

# Manager Telecommute Preparedness Checklist

ITS has a variety of tools and resources to help in the event that a full or partial campus closure occurs. This checklist should help you start the planning process for your team to work remotely. Please contact the Technology Support Center to help with support and training. ITS will be posting additional resources via the campus COVID-19 page and on <https://support.csusb.edu>.

Remote-Ready Checklist		
<input type="checkbox"/> Access to reliable Internet, web browser <input type="checkbox"/> Review <a href="#">CSUSB Safeguarding Confidential Information Standard</a>		
Using a University-owned laptop or devices: <input type="checkbox"/> Authenticate via DUO from off campus (if applicable) <input type="checkbox"/> Have Global Protect VPN installed <input type="checkbox"/> Can access MyCoyote, Office 365, Zoom, WebVPN	Using home computer to remote into work desktop: <input type="checkbox"/> <b>Keep work desktop powered on</b> <input type="checkbox"/> Request Remote Desktop access through TSC <input type="checkbox"/> Enroll in DUO recommended ( <a href="https://www.csusb.edu/duo">https://www.csusb.edu/duo</a> ) <input type="checkbox"/> Authenticate via DUO from off campus (if applicable) <input type="checkbox"/> Can access MyCoyote, Office 365, Zoom, WebVPN	
Communication & Collaboration	Security	Critical Functions & Services
<input type="checkbox"/> Identify a central location for storing campus closure planning documents (e.g. OneDrive and Google Drive) <input type="checkbox"/> Make sure you have staff guidelines for working remotely <input type="checkbox"/> Create a staff contact list <input type="checkbox"/> Identify staff supporting essential functions/services <input type="checkbox"/> Make sure you updated your email groups for all of your teams <input type="checkbox"/> If you have a shared email account, you will need to set up for remote access <input type="checkbox"/> Choose a collaboration tool (e.g. Teams, Slack) <input type="checkbox"/> Choose a tool to host meetings (e.g. Zoom, Teams) <input type="checkbox"/> Develop a vendor contact list if applicable and share it <input type="checkbox"/> Update your personal contact information in PeopleSoft	<input type="checkbox"/> <b>Check to make sure your DUO authentication works from off campus</b> <input type="checkbox"/> Have Antivirus software on devices (Available from ITS website)	<input type="checkbox"/> Identify what tool(s) you need to perform critical functions and services <input type="checkbox"/> Identify service(s) that requires staff to be on campus <input type="checkbox"/> Identify which of your service(s) will not be available while campus is closed <input type="checkbox"/> Test remote access to critical tools and/or applications <input type="checkbox"/> Make sure you have a plan to address staff shortages
	Phone & Voicemail	Process & Procedures
	<input type="checkbox"/> <b>Know how to access and change your voicemail setting remotely</b> <input type="checkbox"/> Assign a person to retrieve voicemail messages from department main number or forward to a mobile number <input type="checkbox"/> Request forwarding your phone voicemail to email <input type="checkbox"/> Request forwarding your desk phone to a mobile number <input type="checkbox"/> Determine if you need headsets	<input type="checkbox"/> <b>Complete Telecommuting Agreement</b> <input type="checkbox"/> Consider a fillable PDF form and email delivery for any process that requires paper form <input type="checkbox"/> Consider developing a mitigation plan for any process that requires printing <input type="checkbox"/> Make sure you are aware of the campus equipment check-out process and procedures <input type="checkbox"/> Make sure you can access necessary work files and documents from off campus, including paper documents