CHECKLIST TO ASSIST IN TRANSITIONING YOUR WORKSTATION FOR TELEWORK

What technology components do I take to work remotely?

What do I do when I get home?

What do I do if I need help?

What technology components do I take to work remotely?

Computer, desktop or laptop
  - Power cable (Power strip if necessary)
  - Docking station if taking a laptop
  - Keyboard
    - USB Dongle if wireless
  - Mouse
    - USB Dongle if wireless (often it is one dongle for both keyboard and mouse)
  - Monitor(s)
    - If your monitors are on monitor arms, you'll need to locate some monitor stands.
  - Monitor cables
  - Power cables, one for each monitor
    - DO NOT take your network cable
    - DO NOT take your actual desk phone.

Use masking tape or some other way to identify what cords plugged in where. Take a picture before you unassemble your workstation to help guide you when reassembling.

Because people will be located across the Gallatin valley, physical support at your home will not be possible for IT to handle.

What do I do when I get home?

  - Visit the UIT remote work resource guide on our web page, www.montana.edu/uit/itanywhere
  - Once you find a suitable place for your workstation, place all your items on a desk or work area, as necessary.
  - Try to keep cables out of high traffic areas where they could inadvertently get kicked or pulled and disconnected.
  - Use your photo, or taped indicators to decide where to plug everything back in.
  - Configure your wifi connection
    - USB WiFi dongles for desktops (they are not required for laptops) will be available after March 25th. If you take your desktop home before that, you will have to return to campus to pick up a WiFi dongle. We will send communications out about this as it gets updated.
    - If you do not have high speed internet, you are likely to see a delayed response compared to what you are accustomed to while on campus. What may have take 5-10 seconds on campus, may now take 30-60 seconds depending on your connection. Be sure to check in with your internet provider to see if there is anything that they can do to help.

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- IT will not be able to support or troubleshoot home internet. Please contact your internet provider if you need assistance.

What do I do if I need help?

- Visit the UIT remote work resource guide on our web page, www.montana.edu/uit/itanywhere. This will be updated frequently with information and news that may help you with the transition to remote work.

- Please keep in mind that the IT Service Desk will be extremely busy and most likely will not be able to address your home support issue promptly. Check with your departmental IT or enlist the help of a colleague.