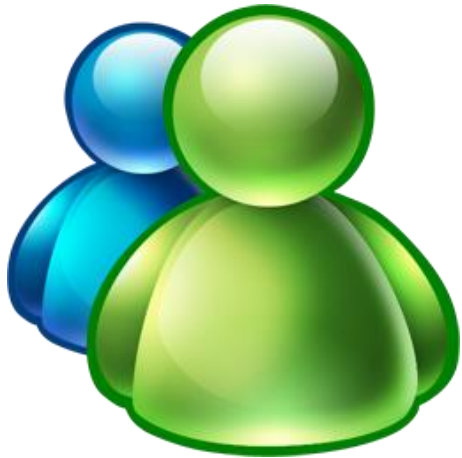Figure 8: Parallel workflow and hybrid workflow from London e-Science Centre

OneDrive for Business

Share

> With your documents in OneDrive for Business, you can share them with others, control who can view or edit them, and work together at the same time.

> Everyone with edit permission can work on shared documents together at the same time.

> Within the file, click the **Share** button to invite more people.

OneDrive for Business

Versioning

➢ View or restore previous versions of documents in OneDrive for Business

➢ If you just want to view an earlier document version without overwriting your current version.

➢ In the case that you made a mistake, if the current version is corrupt, or if you simply like a previous version better.

How to use OneDrive for Business ☁ SAFELY?

Under the US Health Insurance Portability and Accountability Act (HIPAA), Protected Health Information (PHI) must be treated with special care.

For example:

🔒 Social Security Number

🔒 Patient name, street address, city, county, zip code

🔒 Dates (except year) related to an individual health plan beneficiary numbers

Responsibilities

Data Classification	DATA TYPE	UTRGV Office 365			UTRGV Owned/Managed			Personal Technology & Accounts		
		Student Office 365 Email	UTRGV OneDrive for Business Storage	UTRGV Employee Office 365 EMAIL	UTRGV Owned Servers	UTRGV Owned Computers and Mobile Devices	UTRGV Owned Portable Device	Personally Maintained Services (e.g., Dropbox, iCloud, Google Drive)	Personal Portable Device Compliant with UTRGV Security Standards **	Personal Portable Device (No MDM or Encryption)
High	Protected Health Information (HIPAA)	⛔	⚠️	⚠️	⚠️	⚠️	⛔	⛔	⚠️	⛔
High	Social Security Numbers	⛔	⛔	⚠️	⚠️	⚠️	⛔	⛔	⛔	⛔

⚠️ (red)	• **Data** must be encrypted and password protected. • **Data** access passwords must not be stored with password protected files. • **Data** should only be accessible by authorized University employees.
⚠️ (orange)	• **Data** should only be accessible by authorized University employees. - - - - - - - - - - - - - - - - • *Device* must be encrypted and password protected. • *Device* must be fully compliant with University security standards.
⚠️ (yellow)	• *Device* must be encrypted and password protected. • Single record file only.

⛔	Not authorized for data storage.

Data Classification Guide PDF
www.utrgv.edu/is/_files/documents/data-classification-guide.pdf

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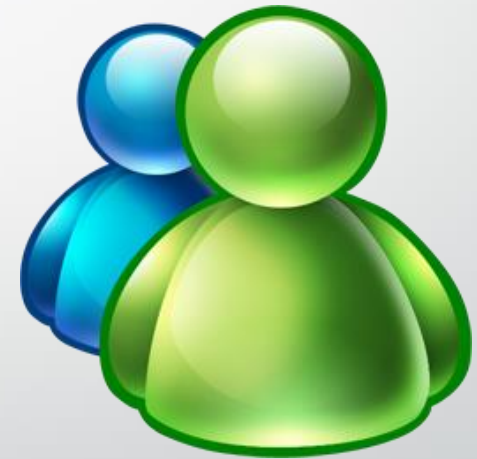# Policies, Standards and Compliance

www.utrgv.edu/is/en-us/resources/policies-tabs/

How to use OneDrive for Business SAFELY?

OneDrive

Protect the document by encrypting it with a password

(Optional)

WORK

What is Encryption?

Transformation of data into a form that conceals the data's original meaning to prevent it from being known or used.

Encryption is especially important if you are trying to send sensitive information that other people should not be able to access.

Remember that encryption does not protects you from virus/malware it protects you from unintended disclosure due to loss or theft.

Benefits of using OneDrive for Business ?

Unfortunately computer crashes always take place when you need the information most:

- Hard drives have a finite lifetime
- Physical laptop damage
- Infection of aggressive malicious viruses
- Computer Compliance Requirements

Passwords

Why are passwords important?
- They provide validation
- They allow access and authorization
- They protect our data/information

Your **UTRGV** password allows access to
- Email
- Network access (Wired and WiFi)
- Applications (e.g. OneDrive)
- Student Data (Your SSN, Contact Info, Home Address)

Passwords (Cont'd)

Password Requirements

The **5** Mandatory Password Guidelines

1. **You Shall Choose One Wisely**
Password123   **VS**   #eY7453AB!!   **VS**   MyPassphraseRocks2!

2. **You Will Never Write it Down**
    NEVER!

3. **You Will Never Share It With Anyone**
     Not even your supervisor, IT, or Security (ISO)

4. **You Can Change it Often**
     At least once per year (per policy)

5. **You Will Be Mindful of Where You Use it!**
     Be careful of fake websites that are made to look real

IT Service Desk

www.utrgv.edu/it/

Something broken?
Submit a help request if you are having trouble with hardware, software or any IT service.

Service Request
Submit a service request for software and hardware installations, classroom multimedia, video conferencing services, network services, telephone services, training services, web services, and more.

Get Access!
Submit an access request to gain access to university business resources, applications, and file shares.

Brownsville / Harlingen / South Padre Island
956-882-2020
Main 1212 (Brownsville)

Edinburg / McAllen / Rio Grande City
956-665-2020
Academic Services Building 1.102 (Edinburg)

QUESTIONS ?

QUIZ
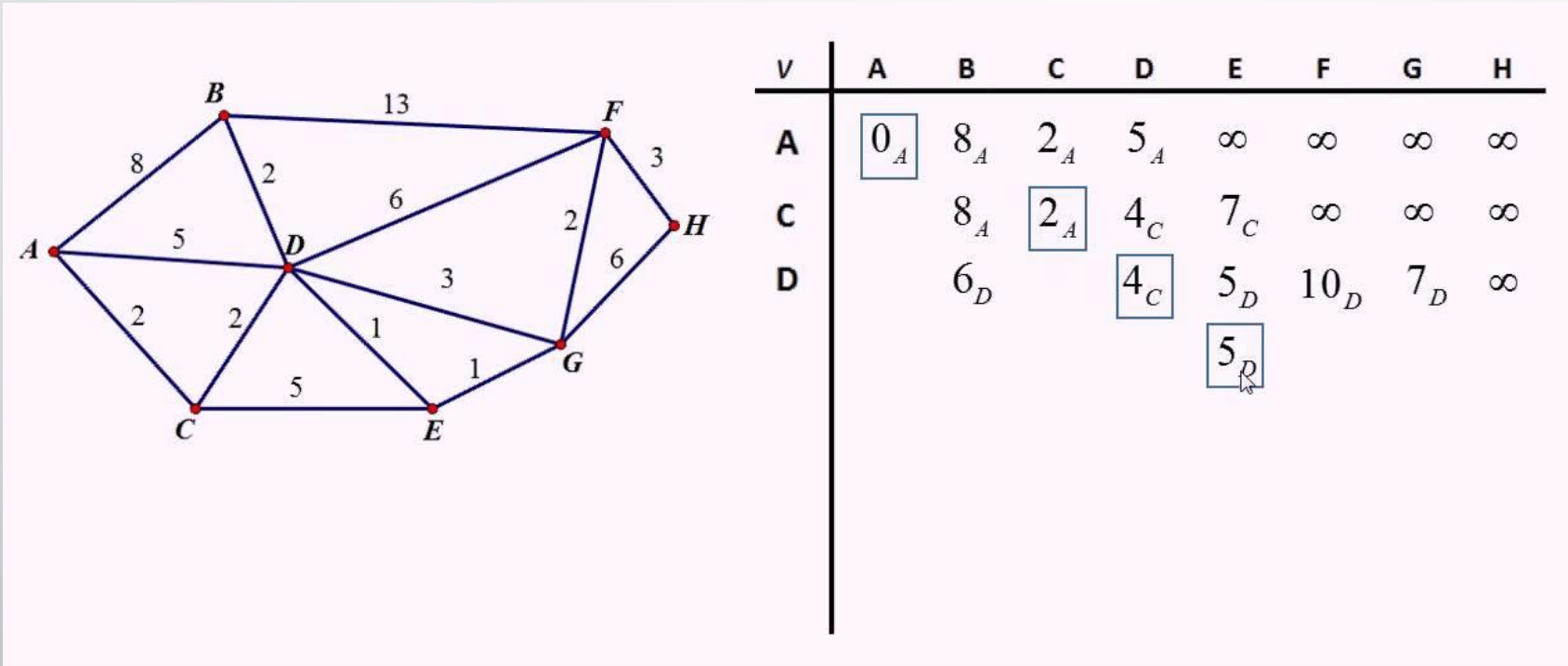
Dijkstra's algorithm

NEXT...

my*UT*RGV

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🎓 Hi, Francisco

Applications

ASSIST

Office 365

Blackboard

vPrint

V Link

iShop

iTravel

FPT

Oracle 24/7

vSoftware

ePAF

E-Learn

ServiceNow

Email

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THANK YOU!!!   PRACTICE

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