

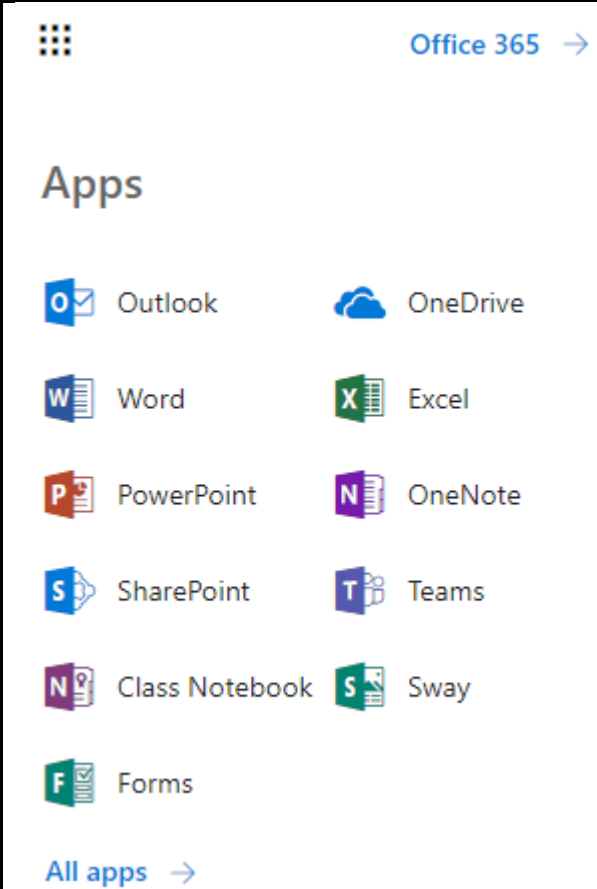
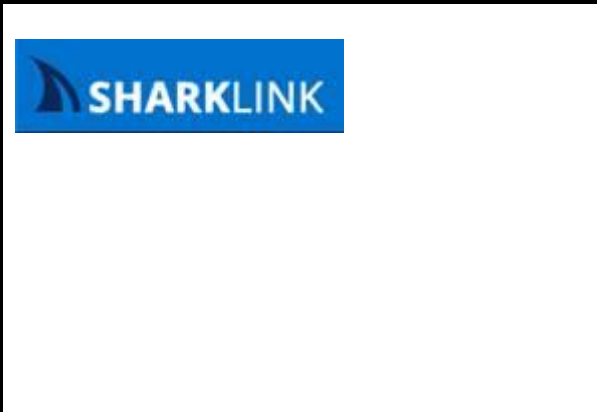
OIT Guide for Working Remotely

There are NSU and Office 365 Resources that can be accessed from any computer with internet access. However, there are some NSU resources that require you connect via Virtual Private Network (VPN) service on your NSU laptop or personal device (laptop or desktop) in order to access them.

To work remotely, you **do not** need to access a work computer using Remote Desktop access. Since your work computer can become inaccessible, OIIT recommends that you use the methods below to connect to NSU applications, email and your files. If Remote Desktop access is required, please see information below.

For questions or issues, please contact Client Support Services (CSS) using our hotline or email at: remotehelp@nova.edu or **(954) 262 – 0070**.

While connected to the internet you can access the following (no VPN needed):





NSU Resources (no VPN needed):		
 <p>The screenshot shows the Office 365 'Apps' page. At the top left is a grid icon and the text 'Office 365 →'. Below this is the heading 'Apps'. A grid of application icons is displayed, including Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms. At the bottom left, there is a link 'All apps →'.</p>	<p>Here are just some of the Apps you have access to with your NSU Office365 Account. Logon via a web browser to access these apps.</p> <p>Some of these Apps, like Microsoft Teams, have a desktop and/or a mobile version which you can download to your device.</p> <p>Please note: With your NSU Office365 Account, you have access to 1TB of cloud storage. OIIT synchronizes your computer's Desktop, Documents and Picture folders to your OneDrive.</p> <p>Please verify OneDrive is synchronized properly prior to leaving campus.</p>	<p>Accessible via sharkmail.nova.edu</p>
 <p>The SharkLink logo features a blue square with a white shark silhouette on the left and the word 'SHARKLINK' in white capital letters on a blue background to the right.</p>	<p>The SharkLink portal provides you access to various applications based on your role within NSU. Please visit with Julie the NSU Virtual Assistant or checkout the Help Center within SharkLink for more information.</p> <p>Please note: Some NSU Applications accessible via SharkLink require VPN access.</p>	<p>https://sharklink.nova.edu/</p>

OIIT Guide for Working Remotely

NSU Virtual Private Network (SharkVPN)

NSU's VPN service ([SharkVPN](#)) provides a secure connection to the campus network from any location, as long as the device has an internet connection. The SharkVPN can be used to access campus resources securely with a strong encryption, authenticated access to NSU network from external environments, while it proxies your network traffic as NSU.

When connected to the internet and SharkVPN (Pulse Secure), you can access the following:

NSU Resources (VPN connection needed):		
 <p>Astra</p>  <p>SharkTime Navigator.url</p>  <p>Banner</p>  <p>Recruit</p>	<p>These are just a few of the NSU Applications accessible via the SharkLink portal while connected to SharkVPN using Pulse Secure.</p>	<p>https://sharklink.nova.edu/</p> <p>Connected using: Pulse Secure VPN client</p>
<p>Network or shared drives</p> <p>Please note: Network path and share drive name will be needed to map network or share drives on personal laptops or desktops. Please contact OIIT Tech for assistance.</p>	<p>On NSU laptops, mapped network or shared drives are accessible while connected to SharkVPN using Pulse Secure.</p> <p>On personal devices, you will need to map the drive once connected to VPN.</p>	

Pulse Secure VPN Client

To access SharkVPN you will need to install the **Pulse Secure VPN Client** on your NSU issued laptop or personal device (laptop or desktop).

NSU Laptop or Personal Device (laptop or desktop)

Please click on this link, [SharkVPN](#) for instructions on the VPN services offered by OIIT for both Windows and Mac users. Please note that your home computer must have an up-to-date Anti-virus in order to pass the compliance check and to connect to the NSU network.

Remote Desktop Access

Remote Desktop is only needed if local files or special programs need to be accessed. Remote Desktop users will need to be added to the Remote Desktop Users group. Please submit a request via [Service Manager](#) to request the appropriate access.

Prior to leaving campus, please obtain your desktop's computer name.

Windows 10

OIIT Guide for Working Remotely

Right-click the Start button (lower left corner of your Desktop), click **System**. The computer name or device name should be in the middle of the window that appears.

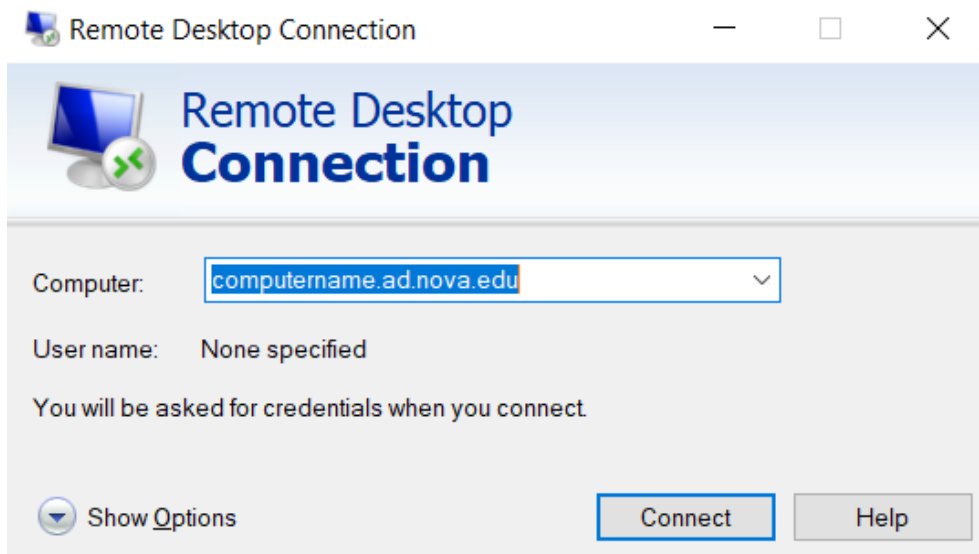
Mac

Choose Apple menu > **System Preferences**, then click **Sharing**.

Follow the instructions above for installing Pulse Secure VPN Client onto your NSU laptop or Personal Device.

Once you connect to the NSU network via VPN, search for and open the **Remote Desktop Connection** app. When entering the computer name on the **Remote Desktop Connection**, please enter your work computer name as follows:

computername.ad.nova.edu



In the Windows Security box asking for your credentials you will need to type your username adding **nsu** at the beginning of your username (an example: nsu\jdoe123)

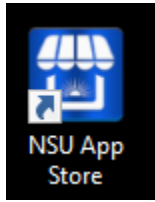
When connecting for the first time you may receive a prompt about a security certificate not being verified and you will be asked if you want to connect anyway. Check the box next to **Don't ask me again for connections to this computer** and then select **Yes**.

OIIT Guide for Working Remotely

ZOOM

If you have an NSU laptop

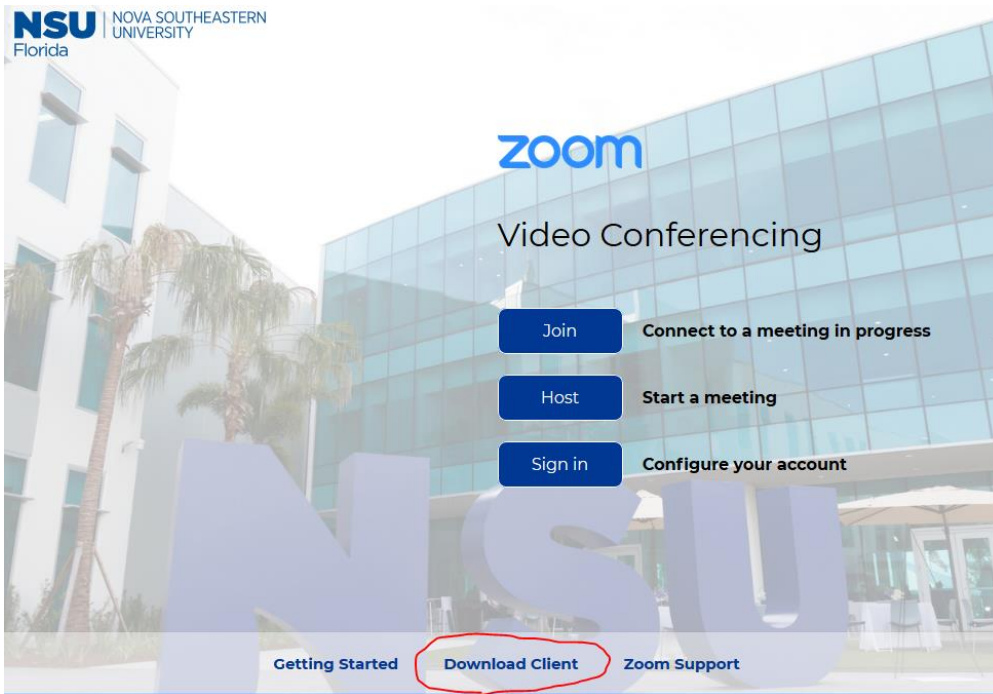
Go to the NSU App Store and install Zoom from the applications tab there.



Zoom Desktop
Client
Zoom Video Commu...
4.6.17409

From your Personal Computer

Go to <https://nova.zoom.us> and click the Download Client link.



Once installed, please refer to our Zoom support website at <https://www.nova.edu/oit/news/zoom.html>

You can access training videos at <https://sharkmedia.nova.edu/channel/Zoom%2BVideo%2BTutorials/150237561>

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OIT Guide for Working Remotely

CANVAS

From any computer, go to <https://www.nova.edu/lec/>. There are great resources here. However, for Canvas specific questions, click on the “CLICK HERE” link under the ONLINE TEACHING TOOLBOX TECHNOLOGY SECTION.

LEARNING AND EDUCATIONAL CENTER

Overview NSU Home Learning and Educational Center

Services

Resources for Faculty

Instructional Continuity

Meet Our Team

TRANSITIONING ONLINE- INSTRUCTIONAL CONTINUITY

Instructional Continuity Page CLICK HERE.

ONLINE TEACHING TECHNOLOGY TOOLBOX

Online Teaching Technology Toolbox CLICK HERE.

LEC WORKSHOP CALENDAR

Browse instructional workshops from LEC and our University partners.

THE LEARNING AND EDUCATIONAL CENTER

WELCOME

Welcome to the newly established Learning and Educational Center (LEC). The purpose of the new center is to serve as an innovative pedagogical hub where faculty from diverse disciplines can connect and learn from one another while engaging in the pedagogy of teaching. The center is dedicated to providing faculty with resources that are designed to support and promote a culture of excellence and ultimately enhance student learning.

With the new center being in its early stages of development, we invite faculty to submit their ideas for partnering opportunities, workshops, discussion roundtables, guest lecturers, university-wide forums etc.

The LEC is temporarily located on the main campus in the Carl DeSantis building on the third floor in room 3096.

Faculty are welcome to contact us directly with their ideas at lec@nova.edu

We look forward to hearing from you!

Mission >

Goals >

The choose Resources for Faculty

LEARNING AND EDUCATIONAL CENTER

Overview NSU Home Learning and Educational Center

Services

Resources for Faculty

Instructional Continuity

Meet Our Team

The Office of Innovation and Information Technology (OIT) has prepared a useful teaching technology toolbox. This toolbox includes resources for Respondus, Zoom, Canvas, VPN, and Office 365.

Respondus >

Zoom >

Canvas >

VPN >

Office 365 >

Scroll down to the Academic Applications section and click on Canvas Resources

Academic Applications

Canvas Resources

Canvas will be NSU's official learning management system (LMS) as of Fall 2018.