WSU TECH®

WSU CAMPUS OF APPLIED SCIENCES & TECHNOLOGY

EMPLOYEE REMOTE WORK IT GUIDE

MARCH 2020

REMOTE WORK POLICY 2-35

Excerpts from the college's remote work policy:

WSU Tech does not pay for computer equipment, home internet service or phone service.

Maintenance or repair of employee-owned equipment is the responsibility of the employee. WSU Tech is not liable for such equipment even if the employee is engaged in college work at the time of malfunction.

The employee has responsibility for maintaining the security and confidentiality of college files, data, and other information that are in the off-site work space.

Non-exempt employees performing work from home must accurately record time worked (clock in and out) using the WSU Tech electronic timesheet system. Hours over and above scheduled hours must have supervisor approval prior to performance of the work.
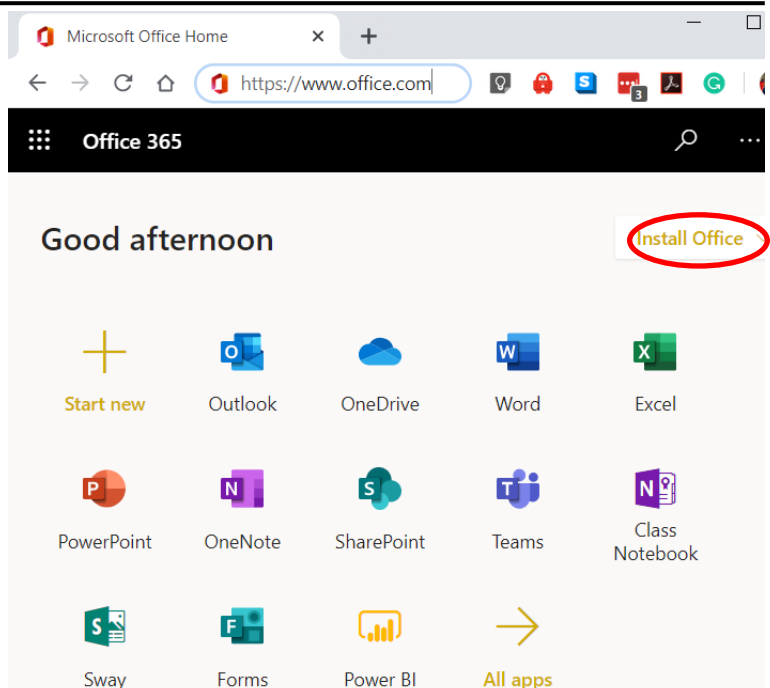
MICROSOFT OFFICE 365 AND TEAMS

Office 365 is replacing Office 2016. You can access Office 365 from anywhere by going to Office.com and logging in with your WSU Tech network login credentials. You can also install Office 365 onto your personal computer/ digital device by clicking **Install Office** (see circled icon to the right).

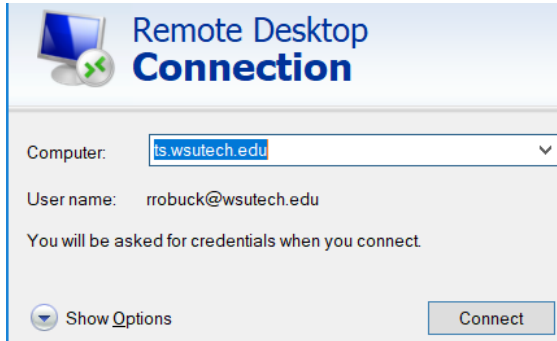If you've copied your WSU Tech files to OneDrive you can access your files in your web browser from Office.com

Teams is a collaboration tool within Office 365 that can be used to share documents, post comments and call/IM other Teams users.

Office 365 and Teams uses the least amount of band-width and data if you are on a cellular data plan or a slow home Internet connection.

WSU TECH REMOTE DESKTOP CONNECT

With Remote Desktop Connect you can access your WSU TECH work documents, programs, and emails from home or from any computer.

On a Windows computer go to:

Start Button> All Apps> Windows Accessories> Remote Desktop Connect App>

Now enter the terminal server name **ts.wsutech.edu**

Employees may also use the **student.wsutech.edu** terminal servers as well.

You will be prompted with a screen that looks like the WSU Tech login screen. Enter your WSU Tech email address and password as you would on campus .

Once you login you should notice that all the documents and apps that you have on your WSU Tech computer desktop are also available on the Remote Desktop Connect server desktop. If you suspect your regular computer is having trouble, remote desktop is a great way to bypass your regular computer until it's repaired.

Apple users will need to install the Remote Desktop application from the Apple App Store and follow the same directions.

Microsoft Remote Desktop
Microsoft Corporation
#165 in Business
★★★½☆ 3.3, 321 Ratings
Free

CONNECT A SMARTPHONE/TABLET TO WSU TECH EMAIL & SERVICES

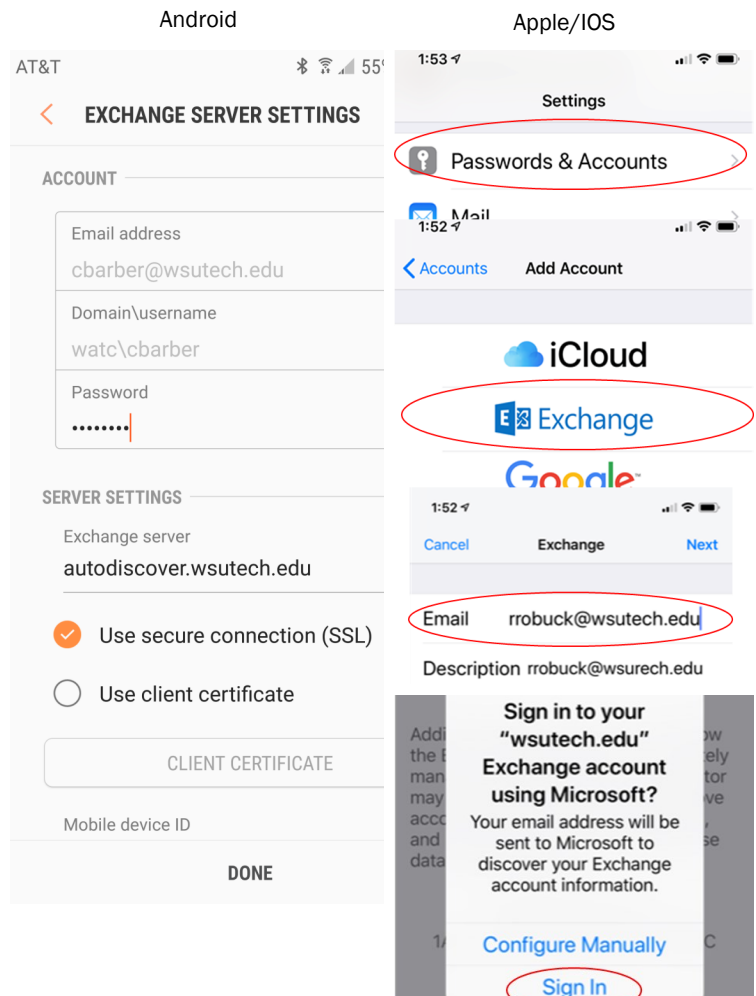To get WSU TECH email on smartphones please follow these steps:

• Open your email application/accounts on your device. You will then need to **add a new "Exchange" account**. Devices may vary but usually you do this by going to "Options/Settings" then "Add Account".

• Next enter company server settings. The domain is going to be **WATC** (not a misprint) and the username will be your first initial and last name. The server is **autodiscover.wsutech.edu**

• If asked, please enable "Use secure connection" and "Accept SSL certificates. (See Android and IPhone examples to the right ->.

Android

Apple/IOS

IT HELPDESK

If you need assistance with WSU TECH computer issues, email the IT help desk, **ithelpdesk@WSUTech.edu**

If you're struggling with an IT issue call 316-677-9905

Please be sure to **share all details of your IT issue such as location of the computer, name, contact information,** and what specific problem you are experiencing. Emailing snapshots of the problem using the Windows 10 snipping tool is appreciated!

HOME COMPUTERS & INTERNET

Great -Windows 10 Desktops/Laptops work best for all WSU Tech software.

Good - Apple Mac's and iPads are OK but there may be some department specific software that doesn't work.

OK - Google Chromebooks are a low cost option but some software like Skype for Business may not work.

Wichita Home Internet Providers

- AT&T $50 a month for the first 12 months
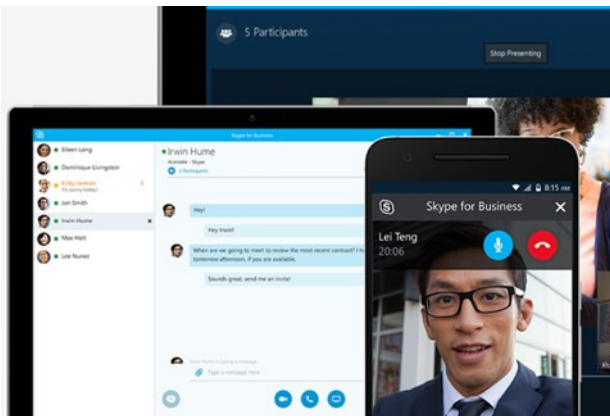- Cox $40 a month for the first 12 months
- Lowest tier plan or 10 Mbps is fine

SKYPE FOR BUSINESS (PHONE)

If you need to make or receive phone calls from your WSU Tech phone number you'll need to install Skype for Business on your computer/smartphone/digital device or setup call forwarding to your phone.

To download a copy of Skype for Business go to this link:

https://products.office.com/en-us/skype-for-business/download-app

During setup use your WSU Tech login credentials to connect to our WSU Tech phone server. *Note: Can only be used on cellular or off campus*

ZOOM ONLINE MEETINGS

You can add the Zoom app to your personal computer, web browser, iPhone, iPad or Android device from an App Store from Zoom.US

Employees should create their own basic Zoom account using their wustech.edu email address. **Zoom has waived their previous 40 minute limitation for the duration of the Coronavirus epidemic.**

Students may use their Facebook or Goggle account to login and create Zoom meetings at the basic level.

Please follow this link to Zoom's online training:

https://tinyurl.com/wsutechzoom

Zoom is available on Mobile and Tablet.
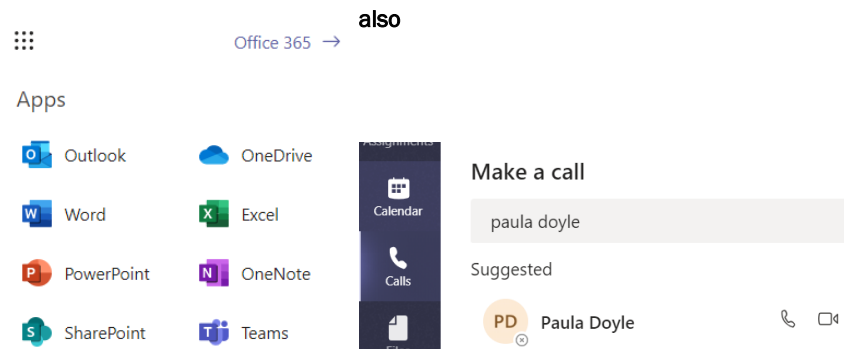
MICROSOFT TEAMS CALLS

Every employee and student has access to Teams online calling. Teams calling can easily connect any WSUTech Employee or Student to one another or to other individuals with access to Teams

To access Microsoft Teams Calls go to Office.com and select Teams then click on Calls and type in the first few letters of a WSU Tech Employee (see below). You can also
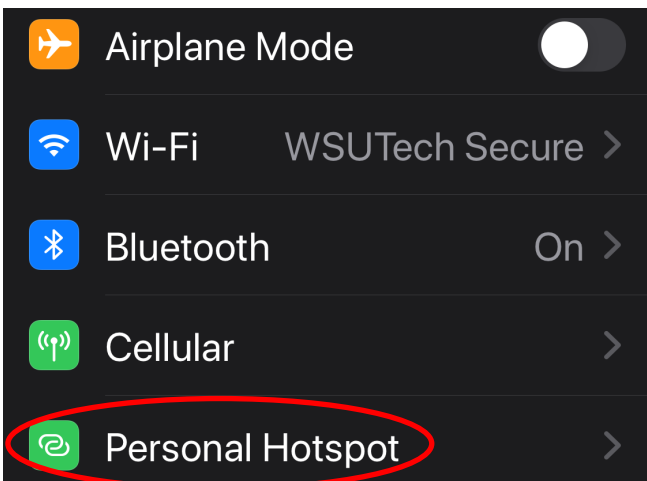
MYWSUTECH BANNER PORTAL

The myWSUTech Banner Portal can be reached from any browser and used for simple things like timecard submittals and interactive schedule but for security reasons Remote Desktop Connect must be used for other portal items like:

• **Etrieve Electronic Forms**

• **Banner 9**

• **Self Service Banner**

• **IT One Stop**

• **Census Rosters**

USING YOUR SMARTPHONE PERSONAL WIFI HOTSPOT

If you don't have Internet at home you can use the Personal Hotspot feature of you smartphone for Wi-Fi.

LINKEDIN LEARNING

Working remotely is the perfect time to hone your skills using WSU Tech's LinkedIn Learning license.

Here's what all employees get with LinkedIn Learning:

• **Unlimited access.** Choose from more than 5,000 video tutorials covering business, creative and tech topics.

• **Personalized recommendations.** Explore the most in-demand skills based on your experience.

• **Expert instructors.** Learn from industry leaders, all in one place.

• **Convenient learning.** Access courses on your schedule, from any desktop or mobile device.

Get/resend a LinkedIn Learning license invitation by submitting an IT Ticket to ithelpdesk@wsutech.edu

To login to LinkedIn Learning:

https://www.linkedin.com/learning

Select the WSU Tech Primary WSU Tech Login