Hello,

Please review the important updates below. The ERO Monthly Informational Newsletter is sent to faculty and staff within ERO Research Centers. Do not hesitate to forward to your students if you find information that can be useful to them. Let me know if you have any questions of concerns.

- **Email Encryption:** You cannot save or email PCard information through an unencrypted email.
  - Follow these quick steps to ensure the data is protected and encrypted.
    - Create a new e-mail
    - Put the words osusecure in the subject line
  - The encryption will work in both outlook and the outlook web application.
  - For more information you can access the OCIO knowledge object by clicking this link encrypting e-mail.

- **IT Purchases:** There are specific checks and balances that computer related purchases need to go through before purchases are made. Please make these types of purchases through standard purchase requests so that IT can vet ahead of time. If this is not possible, reach out to your friendly business manager for further direction.

- **Lowe’s eStores Order Reminder:** Seven Lowe’s stores in Ohio are able to accept orders from Ohio State through eStores. The Lowe’s store location must be selected by the user when an eStores order is placed, before items can be loaded into the cart and workflow to the specific store.
  - If no store location is selected, the Columbus Silver Drive location will be the default. Please be sure to select the appropriate store for your campus location to prevent any delays in processing your order.
  - Lowe’s has been advised to contact the eStores Team at eStores_Team@osu.edu if they are unable to reach a customer regarding delivery arrangements or other order related inquiries.
  - Click here for additional information.

- **Student Employee Reminders:** Per the OSU Student Policy, undergraduates student employees may work until the last day of final exams of the first session of the semester following graduation. Specific dates are below.

<table>
<thead>
<tr>
<th>Student employee graduated:</th>
<th>Can continue to be employed in student position until:</th>
<th>Last Working Dates for 2018/2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall semester</td>
<td>Last day of final examinations for spring semester first-session classes</td>
<td>February 26, 2019</td>
</tr>
<tr>
<td>Spring semester</td>
<td>Last day of final examinations for summer term</td>
<td>August 1, 2018</td>
</tr>
<tr>
<td>Summer term</td>
<td>Last day of final examinations for fall semester first-session classes</td>
<td>October 10, 2018</td>
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</tbody>
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Have a great day!

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**THE OHIO STATE UNIVERSITY**

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