



## McCusker Centre for Citizenship Internship Timesheet

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



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			<ol style="list-style-type: none"><li>2. Write a documentation on creating <b>Temporary Access Pass (TAP)</b>, a time-limited passcode configured for single or multiple logins when user does have their Yubico key.</li><li>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.</li></ol>		
6 March, 2024	8	24	<ol style="list-style-type: none"><li>1. Write a documentation on enabling/disabling pop-ups in browsers.</li><li>2. Meeting with Charlie, senior Technical Support to plan the rollout of the Yubico keys.</li><li>3. Setup Yubico keys for staffs at Homeless Healthcare</li><li>4. Complete the documentation on setting up Yubico keys</li></ol>	Alison Sayer	

You should use your timesheet to keep track of the hours and tasks you complete for each shift. **The timesheet should be signed by your supervisor at the end of every shift.** Please copy this sheet as you need. \*In the 'Hours (running total)' column, you should keep track of your hours cumulatively i.e. 8, 16, 24 **NOT** 8, 8, 8