THE UNIVERSITY OF WESTERN AUSTRALIA

McCusker Centre for Citizenship Internship Timesheet

Name: Pritam Suwal Shrestha   **Student Number:** 23771397

Date	# Hours	Hours (running total*)	Day's Tasks	Supervisor's Name	Supervisor's Signature
21 Feb, 2024	8	8	1. Create a list of devices that has **HP Wolf Security** and **HP Presence Aware** installed. The list was created so that we can remotely (using **Microsoft Intune**) remove them from the devices. **Reasons:** HP Presence Aware was **overwriting** user settings set up by user/admin. Instead of HP Wolf Security, Homeless Healthcare will be using their **own Security / Antivirus.** 2. Write a documentation on configuring a **Mail Server** to facilitate sending scans from scanner to selected email address using printer's (**Epson ET-16600**) control panel. 3. Study about **Microsoft Intune** as endpoint manager, **Threatlocker** as Enpoint Protection Platform and **Office 365 Admin Center** as a centralized admin dashboard.	Alison Sayer	*Al Sayer*
28 Feb, 2024	8	16	1. Write a technical documentation on setting up Yubico Keys, **FIDO2 (Fast Identity Online 2)** security key as **phishing resistant multifactor authentication (MFA)** for the organization and how to use it. Yubico keys are biometrics enabled, secure and easy-to-use form factors which function without batteries and work across all computers and phone.	Alison Sayer	*Al Sayer*

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			2. Write a documentation on creating **Temporary Access Pass (TAP)**, a time-limited passcode configured for single or multiple logins when user does have their Yubico key. 3. Create a list of Yubico keys handed to staffs along with their types and serial number to track the rollout progress and reports of use and lost/stolen.		
6 March, 2024	8	24	1. Write a documentation on enabling/disabling pop-ups in browsers. 2. Meeting with Charlie, senior Technical Support to plan the rollout of the Yubico keys. 3. Setup Yubico keys for staffs at Homeless Healthcare 4. Complete the documentation on setting up Yubico keys	Alison Sayer	*al Saye*

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13 March, 2024	8	32	1. Meeting with stakeholders to plan out the roll out Yubico keys before Easter (31 March 2024). 2. Plan for rolling out **Google Chrome** on all the existing computers because of its maximum compatibility for newly launched Practice Management Software. 3. Learnt the different ways of rolling out applications via **Microsoft Intune** 4. Responded to emails in Helpdesk. 5. Rolled out additional Yubico keys to few staffs and educated them how to use it. 6. Learnt about Microsoft Exchange Center to reassign license to new/existing user. 7. Learnt the workflow of **ThreatLocker** and how it helps in application control (**Essential Eight**)	Alison Sayer	*[signature]*

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20 March 2024	8	40	1. Learned about **Message Trace** in **Message Exchange Center** to identify whether emails were sent/received or not. 2. Write a documentation to export **users' MFA (Multi-factor Authentication) status** in Microsoft Entra. 3. Setup Yubico keys for additional staff and educate them how to use it. So far, we have provided it to 30 staff. Created a schedule to set up more of them for staff at various locations. 4. Installed **YubiKey Manager** to reset Yubi keys in scenario where user want to change the security PIN or forget the security PIN.	Alison Sayer	*al Sayer*

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27 March 2024	8	48	1. Configured Chrome Browser to **allow pop-ups** from **specific URL** via Microsoft Intune as a requirement for MediRecords App. **Tested** Configuration for different users on different devices to make sure the changes are reflected. 2. Wrote documentation on **Configuring Chrome Browser with Settings Catalogue**. 3. Participated in a meeting to understand **DNS setting** required for **email campaigns** in Squarespace 4. Additional rollout of YubiKey and **provided overview** of how to use it. 5. Respond to Support emails	Alison Sayer	*[signature]*

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