Relocating Your Mines Desktop to Home

Checklist before packing up and leaving

1. Use your phone to take pictures of the computer’s connections for reference. This will help you keep track of what is plugged into the back of the computer and where the cables lead to make it easier to reconnect when you return to campus.

2. Ensure that the computer is powered off before removing any connections.

Please check all items that you may need to be sure you can work from home:

☐ Your name:________________________

☐ Computer (Desktop, laptop, or all-in-one)
   ○ Computer name:__________________ (label on the case, eg GE-DESKTOP##)
   ○ Service tag or serial number: __________

☐ Ethernet cable from the computer to connect to your home router
   ○ If you need an Ethernet cable, please contact ITS and indicate length.
   ○ If a wireless adapter is needed, please contact ITS (NOTE: these are currently on backorder with no ETA)

☐ Keyboard

☐ Mouse

☐ Scanner or printer (if required for your job)

☐ Monitor(s)
   ○ Indicate quantity ____

☐ Monitor cables

☐ Power cables

☐ Power strip

☐ Headset/speakers (circle one)

If you are taking a desktop home:

☐ Contact ITS at http://helpcenter.mines.edu and request assistance with configuring the computer.

☐ ITS will:
   ○ Register the Ethernet MAC address at http://netreg.mines.edu.
   ○ Change your static IP address to DHCP, so you can use Ethernet at home.
   ○ Create a local admin account, so you can update software if needed.
   ○ Install Viscosity VPN software and both ras.mines.edu and vpn.mines.edu user-locked profiles.
   ○ Create shortcuts to Y: and Z: drives on the Desktop of your Windows profile.
   ○ Request a static VPN address for your account, if you are using software like Area Access Manager.
   ○ (if available) Install a WiFi adapter to use at home.

Please ensure that this form is filled out and submitted to your supervisor before taking equipment home.