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

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