Weill Cornell Medicine
Information Technologies & Services

Your checklist for working remotely at WCM:

☐ Enroll in **Duo** Multi-Factor Authentication to access WCM apps from off-campus.

☐ Reference the **Application Access Matrix** to see if you need the VPN to access key applications. If so, install **Cisco AnyConnect VPN,** preferably on a tagged machine.

☐ If you have critical files saved to your desktop, copy them to your departmental file share or **OneDrive**.

☐ Install any business software you need onto your device. Institutionally-licensed software can be installed on tagged devices via **BigFix for Windows**, and **Self-Service for Macs**.

☐ Make sure your **contact information is up-to-date** in the the **WCM Directory**.

☐ Make sure that you are subscribed to and able to quickly review communications from **all critical institutional and departmental Listservs.**

☐ Make sure that you can easily communicate real-time with your team while remote using tools like **Microsoft Teams**.

Remote access tools

- **Duo** – Make sure you're enrolled in Duo multi-factor authentication. **Learn more about Duo**

- **AnyConnect** – Gain access to the WCM network with AnyConnect VPN (requires Duo). **Learn more about AnyConnect**

- **EZProxy** – Library resources can be accessed externally with EZProxy. **Learn more about EZProxy**

- **myApps** – A small number of applications, including Epic, can be accessed remotely using Citrix myApps. **Learn more about myApps**

Online collaboration tools

- **Box** – Store, share, and collaborate on important files in the cloud and access them from anywhere. **Learn more about Box**

- **OneDrive** – Store, share, and collaborate on files in the cloud. **Learn more about OneDrive**

- **Teams** – Chat and share files with your colleagues from your laptop or mobile device. **Learn more about Teams**

- **Zoom** – Host and attend online meetings and webinars. **Learn more about Zoom**