

## Working remotely? Check your tech

For Help: [wpcarey.support@asu.edu](mailto:wpcarey.support@asu.edu) or 480-965-4200

- Take your laptop and charger home with you each day.
- Check your home set-up:
  - Is your home Wi-Fi password-protected? If not, be sure to add a password or work with your provider to set one.
  - Double-check that you have all the correct cables and connectors at home.
- Check your laptop:
  - Keep your charger with your laptop.
  - Does your battery hold a charge?
- Check your tools:
  - Have a Zoom session with a peer and record it, make sure you can be heard and can hear others. Activate your camera. Is the display clear?
  - Remember to [log in to the VPN](#) to access the shared drives (unless you already use Dropbox or Google docs).
  - Open Slack and confirm you have access to current Channels.
  - If you haven't already, set-up your devices with [Duo Two-factor Authentication](#).
  - If you need to install Office on a non-ASU computer, remember ASU gives you [5 free copies](#).
  - If you find you have a need for software, please remember to work through your BOM or submit a request to [wpcarey.support@asu.edu](mailto:wpcarey.support@asu.edu)
- Immediately report any questions or concerns about your tech to [wpcarey.support@asu.edu](mailto:wpcarey.support@asu.edu)