

Remote Tech Access How-To Guide

To make your transition from in-person to remote access as smooth as possible, please see the suggestions and guidance listed below.

While you're in the office:

- As a best practice, bring any necessary materials and equipment (documents, laptops, power cords, etc.) home with you at the end of each day in case of an unplanned building closure.
- Any necessary files kept on your C: drive should be copied to your personal H: drive or uploaded to Google drive for remote access. Uploading instructions are available [here](#).
- If you store any passwords locally, move them to a secure mobile or cloud-based platform.
- At this time there is a very limited number of BSC loaner laptops available. For staff who are able to work remotely and who do not have access to a laptop or personal home computer, please contact your designated divisional point person as soon as possible.

While you're working remotely:

- If you'll be using a personal computer, we strongly encourage you to have virus software installed. Learn more about recommended [free virus protection options](#).
- You can [access the shared S: and personal H: drives remotely](#).
 - You **cannot** access your desktop files or C: drive remotely. We strongly recommend that you upload any necessary files to Google drive ahead of time for ease of storage and sharing.
- If you use Bank Street's [CARS/CX](#), [Cognos](#), [Atlas](#), or [Liberty Leads](#) applications as part of your work, you can access those accounts via your remote login.
- Voicemail can be accessed remotely for both the [Main Building](#) and [ICC](#).
- For virtual meetings and screen sharing, Bank Street offers basic Zoom accounts to all staff. If you think you need a pro-level account (for meetings over 40 minutes long and/or meetings that need to be recorded), please notify your designated divisional point person.
 - [Activate your basic Zoom account](#) or login to your pro account at [zoom.us](#).
 - [Attend](#) and [set up](#) Zoom meetings.
 - Consider [installing the Google Calendar plugin](#) for scheduled meetings.
 - Visit the [Zoom Help Center](#) for brief intros to screen sharing, recording, and more.

If you have any questions or concerns, please do not hesitate to email the IT Help Desk at helpdesk@bankstreet.edu, or call 212-875-4642.

