



August 3, 2020

Dear Members of the University Community,

The University will continue to send regular updates once per week on Mondays regarding Royals Safe Together – A Plan to Reopen Campus. Other notices will be sent by the President, other members of Cabinet or members of the University community when necessary.

**Get Up-to-date Information at [Royals Safe Together – A Plan to Reopen Campus](#).**

#### **Key Information to Expect and Recent Communications**

- **The Registrar's Office has updated the course schedule for the fall semester.** Minor changes will continue to be made through the first week of classes. Students should refer to the Course Schedule Search for information about how their courses will be delivered within the [Royal Flex Program](#). First-year students will receive a separate communication later this week to explain how to access their schedule. All other students can view their schedule through the My.Scranton portal. Students should direct scheduling questions to their advisor and advising office.
- A Special Issue of Royal News, published on July 29, featured stories about [health and safety adjustments made on campus for the return of students](#), [the launch of the Royals Safe Together website](#), [contact tracing](#), [advice for students on adapting to change](#), [HVAC enhancements](#), [fall liturgical services](#), and [outdoor activities available in the Scranton area](#). Additional Royal News stories can be seen [here](#).

#### **Updates**

- **The Technology Support Center (TSC) resumed on-campus operations Saturday, Aug. 1.** Staff will be available Monday through Friday from 8 a.m. to 10 p.m., and on weekends from 12 p.m. to 6 p.m.

The center will also be launching a TSC online appointment system that will offer students, faculty and staff the ability to schedule appointments with TSC staff to better support social distancing guidelines. More information will be provided soon.

**Information Technology (IT) reminds community members of Zoom sign-in changes that begin, today Monday, Aug. 3, which will require access to your University Zoom account in the following ways:**

- Login to my.Scranton portal and navigate to the waffle (upper right corner), click Zoom, then Sign In.
- Using the Zoom client ([scranton.zoom.us](https://scranton.zoom.us)), click Sign In and log into the portal.
- On your mobile device, download the application, click Sign in with SSO, type scranton in the domain field, click continue/go, and log into the portal.
- Zoom sign-in options via email, Google, Facebook, and Apple ID will no longer be available.

**IT also reminds those retuning to work to please keep in mind changes made to Office Telephones that may have made while working remotely, such as:**

- Forwarding calls to your cell phone
- Forwarding voice mail messages to email
- Voice mail greetings you may have changed
- If assistance is needed in setting any of these voice services back to the original configuration, please open a Royal IT Support ticket.

**Faculty Technology Sessions: Using Panopto and Zoom in the Classroom.** IT's Office of Academic and Media Services will be offering training sessions on how to use Panopto and Zoom in the classroom. These faculty sessions will take place on Wednesday, Aug. 12, from 10 a.m. until 12 Noon and from 2 p.m. until 4 p.m. in TDC, room 407. Limited seating will be available due to social distancing requirements. Faculty must register to attend the training by completing a [registration form](#) (one registration per form submission).

**PPE and Supply Orders & Distribution:** All departments requiring Personal Protective Equipment (PPE), hand sanitizer and disinfectant wipes may place [an on-line order](#) to the University Purchasing department. PPE and supplies have already been ordered, received and stocked on campus. Stock of items will be monitored with additional supplies ordered as needed. When departments place PPE and supply

orders using the on-line form, requested supplies will be fulfilled by Purchasing on Mondays, Wednesdays and Fridays. Mail Room staff will deliver orders placed to the various departments. Please order enough supplies for one month for the number of employees in your department. Your department will receive the order within five to seven business days. If a product is not in stock due to a national back order, you will be notified and once the product is received it will be sent to your department.

**Campus Signage:** Facilities Operations is cooperating with Printing & Mailing Services to design, produce and install an **array of signage across campus.** Departments wishing to order additional **Royals Safe Together Signage** can do so by following the procedure posted **here**. Once order requests are approved, the signs will either be installed by the University's Facilities Operations Department or sent to the department placing the order via campus mail. We expect most orders will be filled within five business days. For more information, contact Mark Murphy, director of sustainability, at [mark.murphy@scranton.edu](mailto:mark.murphy@scranton.edu).

**You should expect your next regular update on Monday, Aug. 10.**

Sincerely,

Robert W. Davis Jr., Ed.D.  
Vice President for Student Life

Jeff Gingerich, Ph.D.  
Provost/Senior Vice President for Academic Affairs

Patricia Tetreault  
Vice President for Human Resources