

FCI Staff Tech Checklist

An emergency or business disruption often comes without warning. A useful thought experiment is to ask yourself, "If I left work tonight and couldn't get back to the office in the morning, would I have what I need at home to work remotely if called upon to do so?"

Computer

- Do you have your FCI laptop?
- Do you have your laptop's charger?
- Is your primary web browser up to date?
- Have you set up DUO to authenticate using a device other than your office phone (e.g., cell phone or home landline?)
- Do you have:
 - A list of your frequently-visited websites?
 - A record of your accounts and passwords (not just auto-saved on your computer)?
- Do you have VPN set up?
- For AC-based staff:* Can you access the I:drive? Can you access your U:drive?

Contacts

- Do you know the password for your office phone (so that you can retrieve voicemail and/or change settings remotely)?
- Do you have your FCI emergency contact list, including staff cell/home numbers?
- Do you have email addresses for your frequent contacts?
- For AC-based staff:* Do you have [voicemail-to-email](#) set up?

Resources

- Do you have copies of critical paper documents? NOTE: Please keep the paper versions in the office; make electronic copies that you can reference elsewhere.
- Can you access [Checkwriters](#) from somewhere other than your desk?

Other

- What else do you need in order to do your work from home?