

This checklist can be used to ensure that the employee has the appropriate security and applications to continue their work while teleworking/telecommuting. If you require assistance in completing this form, downloading applications, etc., please contact your local I.T. support.

Category	Description	Verified
Home ISP speed	Broadband connection adequate to your job functions.	
Home router security	Wireless networks must be password protected.	
VPN	Must start the FortiClient KSU VPN after you login to the laptop unless you are informed to use Global Protect VPN. FortiClient can be downloaded from Software Center (PC) Self Service (Mac) or see Local Support if you need assistance	
KSU assigned laptop	Employee has a University-owned laptop assigned to them that is suitable for telecommuting	
Communication Platform	Employees should log into a university supported communication platform such as Microsoft Teams during work schedule to be available to communicate with co-workers.	
Personal computer	Employees should not use personally owned computers to run applications that are critical to the university or access personal identifiable information, such as Banner data	
Applications	Consult with local support to make sure all applications needed are installed and properly licensed.	
Shared Drive	Remote work should not depend exclusively on the use of department shared drives - performance and connectivity is not always reliable for large workloads	
Data	Data should not be stored into or retrieved from an external media such as USB Drive.	
Printing	Personally-owned and home printers must not be used to print university data. Your own home printer cannot be supported by Kent State University. If necessary, print remotely back to campus using secure print settings to ensure data security.	
Jabber for calls	<ol style="list-style-type: none"> 1. Jabber can be utilized as a softphone. Please verify with your supervisor if you can use Jabber to receive & make calls. (performance pending on home ISP network) 2. Please consult with local support to ensure Jabber is properly configured. 	

Support	<ol style="list-style-type: none"> 1. Home networking issue, please contact your Internet Service Provider 2. For your laptop support contact your local support person (In the event your local support is unavailable the Helpdesk may be able to assist) <ul style="list-style-type: none"> • Support.kent.edu or call 672-Help 	
Contingency Planning	Supervisor and employee should discuss and document a contingency plan, should technology issues arise which limit the ability to work from home. Examples include: your home network is down, or your assigned laptop stops functioning.	

Supervisor Name: _____

Print Name

Signature

Telecommuting Employee Name: _____

Print Name

Signature

Banner ID

Date Checklist Completed: _____

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