If you will be working remotely and require access to University data or systems, answer a few questions to help determine which resources you will need.

SECTION I: SIU WORKSTATION
Is your workstation a...
- Laptop
- Desktop
Fill out necessary paperwork to take your SIUC laptop with you. Use your laptop for remote work. Continue to Connectivity section.

Do you have a personal computer to use at your remote workspace?
- Yes
- No
  You can request a loaner laptop. Submit your request through the IT Help Portal.

SECTION II: CONNECTIVITY
Do you need access to your SIU phone?
- Yes
- No
  Contact Telecommunications 618/453-2484 for assistance and continue to the next question.

Do you have high-speed internet at your remote work location?
- Yes
- No
  Contact your supervisor to determine alternative solutions.

Do you have necessary connection (Wired or WiFi) for the device you will be using?
- Yes
- No
  Contact your supervisor to determine alternative solutions and continue to System Access section.

SECTION III: SYSTEM ACCESS
What is your remote computing device?
- Existing SIU Device
- Personal or Loaner Device
  Request VPN access to ensure that you have access to necessary fileshares and systems. This will help you see all that you need to work remotely. Verify that you have all that you need to work at your remote work location. If you need assistance, contact SalukiTech at 618/453-5155.

Do you need access to files stored on your SIU Device?
- No
- Yes
  View our guide on how to setup Remote Desktop Access.

Do you need access to specialized software installed on your SIU device?
- No
- Yes
  View instructions on how to setup Remote Desktop Access.

Do you need access to department fileshares (shared folders on files.siu.edu)?
- No
- Yes
  View instructions on how to setup Remote Desktop Access.

Do you need access to secured ERP (Banner and AIS) functionality?
- No
- Yes
  Contact SalukiTech at 618/453-5155 for assistance.

Before you leave:
Ensure that all software you need is accessible from your remote solution. Remember that Office products like Word and Excel can be installed on your personal devices by following the Office Software installation instructions. If you have verified your software is available and completed any necessary steps above, then...

You are ready for remote work!