



Working Digitally On Campus

HELPFUL BACKGROUND INFO

1. Help from Information Services and Technology (IS&T) is accessible by telephone or online via “Service Now” where students and employees can request help, order technology, and check the status of their inquiries
2. Digital work files can be stored on OneDrive, SharePoint, or in Microsoft Teams and are secure and accessible from anywhere on or off campus, using any device
3. Shared documents prevent the need to email files back and forth and provide the most current versions. They also save versions of documents, allowing users to view/restore earlier edits if necessary
4. Our Faculty and Student Training (FAST) Team offers customizable software training for the WCU community
5. Cisco Jabber enables employees to make and receive calls to their work extension anywhere they have Wi-Fi access
6. Laptop lending programs are available for both students and adjunct faculty

CHECKLIST OF TO-DOS

- Use SharePoint, OneDrive, Microsoft Teams, D2L, or other software to store, share, and collaborate on electronic files
- Accept digitally signed forms, utilizing tools such as Adobe Acrobat DC
- Audit the paper forms that your office processes, and when possible, create electronic versions
- Collaborate with other offices to utilize electronic versions of inter-office forms
- Print double sided when hardcopies are necessary
- Provide staff with the software and equipment needed to work digitally



FOR MORE INFORMATION AND HELP

Questions / requests for training from the FAST team: FAST@wcupa.edu

For more Green Office Program info sheets, [visit our website](#).

Reach out to the Green Office Program team at sustainability@wcupa.edu with other creative solutions!

