

Return to Rutgers TECH CHECKLIST

Planning your return

- ✓ **Make sure you have** necessary equipment in your workspace, including monitors, docking stations, power bricks, and teleconferencing equipment, such as webcams.
- ✓ **Return equipment** that is on loan from your department that you no longer need for remote work.
- ✓ **IT staff will prepare desktops** for a return to campus, however, devices may still need system updates on arrival day, so give yourself plenty of time.
- ✓ Find out about processes for **cleaning and sanitizing** your workspace in the university Return to Rutgers guide.
- ✓ When you return to the office, check that your computer can connect to the **local printer**. Test your printer to ensure you're able to print, as cartridges may need to be replaced.
- ✓ Contact your IT staff if you need help **connecting to the network**.
- ✓ **Bring your two-step login** with Duo authentication device (mobile app on phone or hardware token) to confirm identity when logging in to Rutgers accounts.
- ✓ As you use your devices, you may need to **update your password** in several locations.



Back-to-campus tech resources

Resources are available to help you get new devices set up with RUWireless, remove call forwarding, manage your NetID password, and more as you transition back to working on campus.



Hybrid work essentials

Do you have the necessary equipment to work in-person and remotely? Think through what you need and take steps to make hybrid work seamless with resources like cloud file storage.



Getting help

Work with your local IT support staff to get help with tech services. You can also contact the OIT Help Desk for additional support or assistance finding your local support staff.