

Emergency Remote Work Agreement Technology Guidelines

For employees working remotely, below are general guidelines regarding access to computer workstations listed in order of preference.

Option 1

- Employees who already have University equipment assigned to them such as a laptop should continue to use this equipment.

Option 2

- Employees who already use home systems regularly to connect for work-related use should continue to use these systems.

Option 3

- Employees who are able to check out University/departmental provided systems should work with their departments to utilize one of these systems.

Option 4

- If the above options are unavailable, employees may use their home systems that are not otherwise used regularly for connecting to work, if available.

Option 5

- If the above options are unavailable, employees may check out their University Desktops. This option should be considered after all other options have been exhausted as the employee may encounter issues such as network connections, University security settings, University data on systems, etc.

For more information or questions, please refer to go.ttu.edu/remotearchive or contact IT Help Central at (806) 742-4357 (HELP), online at www.askit.ttu.edu or via email at ithelpcentral@ttu.edu.