

### Using a State Device Off Campus

Due to the nature of work at CSE, and the amounts of Level 1 and data containing personally identifiable information, you are asked **NOT** use your personal computer to handle work related data. Instead, staff are requested to either use a CSU Chico managed laptop, or fill out an Off Campus Use form to be able to bring your office computer home with you for remote work. This applies to the PC, monitors, mouse, keyboard, and any desktop scanners you may use for work.

Off Campus Use Form: <https://www.csuchico.edu/pm/forms.shtml>

### VPN

Global Protect, our campus VPN (Virtual Private Network), is a software that allows your network traffic to pass through Chico State's internal network, allowing for access to on-campus only software like OneSolution, or other database applications that are hosted on the campus Data Center. As of recently, Global Protect should have been installed on all campus managed devices already, and is an Always On VPN, meaning that no input from the user should be required for it to function, with the exception of re-entering campus credentials in the event of a password change. Below is a link to our Knowledge Base article on the general installation and use of Global Protect

Global Protect: <https://support.csuchico.edu/TDClient/1984/Portal/KB/ArticleDet?ID=73349>

### BOX

Use of a CSU Chico managed device (any device that has an asset tag eg F08000), as long as you are connected to Global Protect, you can use Box Drive as you normally would.

Box can be accessed through a web portal and files in Box can be edited through this portal. To sign in, go to <https://csuchico.account.box.com/login> you will be prompted to sign in using your Chico State credentials. When editing a file using Box Online, you will have the option to download a file or edit it using either Office online or another similar application. **REMINDER: IF YOU ARE USING A NON-CAMPUS MANAGED COMPUTER you should edit all files with the online editing tools.**

### Microsoft Office

Microsoft Office can be used online by logging into [www.office.com](http://www.office.com) using your Chico State credentials. These online editing tools should be enough to handle all of your word processing and data processing needs.

### Getting in Contact with IT

If you have any other questions or concerns, please either give us a call on our hotline, **530-898-3540**, or submit a ticket using the link below and we will reach out to you.

<https://support.csuchico.edu/TDClient/1984/Portal/Requests/ServiceDet?ID=36900>

In the event that you are a remote worker and need IT assistance, we have tools that allow us remote access so that we can troubleshoot. We will contact you with further instruction if this is required.