

Remote Work Tip Sheet: Quick Start Guide

Getting started, tools, and resources to help you work offsite.

Call 4INFO (713-794-4636) any time you need help with any of the processes below.

1

Required:

Visit OneAccess to request the level of access you need

Follow the instructions in the automated email received from OneAccess

If you're using an MD Anderson mobile device, you'll also need to complete an [Offsite Authorization and Data Security Agreement](#)

- <https://oneaccess.mdanderson.org>
- Must be on an MD Anderson computer on campus
- Works best in Google Chrome
- You'll use your myID credentials to log in
- From the Application tab, click "Request Permissions"
- You'll receive an automated email
- Complete the required steps while on campus
- Please note:
 - Any device – MD Anderson or personal – may connect to MD Anderson's network using VX Remote; this is the recommended method.
 - Cisco AnyConnect has a limited number of concurrent connections; therefore, a connection via AnyConnect cannot be guaranteed.

2

Required:

Enroll your mobile device in Duo Two-Factor authentication

- <https://enroll-device.mdanderson.edu>
- Must be on an MD Anderson computer on campus
- Complete *after* Step 1
- You'll be asked to install the Duo app and scan a bar code presented on screen

3

Optional, but recommended:

Install AirWatch on your iPhone or Android

- Puts MD Anderson email and other apps, including the Employee App, on your device
- Done through your mobile phone itself
- AirWatch creates a protected container to store MD Anderson email and information
- Your personal information is not accessible by the app nor by MD Anderson

4

Optional, but recommended:

Test your access offsite

- You'll need internet connectivity, either by WiFi or by network cable
- Test it before you need it

5

Required:

Determine how you'll share work with your team and colleagues

- Use Box.com at mdacc.box.com
- Use your shared partitions
- Do not store files locally; should your hard drive malfunction or you need to be absent, your team members won't be able to get to those files
- **At no time may you save MD Anderson information to a non-MD Anderson device (those using VX Remote or Limited VPN from a non-MD Anderson computer).**

6

Required:

Communicate at pre-determined intervals

- Be able to access our departmental telephone directory
- Enable call forwarding on your office phone
- Understand your team's process for transporting and managing paper documentation offsite
- Teleconference via Skype or WebEx
- Email via Outlook or Outlook Web Access
- **At no time may you use personal email services to conduct MD Anderson work**