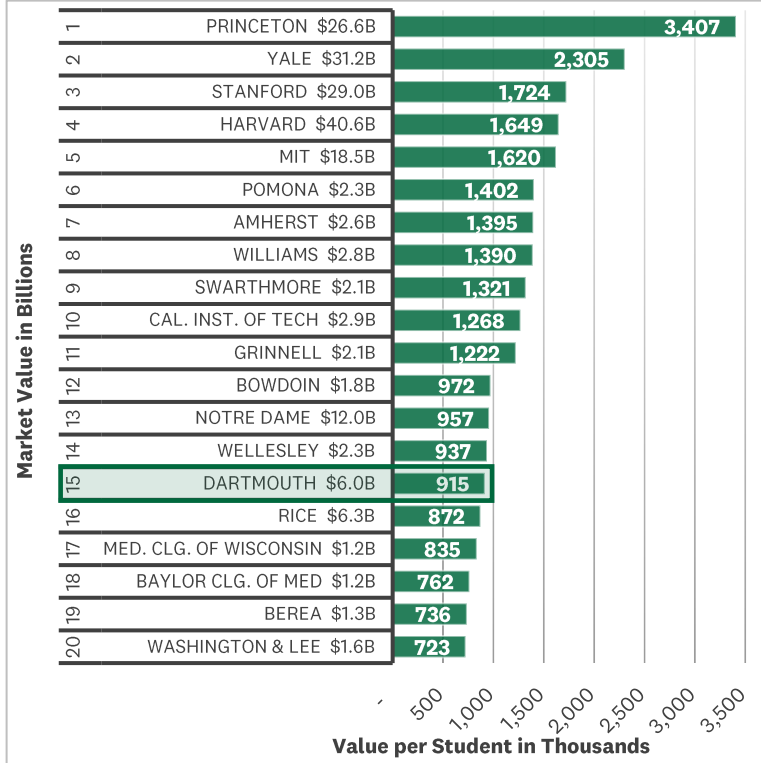


Finance & Admin Update

Announcements and updates from Finance, Campus Services, Human Resources, and Risk & Internal Controls

Chart of the Month

Top 20 Colleges & Universities in Endowment Market Value & Value per Student



Source: Based on NACUBO's endowment study

In fiscal 2020, Dartmouth ranked 15th among comparative higher education private institutions with student enrollments of 1,000 or more. This is one overall indicator of institutional wealth. This ranking reflects the generosity of those who have contributed funds to Dartmouth and the prudent management of our investment portfolio and endowment distribution. Dartmouth's endowment, though often restricted for specific purposes, provides an important source of funding for many meaningful activities, including financial aid, professorships, facilities, the arts, and curricular and co-curricular programming.

Reminder for On-Campus Purchases

When purchasing items on-campus, such as the computer store, Hanover Inn, DDS, Athletics, or Central Stores, for College business, make sure to provide your chart string, in lieu of using personal funds and being reimbursed. This is both more efficient for you and those involved with the transaction and prevents unnecessary fees and additional labor for subsequent processing. Additionally, corporate and procurement cards should never be used for on-campus purchases.

Welcome to Finance & Administration

We are pleased to introduce two new members to the F&A Division.

- **Eszter Balazs**, has joined Human Resources as our Benefits Payroll Administrator and is responsible for ensuring accuracy in reporting of employee benefit elections.
- **Michael Barrett** is our Director of Financial Reporting in Finance and will be leading the Financial Reporting and the Endowment & Investment Accounting teams.

Upcoming Events – Mark your Calendars

GoPhish Phishing Tournament



Monday, March 29 – Thursday, April 15

Dartmouth ITC, in collaboration with DALI Lab, are launching a phishing tournament to raise awareness and educate the community about the dangers of online Phishing.

Win the raffle! - Register for the GoPhish Tournament

Fiscal Year 2021, 3rd Quarter Close

Monday, April 5

It is time to begin preparing for Year-End. Review accounts, make corrections, submit expense reports and invoices, and make any final purchases to be included in FY21 results.

Administrative Professionals Day Event via Zoom

Wednesday, April 21, 9:00 – 10:30 AM

Dartmouth College is proud to celebrate Administrative Professional's Day, on Wednesday, April 21. This annual day of observance was founded to recognize the meaningful and significant work by administrative professionals and support staff around the world. Each year, the Office of Human Resources sponsors a celebration to acknowledge these contributions and the importance to the success of our institution. Please take the time to celebrate the administrative professionals on your team and across the institution.

Spring Finance Information Forum via Zoom

Wednesday, April 21, 2:00 – 3:30 PM

The Finance Information Forum is designed to provide the community updates regarding projects, processes, policies, and upcoming dates, deadlines, and reminders. *This session will be recorded and made available following the event.*

PCard Transaction Maintenance Notice

To those who allocate PCard transactions in Oracle's PCard Transaction Maintenance, sign out completely by 4:30PM for the bank feed to run correctly.



Server



Cloud

File Storage is moving to the Cloud

Dartmouth ITC has introduced several new cloud-based file storage offerings since we originally launched OurFiles and MyFiles network file storage nearly a decade ago. These new offerings are better aligned to a mobile and remote friendly way of working. Moving to cloud-based storage options will offer clients more versatility, robust security, and better ability to collaborate while allowing ITC to move away from maintaining aging MyFiles and OurFiles servers.

MyFiles (individual file storage) data moves and server retirement is currently underway.

OurFiles (departmental shared data storage) data moves are currently in the discovery and planning stages.

Over the next few months, ITC Client Services will reach out to the OurFiles departmental data custodians to schedule a consultation about how to choose the right cloud-based storage option for your shared files needs, and how to prepare for your file storage moving to the cloud.

Transitioning from Internet Explorer

With Microsoft no longer supporting Internet Explorer after August 2021, we are encouraging all Dartmouth community members to transition to another browser, such as Chrome, Edge, or [Firefox ESR](#). The standard Firefox (Rapid Release version) does not support Java script.

How to move Browser Bookmarks or Favorites

You can switch browsers without losing your settings and all the bookmarks for your favorite websites. Depending on the browser you used, your settings can include the following info:

- browsing history
- default homepage
- bookmarks
- default search engines
- saved passwords



Add bookmarks to Chrome

1. On your computer, open Chrome.
2. At the top right, click .
3. Select Bookmarks Import Bookmarks and Settings.
4. Select the browser that contains the bookmarks you would like to import.
5. Click Import and Click Done.



Add favorites to Edge

1. On your computer, open Microsoft Edge.
2. At the top right, click .
3. Select Favorites and click for More options.
4. Select Import favorites.
5. Select the browser that contains the bookmarks you would like to import.
6. Click Import and Click Done.



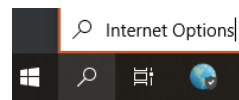
Add bookmarks to Firefox

1. On your computer, open Firefox.
2. Click the Library button on your toolbar.
3. Select Bookmarks and select Show All Bookmarks at the bottom.
4. Click the Import and Backup button on the toolbar and select Import Data from Another Browser.
5. Select the browser that contains the books you would like to import.
6. Click Next, Next, and Click Finish.

Accessing your Internet Options

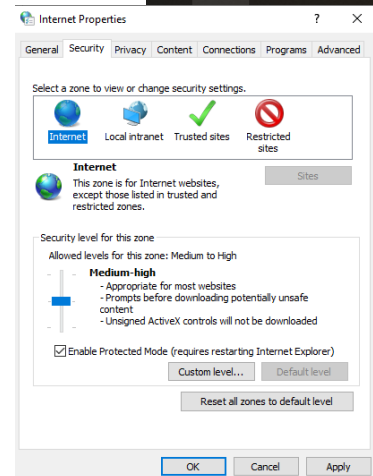
For several applications we use, we need to adjust internet security settings within our Internet Options. Previously, we directed employees through Internet Explorer to access Internet Options, however these settings are available within the Windows Control Panel. To access your Internet Options

1. Go to your Control Panel or search “Internet Options” within your Cortana, your Windows search tool, often located to the right of your Windows Start Menu.
2. The Internet Properties window will open and click on the Security tab.



Additional Instructions are available for those using specific tools:

- [WebADI Upload](#)
- [OnBase Unity Client](#)



Additional Settings for Oracle Users

Chrome: Before accessing Oracle through Chrome, we recommend taking the following steps to ensure pop-ups are not blocked:

1. Go to click Settings
2. Privacy and security
3. Site Settings
4. Pop-ups and redirects
5. Add to Allow: <https://oa.dartmouth.edu> and <https://oa-dev.dartmouth.edu>

Microsoft Edge: Ensure your browser is up to date. To verify, go to click About Microsoft Edge.

Firefox ESR: Ensure you are using the ESR version. To verify, go to click on Help and About Firefox.

