UCF | Information Technology

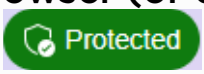
# KEEP YOUR DATA SAFE WHEN USING MICROSOFT COPILOT (FORMERLY BING CHAT)

*All UCF students, faculty, and staff have access to Microsoft Copilot. To ensure that information remains protected under Commercial Enterprise Data Protection, please follow these usage guidelines:*

## Sign in with Your UCF Account

Visit **https://portal.office.com** and sign in to Copilot using your official UCF credentials. Your UCF NID ensures proper authentication and access control.

## Confirm that Your Data Is Protected

Go to copilot.microsoft.com in your preferred browser (or click the Copilot icon in the Edge browser) and ensure that you see the 

icon in the upper-right corner.

## Understand that Your Data Isn't Retained

Copilot does not save any information you input during your interactions. Your data will not be used in the AI learning model.

## Comply with Data Protection Protocols

Adhere to all current university data sensitivity and protection protocols, including FERPA (Family Educational Rights and Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act).

**Questions? Contact IT Support**
***Mon-Fri, 7 a.m. - 10 p.m.***

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