CONTINUITY PREPARATION CHECKLIST

Faculty, staff and students are encouraged to prepare for unexpected events by testing the following items.

☐ PC is available to remotely access required resources

☐ Verify that Online Resources are available <mark>(VPN Not Required)</mark>

- User is able to login to Office 365 Online (www.office.com) to access Office 365 (Outlook/e-mail, Word Online, Excel Online, PowerPoint Online, etc.)

- User is able to login D2L (https://desire2learn.kutztown.edu/)

- User is able to access and login to MyKU (myku.kutztown.edu)

- Verify that Online Library Resources are available

  (https://library.kutztown.edu/)

- Verify that the University Website are available (www.kutztown.edu)

☐ Verify that on campus resources are available <mark>(VPN Required)</mark>

- Document Asset ID of your Office Computer. Each computer has a barcode identifier that includes the name of the of your PC. This information is needed to remotely connect

- Install and Test Virtual Private Network (VPN) to access on campus resources including network drives and office computer.

- Install and Test Remote Desktop (RDP) access to on campus computer (where applicable)

The Information Technology Help Center is available to assist with any technical issues that may arise. The IT Help Center can be reached via email at HelpCenter@kutztown.edu or via phone at 610-683-1511. Support is available Monday – Thursday: 7:00 a.m. – 9:00 p.m. and Friday: 7:00 a.m. – 5:00 p.m. Support will be available as needed and as resources are available.