


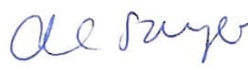


THE UNIVERSITY OF
WESTERN
AUSTRALIA

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 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.</p> <p>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.</p> <p>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.</p> <p>3. Study about Microsoft Intune as endpoint manager, Threatlocker as Endpoint Protection Platform and Office 365 Admin Center as a centralized admin dashboard.</p>	Alison Sayer	
28 Feb, 2024	8	16	<p>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.</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">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	<ol style="list-style-type: none">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 Healthcare4. Complete the documentation on setting up Yubico keys	Alison Sayer	<i>Al Sayer</i>

*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*