FIU | Human Resources

September 28, 2026



As FIU embraces an AI-first mindset, we're here to help you turn curiosity into capability. No jargon. No overwhelm. Just practical guidance, ready-to-use prompts, and tools you can start using today.

Pause Before You Paste

You know the basics. Now it's about building the habit. Anything you type, paste, or upload into AI is information, and the tool you use matters just as much as the prompt itself. This month: use the right environment, share only what's needed, and keep human judgment in the loop.

READ THE AI ACCEPTABLE USE GUIDELINE →

AI TOOL SPOTLIGHT

Microsoft Copilot

Look for the Shield

When signing in, look for the green shield in the upper-right corner of Copilot chat. It confirms Enterprise Data Protection is active. This adds protection for work accounts and keeps your prompts from being used to train Microsoft's foundation models.

WHAT TO REMEMBER:

1. Sign into Copilot using FIU SSO
2. Look for the shield: It confirms you're in the protected work experience.
3. Still check your data: The shield protects the environment, it does not override FIU's data rules.

FEATURED PROMPT

Build It the FIU Way

Give AI the Guidelines Before You Give It the Assignment

Want AI to create something that actually feels like FIU? Don't make it guess. Give Copilot the official FIU guidance and the context behind your project so it can create more accurate and on-brand result.



1. GUIDELINES
Link FIU's official guideline resources.

2. CONNECT
Share your audience, purpose, goals and key details.

3. ASSIGNMENT
Tell AI exactly what to create.

TRY THIS PROMPT

Act as an FIU communications and presentation partner. Before beginning, review the FIU Brand Style Guide at https://brand.fiu.edu/ and the FIU AI Guidelines at https://brand.fiu.edu/creating-content/ai-guidelines/ and use them as the source of truth for this project. I am creating a [PowerPoint, flyer, one-page resource, email, etc.] for [audience] about [topic/purpose]. Here is the approved context and information to use: [paste key details, goals, deadlines, content, and other relevant information]. Follow applicable FIU guidance for brand voice, approved visual standards, accessibility, accuracy, and responsible AI use. Keep the content clear, professional, and appropriate for an FIU audience. Do not invent FIU facts, policies, brand rules, or official assets. Use placeholders for approved FIU logos or marks when needed, and flag anything that should be verified or reviewed before publication.

KEEP IT ON BRAND
Create with AI. Review with FIU.

FIU Brand Style Guide →

FIU AI Brand Guidelines →

LinkedIn Learning

LEARNING RECOMMENDATIONS

Explore how generative AI works, what it can (and can't) do, and how to use it effectively and responsibly in your work at FIU.

Explore on Linkedin Learning →

Learning Microsoft 365 Copilot for Work

- 48 minutes
- Review and validate AI-generated results
- Learn real-world use cases
- Use Copilot across Word, Excel, PowerPoint, Outlook & Teams

FIU + AI | WHAT'S AHEAD

FIU's PantherAI ecosystem continues to grow with new tools designed to support your work!

Access, available features, and usage guidance will be shared by the Division of IT as tools become avaibale.

VIEW THE IT AI WEBSITE →

KEEP EXPLORING AI FORWARD

New to the series or want to revisit past tips?

Catch up on previous editions for more practical AI tips, prompts, and tools you can put to work.

EXPLORE PREVIOUS EDITIONS →

Questions? Contact the **Talent Management and Development** team at tmd@fiu.edu or (305) 348-3206.