REMOTE WORK OPTIONS

OPTION 1 – USE A GOVERNMENT PURCHASED COMPUTER

1. Submit a completed WV-1626 form, with approval signatures, requesting VPN access.
   a. Include your **cell number, personal e-mail address, work computer government tag number.**
2. Have **access to internet through a broadband service** and be willing to assume all cost related to your internet service. Satellite internet service will not work.
3. Once IT has received the complete form, someone will contact you to coordinate having the VPN software installed and configured on your computer.
4. Instructions will be provided during laptop hand-off.
5. Must **complete a WV-1521 (Property Pass form),** with approval signatures, to bring laptop off-site.

OPTION 2 - USE NON-GOVERNMENT ISSUED COMPUTER (FOR EXAMPLE A HOME COMPUTER) TO REMOTELY ACCESS YOUR WORK COMPUTER

1. Complete a WV-1626 form (with approval signatures) requesting access to your work computer.
   a. Include your **cell number, personal e-mail address, work computer government tag number.**
2. Use a computer that is running Window 10. It doesn't have to be government issued.
3. Have anti-virus software installed and automatically obtaining current virus signatures.
4. Own a **personal e-mail account** and a **personal cell telephone with text service.**
5. Have **access to internet through a broadband service** and be willing to assume all cost related to your internet service. Satellite internet service will not work.
6. **Leave your work computer powered on but do not login.**

Go to the following web address to obtain instructions on how to remotely access your work computer:
http://www.chbwv.com/Work-from-Home.htm

OPTION 3 – HAVE YOUR SMARTPHONE (iPhone or Android) CONFIGURED TO ACCESS YOUR WORK E-MAIL.

1. Submit a completed WV-1626 form and a WV-1629 form, with approval signatures.
2. **Your phone must have been manufactured (purchased) in the last three years.**
3. Make sure your phone has **a six-character PIN** to unlock the phone.
4. Come up with a **14 character password** that includes upper- and lower-case letters, a number, and a special character.
5. Bring phone to IT for configuration. **Provide both the PIN and new password.**
6. Be prepared to forward a system generated e-mail that will contain configuring information to the assign IT employee.

OPTION 4 – USE YOUR HOME COMPUTER AND YOUR OWN INSTALLED APPLICATIONS

1. Have completed, with approval signatures, a WV-1626 form to request a thumb drive.
2. Obtain registered thumb drive from IT that you can use to transfer files from site to home (and vice-versa).
3. Have anti-virus software installed and automatically obtaining current virus signatures
4. Make sure you have software that is compatible with documents that you need to work on (Office 2010, Adobe Acrobat, etc.)

OTHER REMOTE WORK CONSIDERATIONS

1. Check your voice mail remotely on a frequent basis.
2. Check out any physical records that you require to take with you off-site.

Go to the following web address to obtain instructions on how to remotely access your voice mail or check out physical records: http://www.chbwv.com/Work-from-Home.htm