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:**
   Enroll your mobile device in Duo Two-Factor authentication
   - [https://enroll-device.mdanderson.edu](https://enroll-device.mdanderson.edu)
   - Must be on an MD Anderson computer on campus
   - During the process, you’ll be asked to install the Duo app and scan a bar code presented on your computer screen

2. **Optional, but recommended:**
   Check your VX Remote access before you leave campus
   If you’re using an MD Anderson device offsite, you’ll also need to complete an [Offsite Authorization and Data Security Agreement](https://enroll-device.mdanderson.edu)
   - 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.

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 VX Remote 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](http://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**