



## The DoIT Digest

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### This Week:

- Illinois Kicks off Cyber Awareness Month
- Secretary Guerrier Speaks on Continuous Improvement
- Microsoft *Forms* Facilitates Survey Creation

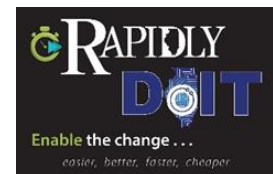


### Illinois Kicks Off Cyber Awareness Month

Take advantage of the helpful information you will receive this month through direct email communication and the associated resources available through [DoIT's Cybersecurity page](#) and [IEMA's Ready Illinois](#). Scammers continually try new methods and approaches to obtain our personal information to use for their own nefarious purposes. While we continually work to improve our security posture, your vigilance is needed to strengthen these efforts. To read the announcement on Cyber Security Awareness Month in Illinois, view this week's [press release](#).

### Secretary Guerrier Speaks on Continuous Improvement

DoIT's CIO and Secretary, Ron Guerrier, addressed the attendees gathered live and via Webex for last week's Rapid Results Speaker Series. A long-time practitioner of the principles of continuous improvement himself, Secretary Guerrier spoke about his expectation that DoIT become more customer centric through incremental advancements in efficiency and quality. This "kaizen" or "change for the better" approach advocates making work visible to identify opportunities to eliminate process waste and effort. Look for upcoming Rapid Results workshops offered, which will teach a set of skills and tools to identify ways in which together we can "enable the change" towards a DoIT culture of continuous improvement. Link to the [Newsletter](#) from the Office of Rapid Results for a view into how incremental changes across the enterprise add up to significant process improvements and savings.



### Microsoft *Forms* Facilitates Survey Creation

Did you know that your Office 365 license includes "Forms"? Forms gives you the ability to create your own surveys and quizzes and analyze the data in Excel. Forms can accommodate 50,000 responses per survey, can be created in languages other than English and include feedback from non-Office 365 users. The process is simple and available to you right from your desktop or mobile device by merely going to <https://forms.office.com> from your browser. Link to [Microsoft 365 Learning Pathways](#) for online guidance.

### DoIT FYIs & Reminders

Fire Prevention Week, beginning October 6<sup>th</sup> and dating back to 1925 and President Coolidge, is the longest running public health observance in the US. This annual opportunity to review fire safety practices was established to commemorate the Great Chicago Fire of 1871, when more than 17,000 buildings were destroyed, 100,000 people were left homeless and 300 perished. Review your family's evacuation plans and check your smoke alarms. Link to the Fire Marshal's [Press Release](#) for additional safety tips and resources.

