

Working Remotely - Using a Personal Device

Article Number: 1021 | Last Updated: Fri, Jan 15, 2021 at 9:59 AM

This article provides guidance on how to connect to the various UBCO systems from home using your personal device.

Requirements:

In order to connect to UBC Systems, your device must meet these requirements:

- Disk encryption
 - See the following information
 - <https://privacymatters.ubc.ca/encrypt-my-devices>
- Running Anti-Virus
 - Most Microsoft Windows machines will have Windows Defender installed by default and activated. Please see more here about verifying this is running: <https://www.microsoft.com/en-ca/windows/comprehensive-security>
 - Apple devices will not have antivirus installed by default. UBC currently suggests Sophos as a recommendation: <https://home.sophos.com/en-us/download-mac-anti-virus.aspx>
 - If you have purchased or installed 3rd party antivirus, please check and ensure it is running.
 - **Best practice is to run a scan on your machine prior to using UBC systems.**
- Recent web browser
 - Chrome
 - FireFox
 - Safari

Further information on UBC's information security standards for working remotely can be found here: <https://cio.ubc.ca/sites/cio.ubc.ca/files/documents/standards/Std%2006%20Working%20Remotely.pdf> (please ensure you read and familiarize yourself with this information).

Email:

You can use webmail to access your email, which is now feature-rich. <https://www.mail.ubc.ca>

Guides on how to use webmail can be found here: <https://it.ubc.ca/sites/it.ubc.ca/files/owausageguide9583.pdf>

Microsoft Teams:

<https://it.ubc.ca/services/email-voice-internet/microsoft-teams>

File Shares (H,K,P Drives):

See the document below to show how to map drives from off campus over the VPN:

<https://knowit.ok.ubc.ca/article/how-do-i-connect-to-an-okanagan-campus-network-file-storage-share-509.html>

Access to UBC Systems:

Here is a list of applications and UBC services that require, and do not require, connection to [myVPN](#).

VPN required	VPN not required
HR management system (HRMS)	Canvas
Financial Management System (FMS)	Student Service Centre (SSC)
Personal Attendance Tracking (PAT)	Faculty Service Centre (FSC)
Network drives	FASMail
Vancouver Homedrive and Teamshare	Workspace
Confluence	Sharepoint
JIRA	Help Desk
Library	

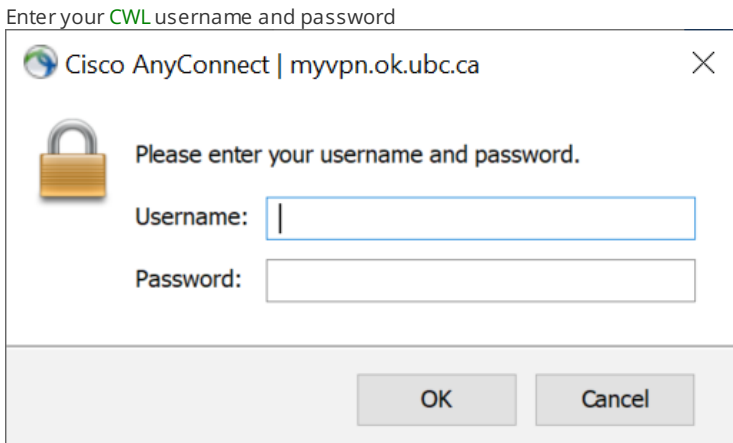
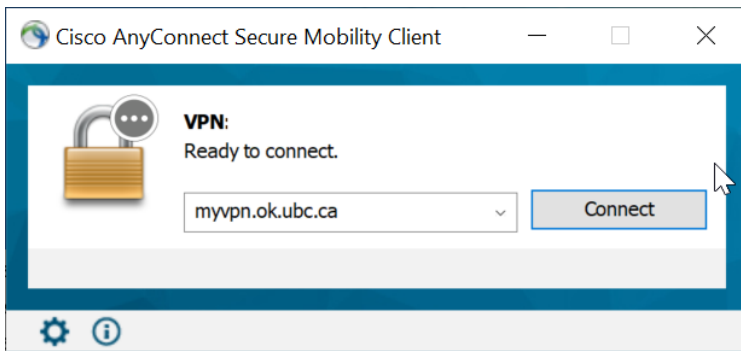
Note that some of these applications will require enhanced CWL (multifactor authentication). Please ensure you have a factor setup that is not dependent on being at your desk (enroll a cell phone, home phone, or install the duo application). More information here: <https://privacymatters.ubc.ca/secure/enhancedcwl>

MyVPN:

Setup guides for MyVPN can be found here: <https://it.ubc.ca/services/email-voice-internet/myvpn/setup-documents>

Launch "Cisco Anyconnect"

Enter "myvpn.ok.ubc.ca" into the connection address. Note the "OK" for Okanagan.



To connect to MyVPN with Enhanced CWL (departmental/research VPN pools), follow these instructions: [How do I connect to VPN with Enhanced CWL](#)

Phone/Voicemail Access from Home:

The Okanagan campus telephone system has limited capacity for remote work options. We strongly suggest identifying and using other means if possible – such as email, canvas messaging, etc. If your position absolutely relies on your phone being available, there are a few options:

- Voicemail to email: This takes a recording of the voicemail message and emails it to your inbox, where you can listen to the message. Please submit a ticket to request this feature.
- Call centres: we can enable a telephone to be taken home and connect back to campus. This is severely limited and will only be available for crucial functions. Please have your manager submit a ticket to explore this option.


More information about the common dialing instructions and accessing your voicemail off campus:

[Common Dialing Instructions](#)

Microsoft Home Use Program:

Microsoft offers a home use program where you can purchase your own copy of Microsoft Office to use on personal devices.

[How do I obtain access to the Microsoft Home Use Program \(HUP\) software?](#)

 For more information or assistance, please contact the [IT Services Helpdesk](#) - 250.807.9000 or 855.807.9001.

Posted by: Trevor Odium - Sun, Mar 15, 2020 at 8:28 PM. This article has been viewed 2938 times.

Online URL: <https://knowit.ok.ubc.ca/article/working-remotely-using-a-personal-device-1021.html>