

## Using Technology to Work Remotely

- Accessing Purdue resources from home or a remote location
- Blackboard - <https://mycourses.purdue.edu/>
- Brightspace - <https://purdue.brightspace.com>
- Email & Calendar - <http://outlook.com/owa/purdue0.mail.onmicrosoft.com>
- MyPurdue / Banner - <https://wl.mypurdue.purdue.edu/>
- OneCampus - <https://one.purdue.edu/> (locate other Purdue resources)
  
- Hosting WebEx sessions to substitute for local class attendance
- Purdue WebEx - <https://purdue.webex.com/>
- All faculty and staff are currently licensed to host WebEx sessions. Students can join WebEx sessions created by faculty and staff.
  
- General tips for everyone
- If you have not already done so, print out Boilerkey self-recovery codes.
  - a. To do this, go to <http://www.purdue.edu/boilerkey> and click the manage button. Click the link labeled "Obtain a list of BoilerKey One-Time Use Backup Codes".
  - b. Follow the instructions, print out the codes, store them in a secure location or keep them on you.
- Prepare your laptop or home computer with the latest patches and security updates
- Ensure that your home network is working and reliable (contact your service provider if you are experiencing problems)
- Install Purdue VPN software if accessing restricted resources <https://webvpn.purdue.edu> (Instructions are below)
- Sync important and/or frequently used files to OneDrive (Instructions are below)

### Instructions for VPN, Mapping Drives, & OneDrive

ITaP manages a Virtual Private Network, which allows users who are off-campus to connect to Purdue resources as if they were on campus. The client installation can be found: <https://webvpn.purdue.edu/>

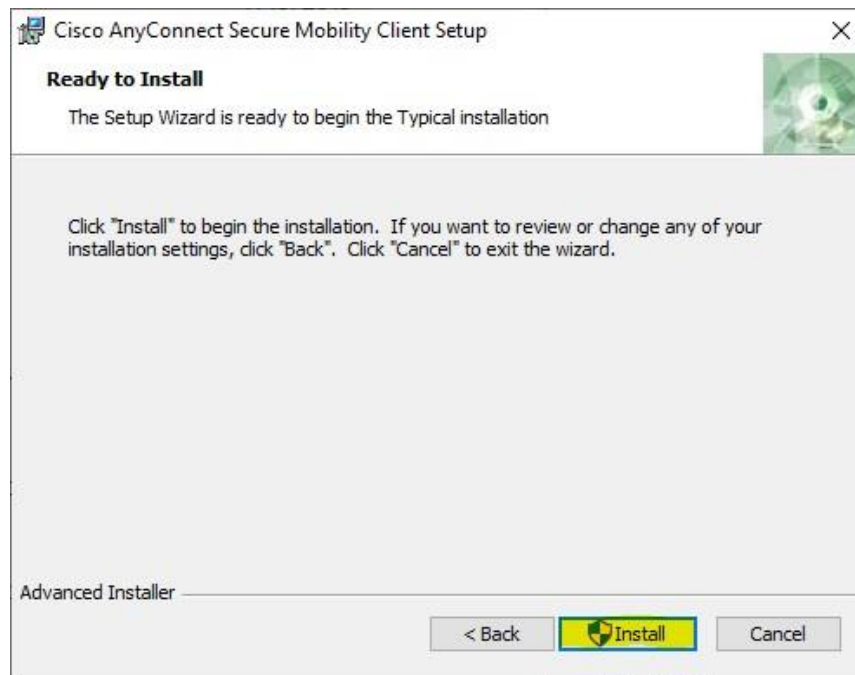
More detailed instructions here:

Windows: [Windows VPN Instructions](#)

macOS: [Mac VPN Instructions](#)

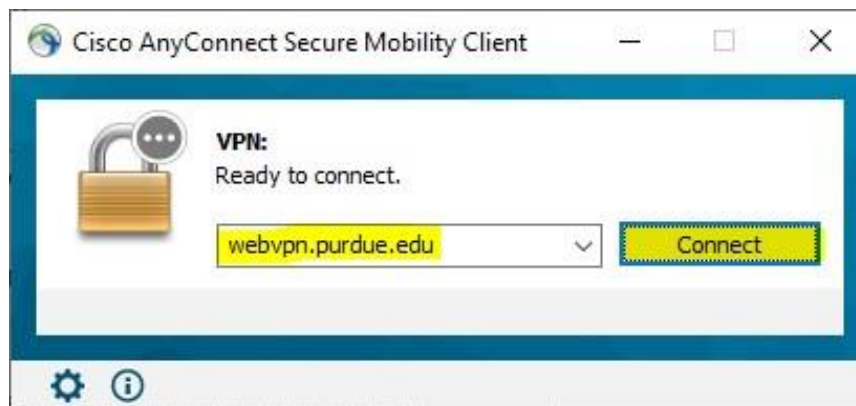
Installing Cisco AnyConnect (CLA IT supported computers already have this installed)

1. After the download is finished from <https://webvpn.purdue.edu>, open the downloaded application.
2. On the setup client welcome screen, select Next
3. On the End-User agreement page, accept the terms and select Next.
4. On the ready to install page, select Install.



### Connecting from the AnyConnect VPN

1. Open Cisco AnyConnect by navigating to the start menu and searching 'anyconnect'. 2. In blank slot, type **webvpn.purdue.edu**, select 'connect'



3. A window will open, sign in using your career account username and BoilerKey password (2-factor - [password,push OR password,code OR PIN,push OR PIN,code]). This will need to be done each time a connection is created.

### Disconnecting from the AnyConnect VPN

1. Locate the AnyConnect icon on your System Tray (Windows) or Menu Bar (Mac) and **right-click** (in the Windows environment, or **click** if you are using a Mac) on the icon. **Select** 'Disconnect'.

### How to map network drives

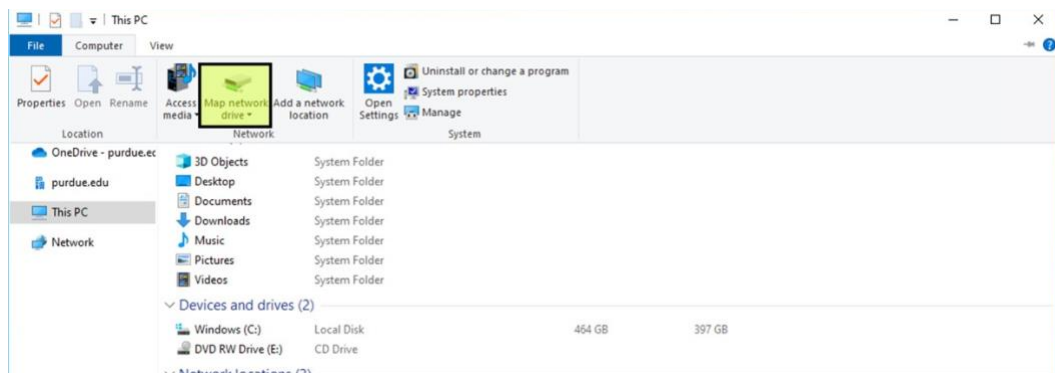
More detailed instructions here:

macOS: [Network Drive Instructions](#)

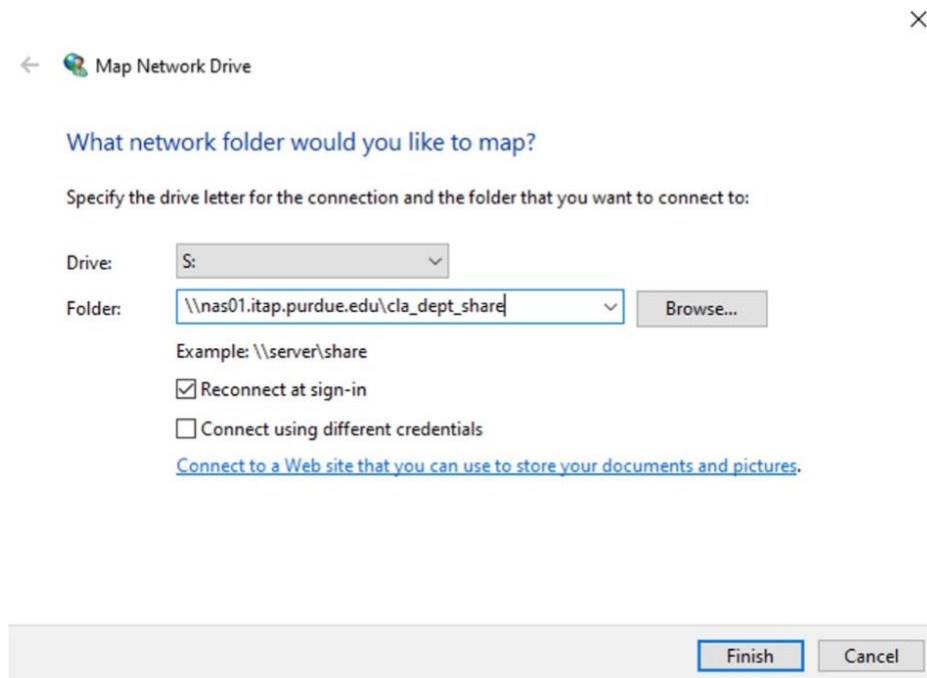
Windows 10: [Network Drive Instructions](#)

Windows:

- Open File Explorer.
- Click "This PC" from the left-hand sidebar.
- In the top-left of the toolbar at the top of the window, select "Computer"
- Select "Map network drive"



- For Drive drop down, select a drive letter, depending on the user's need.
- *You will need to know the network path for this step. Examples are below.*
- <\\nas01.itap.purdue.edu\myhome\username>
- [\\nas01.itap.purdue.edu\cla\\_dept\\_sharename](\\nas01.itap.purdue.edu\cla_dept_sharename)
- Click Finish



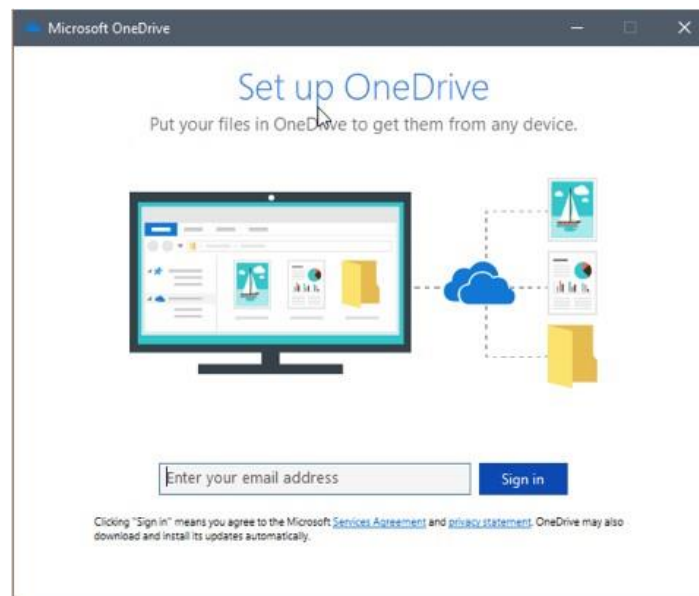
1. Enter your Purdue username and password when prompted
2. **NOTE: For personal devices or remote connection:** Enter "boilerad\" directly before your username
3. Hit enter, and you will connect to the drive

macOS:

- Open the Finder
- Click "command k" or from the menu bar select Go > Connect to Server...
- Enter the network path you wish to connect to.
- *You will need to know the network path for this step. Examples are below.*  
smb://nas01.itap.purdue.edu/cla\_dept\_sharename  
smb://nas01.itap.purdue.edu/myhome/username

## How to set up OneDrive

- Start OneDrive setup.



- When OneDrive Setup starts, enter your Purdue Career Account email address, then select Sign in to set up your account.
- Select Work or School.
- Enter Purdue Career Account password.
- Select the location for OneDrive folder (Default location will work fine).
- Choose the folders you want to sync with this device. This will take the space indicated next to the folder (pictured below).

Microsoft OneDrive

## Sync your OneDrive files to this PC

Choose what you want to download to your "OneDrive - purdue.edu" folder. You can get to these items even when you're offline.

Sync all files and folders in OneDrive - purdue.edu

Or sync only these folders:

- Files not in a folder (0.0 KB)
- >  Attachments (0.0 KB)
- >  Personal (130.5 MB)
- >  Snagit (73.1 MB)
- >  Work (1.0 GB)

Location on your PC: C:\Users\bryant73\OneDrive - purdue.edu  
Selected: 1.2 GB Remaining space on C: 139.7 GB

Next