

Welcome to the 2nd week of work from home. Below is information that will help increase the effectiveness and efficiency of working from home. If you have not reviewed the 'Work From Home Checklist' please do so, it can be found [here](#) .

To stay FERPA compliant, employees cannot store FERPA related materials on their off-campus machines. One Drive Cloud storage is a FERPA secure solution for off-campus storage needs that enables employees to save materials without having to use Remote Desktop. The tutorial to set it up on your Windows machine can be found below:

[One Drive on your Desktop Tutorial](#)

Connecting with ENMU VPN Client

With the VPN Client installed, before using ENMU resources from your off-campus machine, you will need to first connect to ENMU via the VPN.

- Double-click the 'Lock' Icon in the System Tray, which is located in the bottom right-hand corner of the screen. This will open the VPN client connect window.
- Enter your network username and password and click 'Connect'




Note: there is no need to put 'ad\' or 'sd\' before your username.

User name	<input type="text" value="username"/>	<input type="button" value="Connect"/>
Password	<input type="password"/>	

- When the connection is successful, the lock in the System tray will have a green dot.



Note: If the username and password that are entered are not correct, the connection will fail. You will have three (3) attempts before your account is locked out. If you experience difficulty, please contact Help.Desk@enmu.edu

Congratulations! Now, using Firefox or Chrome, you can go to my.enmu.edu and access the resources you need under the  **Employees** and other tabs you are used to using to access things such as AppNav and the other tools that are part of your workflow.

All work from home Technical Training available can be found at:

<https://enmu.edu/workfromhome>

If you need assistance or have questions, you may contact Help Desk

via Teams by clicking [Here](#)

via phone at: **575-562-4357**

via email at: Help.Desk@enmu.edu

– ENMU Portales Help Desk & ITS Technical Trainer