



FACULTY & STAFF RESOURCES

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UNM and HSC RESOURCES

This is a fluid situation. Information and guidance are changing rapidly. Please refer to these websites for the most up to date information from UNM and UNM Health Sciences:

- [UNM COVID-19 Website](#)
- [HSC COVID-19 Website](#)
- [CON COVID-19 Website](#)
- [HSC Newsroom](#)

ELECTRONIC SIGNATURE

Step by Step Guide on how to set up an electronic signature:

<https://hr.unm.edu/docs/employment/how-to-create-a-digital-signature.pdf>

If further assistance is needed please contact IT: HSC-CON-IT@salud.unm.edu

REMOTE ACCESS - VPN

The number of VPN connections are limited by available licenses (first come, first served). If all of the licenses are in use, then you will receive the license error message. UH is working to expand the licensing, but there is no technical way to guarantee license availability.

Anyone who had prior VPN access still has it. Currently there is no intention of taking it away.

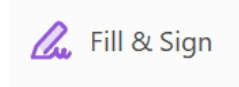
People who need powerchart access from home and cannot access it through Citrix may need to request CAG (Citrix Access Gateway) access from UNMH which is required for remote access.

If further assistance is needed please contact IT: HSC-CON-IT@salud.unm.edu

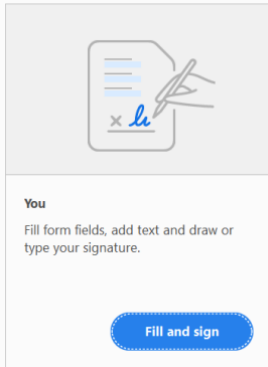
HOW TO SIGN A PDF

1. Open the PDF that you want to sign with Adobe Reader DC

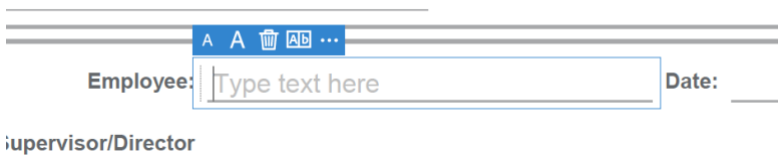
2. On the right column, click on **Fill & Sign**.



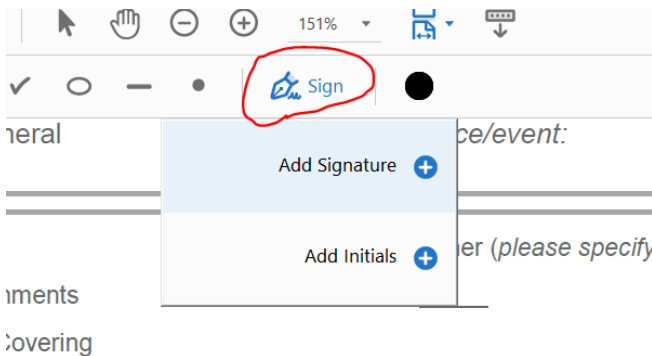
3. It will ask you if you will be the one signing. If this is true, click **Fill and sign**.



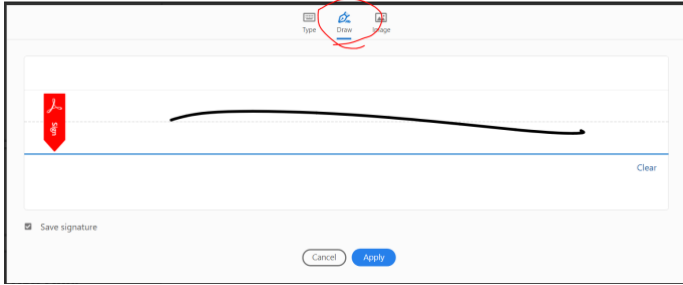
4. Select the field you want to sign.



5. On the top menu, click **Sign** and then **Add signature**.



6. A window will open that will allow you to input your signature. Click **Draw** on the top of the new window. There, you will be able to create your signature. This signature will remain saved in your computer.



7. Click **Apply**. Now, you will be able to place your signature where the form requires you to. If you need to insert it multiple times, the signature will be saved in the **Sign** button in the top menu so you can reuse it.

COPYING FILES FROM THE “O” DRIVE

For PC:

1. Insert the encrypted USB drive (Below in Best Practices)
2. Go to the file explorer



3. Click on HSC “O” and then go to the desired folder and file and open it.
4. Review the file and save as to the USB Storage device

For Mac:

1. Open the Finder – on the bottom left of your taskbar. On the top, there is a tab named **Go**. Open it and select **Connect to Server**.
2. Enter the address of the folder you want to access
3. **H Drive:** [smb://health.unm.edu/hsc_homes/homes/](https://health.unm.edu/hsc_homes/homes/) <ENTER YOUR HSC NETID HERE>
 - a. Example: [smb://health.unm.edu/hsc_homes/homes/alans](https://health.unm.edu/hsc_homes/homes/alans)
 - i. **Drive:** [smb://health.unm.edu/hsc_departments/Nursing](https://health.unm.edu/hsc_departments/Nursing)
Click **Connect** (you can also press the + icon on the list to save the address)
4. It will prompt you for username and password. Input your HSC credentials.

BEST PRACTICES on how to manage Personal Identifiable Information (PII)” data
<https://hsc.unm.edu/about/cio/assets/doc/external.pdf>

1. PII should not be copied
2. PII should not reside on a computer’s desktop
3. Files should remain on the shared drives with limited access

If further assistance is needed please contact IT: HSC-CON-IT@salud.unm.edu

ZOOM SESSIONS

College of Nursing IT can help set up Zoom Sessions but has only limited number of licenses. To avoid delay you can **register for your own Zoom account**.

1. Request a basic (& then a pro) Zoom account through HSC, <https://hsc.unm.edu/about/cio/user-support/support/Zoom.html> When you go to this site, click on 'How to Get a Zoom license'.
2. Then request to upgrade to a Pro account at this site: <https://app.smartsheet.com/b/form/f66efb2733154dc4a6256e49c96220af>.
3. For additional support and video tutorials for your Zoom account (i.e., setting up a meeting) visit this site <https://support.zoom.us/hc/en-us/articles/206618765-Zoom-Video-Tutorials>

If further assistance is needed please contact IT: HSC-CON-IT@salud.unm.edu

UNM SYSTEMS

Anyone who needs remote access to MyReports, Curriculum Workflow, or Banner Workflow can use the UNM VPN at <https://unmvpn.unm.edu/global-protect/login.esp> with their UNM NetId and password. All other UNM business functions will work remotely through the myunm page.

ENCRYPTING USB DEVICES

Instructions for this are at <https://hsc.unm.edu/about/cio/user-support/support/workstation-imaging-and-encryption.html>

NOVELL MESSENGER

Novell messenger will still function off-campus. The software can be found at <https://gwm.health.unm.edu:8300>

TRAVEL CHANGES AND CANCELLATIONS

Please work with Org. Services regarding current and future travel. Per [UNM guidelines regarding COVID-19](#) work related travel within and outside of the U.S. is currently not permissible.

If you have upcoming travel plans that need to be changed or cancelled please coordinate these transactions through Rebecca Raley ReRaley@salud.unm.edu in Org. Services. Please refrain from making adjustments on your own accord prior to touching base with Rebecca.