LAS COVID-19 Checklist for LAS Departments and Dean’s Office / Student Affairs Staff (March 9, 2020)

Step 1: Each department/ unit should establish what the essential functions are that would need to be carried out in case the university is not open for normal operations.

Step 2: Who is responsible for these various functions.

This checklist is meant for those staff members who will need to be able to complete these essential responsibilities remotely:

Checklist:

You have access to a computer and reliable internet connection

* + If you do not have access to a computer, please let your Executive Officer know so they can work with the Dean’s office on access to loaner laptops.

 You can remotely change your phone’s voicemail message and are able to set up your phone to send you emails once you receive a voicemail

* + VoIP Voicemail - <https://voicemail.uic.edu/>
  + VoIP phone instructions for call forwarding: <https://uofi.app.box.com/s/ml76fdefawxey691nyg7zxjghvb73d3k>
  + Unity Voicemail System - <http://unityw1.voip.uic.edu/ciscopca>

 You are able to log into your email remotely

* + <http://outlook.uic.edu/>

 You have access electronically to all of your files

* + Move any files on your desktop or in local folders to Box: <https://box.illinois.edu/>

 You have emergency contact information for the faculty and graduate students in your department

 You can hold virtual meetings. Note, students can join WebEx meetings but a faculty or staff member needs to be the host:

* + WebEx - <https://uichicago.webex.com/>
    - Provide your WebEx Personal Room to department teammates, etc. <https://answers.uillinois.edu/uic/83379>

 You have VPN set up on the device you will be using. Essentially all UIC systems we use on a regular basis will require VPN if accessed remotely (Banner, TEM, FrontEnd, Eddie, etc.)

* + - Purchase VPN (No Cost and available to Faculty | Students | Staff) - <https://webstore.illinois.edu/shop/product.aspx?zpid=3652>
    - Install 2FA on Mobile - <https://answers.uillinois.edu/page.php?id=67790>
    - Set up VPN (<https://answers.uillinois.edu/uic/90006>)
    - Instructions for installation and use of the VPN client can be found at:
      * Windows: <https://answers.uillinois.edu/uic/page.php?id=75012>
      * MacOS: <https://answers.uillinois.edu/uic/page.php?id=86651>
      * Linux: <https://answers.uillinois.edu/uic/page.php?id=86975>
    - VPN Support - [consult@uic.edu](mailto:consult@uic.edu)

 If you are interested: , it may be useful to use instant messenger with your colleagues:

* + Instant Messenger with your colleagues: <https://answers.uillinois.edu/uic/83420>
  + Microsoft Teams for virtual collaborations: https://accc.uic.edu/services/communication-collaboration/virtual-collaboration-spaces/microsoft-teams/

LAS IT Support:

Office Hours: 9:00 AM - 5:00 PM, M-F

* Helpdesk Tickets may be opened via the following methods:
  + E-Mail - [lassupport@uic.edu](mailto:lassupport@uic.edu)
  + Website - <https://it.las.uic.edu/help-desk/request-help-desk-support/>
  + Phone - (312) 996-5237
* BeyondTrust Remote desktop sharing support is available for remote assistance
  + Visit <https://remote-support.las.uic.edu> AFTER requesting and obtaining a session key from LAS IT

ACCC “Tech Resources for Working Remotely”: <https://accc.uic.edu/news-stories/tech-resources-for-working-remotely/>