UNIVERSITY OF CALIFORNIA
Agriculture and Natural Resources

How to Prepare for Working Remotely

UC ANR Research and Extension Centers (RECs) & County Offices. March 16, 2020

1. If you have a UC ANR owned laptop

1. Take your laptop and your power cord home with you.

2. We strongly recommended that you save all essential work in BOX folders so that you have access to it in the event you temporarily do not have access to your work laptop or VPN. For more information about BOX or for login instructions please see https://itcatalog.ucdavis.edu/service/box or contact UCANR IT (help@ucanr.edu)

Good organization helps you when you need to work remotely.

3. Know how to use Zoom. In order to conduct conference and video-calls, know how to set up a Zoom call, video conference, and use screen sharing as needed. Zoom also has a chat function available to all Zoom users. If you need a tutorial on Zoom, contact UCANR IT (help@ucanr.edu) and refer to these instructions in order to sign in.
    o Please note that the Zoom service provider may be overloaded during peak times as many businesses move to remote work. The UCOP ITCS and UC ANR IT team will closely monitor performance and attempt to proactively notify staff of performance issues or outages.

4. If it is necessary to your job function for you to take UC ANR peripherals home to fulfill your job duties:
    o Please contact your County Office or REC facilities to let them know what you will be taking so they can log it appropriately.
    o If you feel you may have any personal physical limitations in transporting peripherals, please notify your supervisor who will work to determine if an accommodation can be met.
    o Peripherals that may be used at home include:
        ▪ Monitor
        ▪ Keyboard
        ▪ Docking station
        ▪ Mouse
        ▪ Headset
        ▪ Webcam (non-integrated)
5. The same guidance applies if necessary for your job function to take home a UC ANR owned desktop computer and make sure you have VPN installed by your local IT.

2. If you do <u>not</u> have a UC ANR laptop:

1. **Option 1:** If you don't have a personal computer that you can use for UC ANR related work, please contact your supervisor to issue you a laptop if possible. Note that our inventory of laptops is very limited and laptops will be issued by criticality of job function.

2. **Option 2:** If you have a personal computer and you are willing to use it for work, you may do so. Please notify your supervisor so she can update the UCANR IT with this information. If you choose to use your

personal computer, you are required to follow these guidelines:

    a. Do not store any work files on your personal computers. All files should be stored on SharePoint or Box.

    b. Do not access or store any Personal Identifiable Information (PII) on your home computer or print this information at home

    c. Personal computers can be used to access all your UC ANR work through the following tools:

        i. Use VPN to local network drives (depending on individual counties setup)

        ii. Outlook Web Access – for email, calendar

        iii. Zoom – conference and video conference calls. Also use Zoom to make all calls as Jabber is not available on personal computers.

        iv. Zoom chat function – This function can be used to Instant Message other UCANR employees assuming they have Zoom open to avoid text message data charges if that is a concern.

        v. Box – to access your Box folders.

3. **Option 3:** If you have a Laptop or a desktop provided by your local IT, please contact your IT team for guidance and support**.**

3. Not sure whom to contact or general IT questions?

Please send us an email to UCANR IT (help@ucanr.edu) . We will work with you to find a feasible solution.

    1. Printing at home

        a. If you need to print at home and don't have your home printer set up on your UC ANR laptop, you may need to request admin rights to add your printer. Contact UC ANR IT Services.

        b. Printing at home should be limited to only the most important documents that require printing.

        c. UC ANR will not be able to reimburse for toner cartridges for home printers.

        d. You are welcome to take home printer paper from the county office or REC to print from home.

    2. Bulk Printing

        a. Please contact your supervisor to work with appropriate party to get printing materials where available.

    3. UC ANR IT Services Zoom Hotline

        a. For support, a on-going Zoom meeting will be running during business hours:

            i. Phone: 669 900 6833

            ii. Meeting ID: 908 346 0196

            iii. Web: https://UCOP.zoom.us/j/9083460196

4. Validate and update your contact and emergency information:

1. Please be sure your information is up to date on your County Office or REC contact list, if unsure please contact your supervisor. Please stay in close communication with your team members during this work-remote time.

2. In UCPath, please also validate and update your contact information in UCPath by:

    1. Login to UCPath here: UCPath

    2. Select Employee Actions location on the left side of the screen.

    3. Select Personal Information.

    4. Select Personal Information Summary.

    5. Click on Phone Numbers to view and change numbers, as applicable.

    6. Click on Emergency Contacts to view and change, as applicable.