

# TEM Support Announcement

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**Date:** June 26, 2013

**Topic:** Accessing TEM, Nolijweb, and Workflow from Off-Campus

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Several people have asked if TEM, Nolijweb, and Workflow can be accessed from off-campus locations. In all cases, the answer is yes, but sometimes you need an extra tool to be able to do it. In those cases, that extra tool is a VPN connection.

## What resources require a VPN connection to use from off-campus?

Currently, **Nolijweb** (for attaching or looking up backup documentation) and **Workflow** (for performing approvals) require a VPN connection to use from off-campus.

TEM (for filling out and submitting TAs/TRs) **does not** require a VPN connection to be accessed from off-campus.

## Why do I need a VPN connection and what does it do?

For data security reasons, certain campus resources (like Nolijweb and Workflow) can only be accessed by the main WWU network, which is the network you're using when you're at your desk on campus. A VPN connection lets you use the main WWU network (and resources like Nolijweb and Workflow attached to it) without having to be on campus. In short, when you're connected to the WWU network using VPN, it's like your computer is plugged in at your office even though you're actually at home or on the road.

## How do I get a VPN connection?

ATUS is in charge of setting up and supporting VPN access. You can find instructions on how to request a VPN connection on their website (<http://west.wvu.edu/atus/helpdesk/vpn.shtml>), or you can contact the ATUS Help Desk at x3333 if you have any questions.

## Where can I get more details about the accessibility of TEM resources?

There is a Quick Sheet that offers some more details on when exactly a VPN connection is required when it comes to both desktops/laptops and mobile devices like smartphones and tablets on the TEM website (<http://www.wvu.edu/bs/travel/tem/documents/TEM Quick Sheet - Compatibility and Accessibility of TEM Resources.pdf>).

## Who can I contact with questions about this announcement?

If you have any other questions or concerns related to this announcement, or regarding TEM in general, please don't hesitate to contact Erica or Emmett at:

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