

# 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.

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1

**Required:**

Enroll your mobile device in Duo Two-Factor authentication

- <https://enroll-device.mdanderson.edu>
- Must be on an MD Anderson computer on campus
- During the process, you'll be asked to install the Duo app and scan a bar code presented on your computer screen

2

**Optional, but recommended:**

Check your VX Remote access before you leave campus

If you're using an MD Anderson device offsite, you'll also need to complete an [Offsite Authorization and Data Security Agreement](#)

- 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.

3

**Optional, but recommended:**

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

**Optional, but recommended:**

Test your VX Remote access offsite

- You'll need internet connectivity, either by WiFi or by network cable
- Test it before you need it

5

**Required:**

Determine how you'll share work with your team and colleagues

- Use Box.com at [mdacc.box.com](https://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

**Required:**

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**