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.

**Required:**
1. 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)
   - 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. 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
   - Complete *after* Step 1
   - You'll be asked to install the Duo app and scan a bar code presented on screen

3. 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. Test your access offsite
   - You'll need internet connectivity, either by WiFi or by network cable
   - Test it before you need it

5. 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. 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**