Using Technology to Work Remotely

- Accessing Purdue resources from home or a remote location
  - Blackboard - [https://mycourses.purdue.edu/](https://mycourses.purdue.edu/)
  - Brightspace - [https://purdue.brightspace.com](https://purdue.brightspace.com)
  - Email & Calendar - [http://outlook.com/owa/purdue0.mail.onmicrosoft.com](http://outlook.com/owa/purdue0.mail.onmicrosoft.com)
  - MyPurdue / Banner - [https://wl.mypurdue.purdue.edu/](https://wl.mypurdue.purdue.edu/)
  - OneCampus - [https://one.purdue.edu/](https://one.purdue.edu/) (locate other Purdue resources)

- Hosting WebEx sessions to substitute for local class attendance
  - Purdue WebEx - [https://purdue.webex.com/](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](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](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](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](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"

![Map network drive](image.png)

- 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`
- Click Finish

![Map network drive](image2.png)

- ![Map network drive](image3.png)
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).
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 (9.0 KB)
- Attachments (0.0 KB)
- Personal (120.5 MB)
- Snap (731.1 MB)
- Work (1.0 GB)

Location on your PC: C:\Users\bryan173\OneDrive - purdue.edu
Selected: 1.2 GB Remaining space on C: 130.7 GB