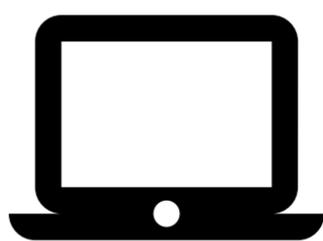


WORK REMOTELY IN THREE EASY STEPS

PREPARING TO WORK REMOTELY AS FACULTY/STAFF



1. As soon as you find out:

- A. Get the equipment from your department (laptop, headset, webcam, cables, etc).
- B. Get the software needed
- C. Call UIT if you need assistance at 701.777.2222



2. Before you leave campus:

- A. Gather and test all equipment
- B. Ensure **Duo MFA devices** are set up
- C. Get access to **shared files** (we recommend transferring files to One Drive)
- D. If you use Perceptive Content or shared drives, **Install Cisco AnyConnect** VPN. You will not need VPN for other applications (Blackboard, Zoom, Office 365, PeopleSoft, etc)



3. At your remote location (home, hotel, etc.) you will need:

- A. Fast and reliable internet
- B. Mobile device, home phone, etc to authenticate with Duo MFA

Academic Assistance

Reach out to the **Teaching Transformation and Development Academy (TTaDA)** at 701.777.3325



Blackboard



zoom

Don't forget to sanitize your electronic devices



- Disinfect touchscreen devices like phones and tablets by spraying a soft microfiber cloth with disinfectant and rubbing the surface in a light circular motion
- Never apply cleaning solution to non touch devices like computer monitors, TVs, etc. These devices can be wiped with a clean, dry cloth
- Never spray anything directly onto the device itself

701.777.2222