



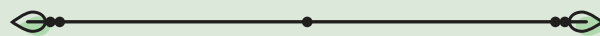
# Working Digitally On Campus

## WCU WORKING DIGITALLY FACTS

1. West Chester University employees have access to computer hardware and software that make paperless administration, teaching, and research easy and effective.
2. Help from Information Services and Technology (IS&T) is accessible by telephone (x3350) or online via "[Service Now](#)" where students and employees can request help, order technology, and check the status of their inquiries.
3. West Chester University's Accounts Payable Office prefers electronically submitted forms and receipts.
4. 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.
5. Shared documents prevent the need to email files back and forth, and ensure all users have access to the most current versions.
6. OneDrive and SharePoint save versions of documents, allowing users to view/restore earlier edits if necessary.
7. Working digitally saves office space and the time spent managing physical document folders.
8. Our [FAST](#) (Faculty and Student Training) Team offers customizable software training for the WCU community.
9. [Cisco Jabber](#) enables employees to make and receive calls to their work extension anywhere they have wifi access.

## OFFICE CHECKLIST OF TO-DOS

- ☐ We use SharePoint, OneDrive, Microsoft Teams, D2L, or other software to store, share, and collaborate on electronic files
- ☐ We accept digitally signed forms, utilizing tools such as Adobe Acrobat DC
- ☐ We have audited the paper forms that our office processes, and when possible, have created electronic versions
- ☐ We collaborate with other offices to utilize electronic versions of interoffice forms
- ☐ We have examined the paper aspects of our own workflow processes, and when possible, work digitally instead of with paper printouts (e.g., distributing agendas electronically for paperless meetings)
- ☐ When it is necessary to print hardcopies, we print double sided
- ☐ We encourage the use of shared multi-function printers rather than individual desk printers
- ☐ Our staff has the software and equipment needed to work digitally
- ☐ We support the professional and skills development of our office's staff members by providing time for FAST and LinkedIn Learning opportunities



## FOR MORE INFO AND HELP

*Version: Fall 2021*

Information Services & Technology (IS&T) HelpDesk:

IS&T ServiceNow:

Faculty and Staff Training (FAST):

Email communications with FAST:

Software & applications from IS&T, including Adobe Acrobat DC for editing PDFs:

Green Office SharePoint site, including a crowdsourcing solutions forum:

LinkedIn Learning provides online training & tutorials:

[wcupa.edu/infoServices/helpSupport.aspx](http://wcupa.edu/infoServices/helpSupport.aspx)

[wcupa.edu/infoServices/serviceNow/default.aspx](http://wcupa.edu/infoServices/serviceNow/default.aspx)

[wcupa.edu/infoServices/training/default.aspx](http://wcupa.edu/infoServices/training/default.aspx)

[FAST@wcupa.edu](mailto:FAST@wcupa.edu)

[wcupa.edu/infoServices/supportedSoftware.aspx](http://wcupa.edu/infoServices/supportedSoftware.aspx)

[wcupa.sharepoint.com/sites/President/sustn/grnoff/SitePages/Home.aspx](http://wcupa.sharepoint.com/sites/President/sustn/grnoff/SitePages/Home.aspx)

[wcupa.edu/linkedinLearning/](http://wcupa.edu/linkedinLearning/)

More Green Office Program information:

[wcupa.edu/sustainability/greenofficeprogram](http://wcupa.edu/sustainability/greenofficeprogram)