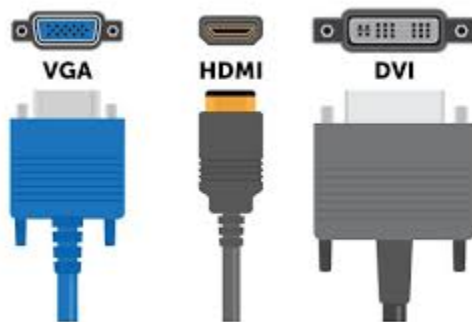


# School of Social Work

## Remote work checklist

### Set up your workspace

1. Computer. It is allowable to use your own personal computer during this unprecedented and unexpected remote work environment. The School has dispersed all available laptops, thus if you are in need of a computer, please email Frank Puchalski at [franksp@pitt.edu](mailto:franksp@pitt.edu) immediately. **Do not purchase a computer on your own**, we cannot reimburse you for personal purchases.
2. Internet Access. If any faculty, staff, adjunct or GSA/TA/TF does not have home internet, we are exploring options for mobile hotspots, please send a separate email to me at [mms34@pitt.edu](mailto:mms34@pitt.edu) if internet connectivity is a concern.
3. Transition data and files from the shared drive to Box or one drive. Please visit: <https://www.technology.pitt.edu/services/cloud-collaboration-box-and-onedrive>
  - i. The University is strongly encouraging faculty and staff to move their working files to cloud based storage instead of using a VPN connection. If you need to connect to your desktop, we request that you gain access to what is needed and upload to box or one-drive and then disconnect.
  - ii. Do not save any University business and/or student documents locally (your computers hard drive). All official business and student information must be saved to the cloud-based file established by the Director of your business area.
4. Hardware accessories
  - i. The School has a surplus of monitors, keyboards and mouse to supplement your remote workspace. **Do not remove your University office computer or accessories**; if you would like to borrow a surplus piece of equipment, please contact Frank at [franksp@pitt.edu](mailto:franksp@pitt.edu) and let him know what is needed. Surplus equipment should be picked up by Friday if possible. Note, you will need to know what type of connector your computer requires, see options below.



5. Software. If faculty require an additional software license for their home computer (i.e.: SPSS), the School will cover the cost. **Please do not purchase software on your own**, most software can be downloaded through the Pitt website (see link below), or we will purchase through the correct channels.
  - i. <https://www.technology.pitt.edu/services/software-download-service-my-pitt>

## Test your access

6. Test your connection to your desktop through VPN connection, the instructions are on SharePoint. If you are unable to connect, please contact [franksp@pitt.edu](mailto:franksp@pitt.edu).
7. Download Zoom Desktop Client, schedule a test meeting with a colleague. Instructions can be found at: <https://www.technology.pitt.edu/zoom>
  - i. If you are working on a University owned laptop, you might not be able to install the various zoom apps without an administrative password. If this happens, contact Megan Soltesz at [mms34@pitt.edu](mailto:mms34@pitt.edu) or Frank Puchalski at [franksp@pitt.edu](mailto:franksp@pitt.edu).

## Ongoing Support and Problem Solving

8. If you are working on a University purchased laptop, you should connect through the VPN connection at least once per month so that your computer can be updated and registered.
9. If you have ongoing questions or concerns, please contact the University technology helpdesk. The staff is very helpful and informed and should be able to trouble shoot your problems and questions.
  - i. <https://www.technology.pitt.edu/247-it-help-desk>