Information Technology Requirements for Teleworking

Employee completion and ITS approval form

Amarillo College is not obligated to provide computer equipment for teleworking employees, and employees should expect to utilize their own technology equipment while teleworking. Reasonable effort will be made to help with the home environment. The level of support may be limited for some computers, depending on their hardware configuration, software configuration, function, age, and other factors. Level of support may also be limited on helping with home network depending on setup, provider and equipment. Refer to procedure **D.2.5.1 Flexible and Alternate Work Arrangements**, and the **FAQs** document for more information.

When to fill this form out

1. For regular scheduled and occasional telework, complete once your schedule has been established and tentatively approved by your supervisor, prior to the first instance of telework.

2. For emergency use, complete at the time of the emergency. These requests are not permanent, and require review and re-approval for each emergency.

ALL EMPLOYEES MUST ALSO COMPLETE A REMOTE ACCESS REQUEST FORM.

Employee: Please complete the questions below and contact Eric McElroy, Information Security Lead, to complete ITS telework approval process. 806-345-5678, emcelroy21@actx.edu.
Supervisor: Telework may not begin without ITS approval.

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☐	**1. Employees are required to have an updated Operating System on the computer they are using to connect from home.**
	A. What Operating System are you running on your home computer? _____
	B. When was the last update done on your system? _____
	C. How often are updates run on your system? _____

☐	**2. Employees are required to run an up-to-date anti-virus software on the computer they are using to connect from home.**
	A. What anti-virus software are you using? _____
	B. When was the last update to the anti-virus software? _____
	C. How often does the anti-virus software run a full scan of your system? _____

Information Technology Requirements for Teleworking

Employee technology information - continued

Employee Technology Information - Page 2

☐	**3. Employees must have a reliable internet service provider and must meet a minimum speed requirement of 10 Mbps. Note: It is suggested that your router be in the same room as your workspace. Wired connection is preferred and more reliable.**
	A. Who is your current internet service provider? _____
	B. What is the current speed package that you pay for? _____

☐	**4. Employees must meet certain hardware requirements (4GB RAM) to work from home.**
	A. How much installed memory (RAM) do you have on your computer? _____

☐	**5. ScreenConnect access may be provided for remote connectivity after approved Remote Access Request has been received. Due to limited licenses available, all requests for access may not be approved.**

☐	**6. AC equipment may be provided only with Cabinet member approval.**

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Employee and ITS approval

Employee and ITS Approval	
Employee Signature	
Date	
ITS Signature	
Date	

ITS APPROVAL DECISION	☐ APPROVE	☐ DENY

Scan or email completed form to Human Resources along with the completed Compressed Workweek and Telework Agreement and certificate of employee THINKZOOM training completion.