Overview

A MyPoly / Blackboard posting is a community-wide bulletin communicating corporate level information of importance to NYU-Poly Students and/or Employees. Examples of such bulletins include notifications of events of university-wide interest, anticipated service disruptions, and terms/conditions of employment.

Due to the importance of this primary mass-communications vehicle to the NYU-Poly community, this procedure is designed to ensure the appropriateness and correctness of what is communicated.

Creation of a Request

A request for MyPoly posting consists of the following:

- **The message to be distributed** via the MyPoly posting mechanism surrounded by the following:

  ---- Message Start -----
  A message to be distributed via MyPoly posting would go here.
  ---- Message End -----

  This provides a clear delineation of the body of the announcement to assist the IS Help Desk in posting the message.

- **A clear subject line** for the posting.

- **The community(ies) to which the posting should be displayed.** Presently defined communities include the following: all students, faculty only, and faculty & staff.

- **Any attachments** to be added with the message.

Please see the “Sample Approved Request for MyPoly Posting” below. It is recommended that any attachment that is included with the posting should be saved or created in a format that is widely available such as MS Office (Excel, PowerPoint, and Word), PDF, and JPG format.

Submission & Approval of a Request

Prior to submission of a request, postings should be vetted with peers and colleagues for content and proofing to ensure clarity, appropriateness, and accuracy.

Department heads are authorized to post in the faculty only and faculty & staff communities of MyPoly.

Department leaders are authorized to post in the faculty & staff community of MyPoly.

The current Speaker of the Faculty and Secretary of the Faculty are authorized to post in the faculty community of MyPoly.

The President’s Office and Vice Presidents are authorized to submit a request to the Information Systems Help Desk to post in MyPoly.
Other originators of requests are to seek appropriate approval from one of the following authorized individuals:

- Provost
- Area Vice Presidents
- Dean of Student Affairs
- Chief of Staff
- Current Speaker of the Faculty
- Originator's Department Head or Department Leader

If approved for posting, the approval along with the final, authorized text is forwarded to the Information Systems Help Desk (help@poly.edu) by an authorized approver for distribution as a MyPoly posting.

If the post is urgent, a follow-up call should be made to the IS Help Desk at x3123 to ensure immediate attention be given to the submitted & approved MyPoly posting.

The IS Help Desk can only accept MyPoly posting requests from those who are directly authorized to submit MyPoly posting or those who are authorized approvers.

**When**

All requests for MyPoly postings will be distributed by the IS Help Desk upon receipt.

The IS Help Desk will confirm release of a posting with the originating requester and approver with a copy of the message as it was posted to the specified community(ies).

**Measurement**

In the case of MyPoly postings to employees, originators are responsible for doing a brief telephone follow-up to at least 6 randomly selected recipients for verification of posting.
Sample Approved Request for MyPoly Posting

From: TC Westcott <westcott@poly.edu>
Sent: Friday, April 13, 2007 4:03 PM
To: IS Help Desk <help@poly.edu>
CC: Robert McLaughlin <rmclaughlin@poly.edu>
Subject: FW: Request for Approval of MyPoly posting

Approved.

-----Original Message-----
From: Robert McLaughlin <rmclaughlin@poly.edu>
Sent: Friday, April 13, 2007 3:21 PM
To: TC Westcott <westcott@poly.edu>
Subject: Request for Approval of E-mail Blast

Dear Helpdesk,

Please post the following on MyPoly from rmclaughlin@poly.edu with the subject line "Internet Connectivity Outage on Wednesday, April 18 between 7am and 9am". This message should be posted to the faculty, staff, and students community.

Thank you,

Robert McLaughlin

----- Message Start ------

Dear Poly Community -

On Wednesday, April 18 between 7am and 9am, the Information Systems Department will be performing a necessary upgrade of our campus' gateway firewall devices.

During this time, inbound and outbound network traffic may be periodically disrupted. The disruption will affect 1) those outside our campus network attempting to access resources on our campus network as well as 2) campus users attempting to access resources external to our campus network.

Intra-campus networking will be unaffected.

We apologize for any inconvenience.

Sincerely,

Robert McLaughlin

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----- Message End ------