



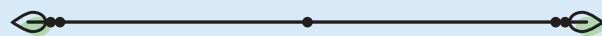
Working Digitally On Campus

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!

