Technology Tips for Working from Home

Click here for Self-help guides

How can I access the University systems and data from home?

Online
Many of the software systems we use are accessible online by using a web browser. You can check the systems you use by clicking here

Cisco VPN
Use VPN for accessing secure systems such as Peoplesoft. You can check if a system needs VPN access here

ADAPT
ADAPT allows you to work from a simulated version of your work computer. Use ADAPT to access files on the network drive and transfer them to Box

How can I communicate and work with colleagues from home?

Box
Box is an online storage and collaboration tool. You can add, save and manage your working documents. Go to:
Universityofadelaide.account.box.com
Use your university log in and password
All staff and students have a Box account. You can use either Box drive or the Web based version

Zoom
Zoom can be used for meetings, classes, conferences or engaging with a colleague. Zoom uses the camera and microphone from your computer.
The University has a Zoom account for all staff and students
https://adelaide.zoom.us/
You can use either the downloaded or web based versions

Cisco Jabber
Cisco Jabber can be used as an instant messaging service, and for voice and video calls.
Visit the University's Self-help guides and search for Jabber to learn more

Where & How can I access my files when I am working from home?

Network drives U:/ S:/ R:/
We recommend moving your working files to shared folders on Box before you start working from home. If necessary you can map your network drives over the VPN from home.

Box
Box is the University's online storage option. You can access Box through your Web browser at:
Universityofadelaide.account.box.com

HPECM
HPECM is our Records Management System. To access and save documents in HPECM you will need to register for and use Cisco VPN