

## How to set up your UCSF computer workstation for a home or remote location

You must obtain approval from your supervisor prior to moving your desktop computer home, then open a ticket with IT to ensure your workstation is ready. You can do this by submitting the [Move Computers Request](#) form. (Select "Other" for the move to location)

Setting up a UCSF workstation at a remote location outside UCSF location (ex. Private home network) is dependent on the type of device as each scenario is different, and the user experience also depends on the home network connection.

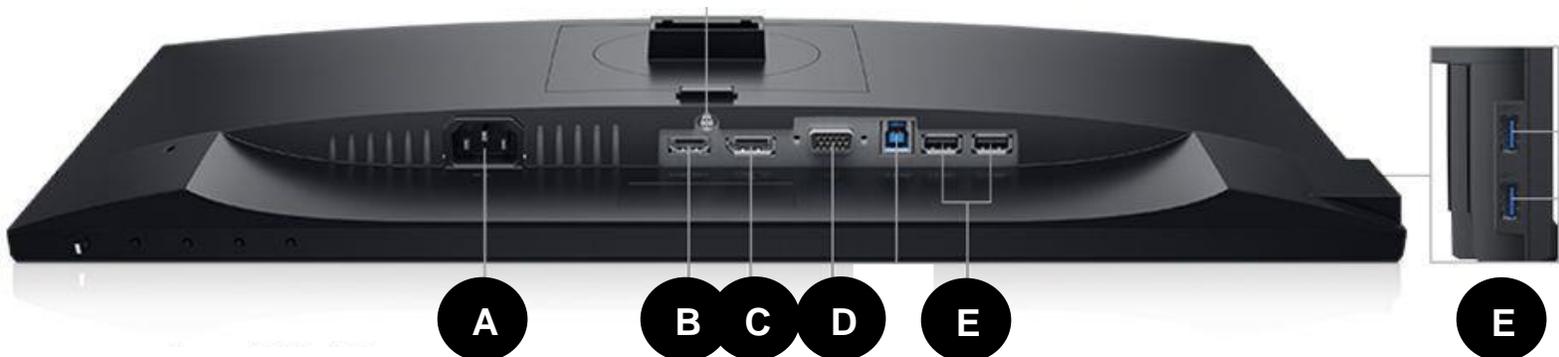
Before moving equipment to a remote location, consider taking photographs of how things are connected so you can easily reconnect everything properly.

### Requirements:

- The UCSF workstation will need to have our Security Suite installed, if this is a UCSF computer then these requirements are already met.
  - DDPEncrypted
  - Big Fix
  - Secure Connector
  - Secure Pulse for VPN (can be installed from software.ucsf.edu)
  - SEP Antivirus
- The workstation will need the following components:
  - Power Cables
  - Home Router (for network)
  - Network Cable or Wifi USB adapter
  - Mouse
  - Keyboard
  - Monitor or laptop screen
  - And monitor cable depending on the type of workstation.
- The user will need the following:
  - VPN access
  - Secure Pulse installed for DUO access
  - Space to accommodate workstation/monitors
  - Available power outlets ideally with a surge protector to protect the device from electrical surges (with the ground)
  - Means to connect to the Internet from a remote site (home) either via wireless or Ethernet hard-wired connection
  - User profiles must sign in to the device with their AD credentials while on the UCSF network before taking it home

### Setting up a monitor

1. Monitors require two cables to operate: Power cable and a display cable (VGA, HDMI or DisplayPort)
  - A. Connect the Power cable to the back of the monitor and plug to the power outlet
2. Connect **ONE** the following to the back of your desktop computer
  - B. Connect HDMI Cable
  - C. Connect DisplayPort Cable
  - D. Connect VGA Cable



Power Cable (A)



**Power Button:**  
 The power button can be at various location depending on the model of the monitor. It could be the bottom right or underneath the monitor on the right side.

HDMI Cable (B)



Display Port Cable (C)



VGA Cable (D)

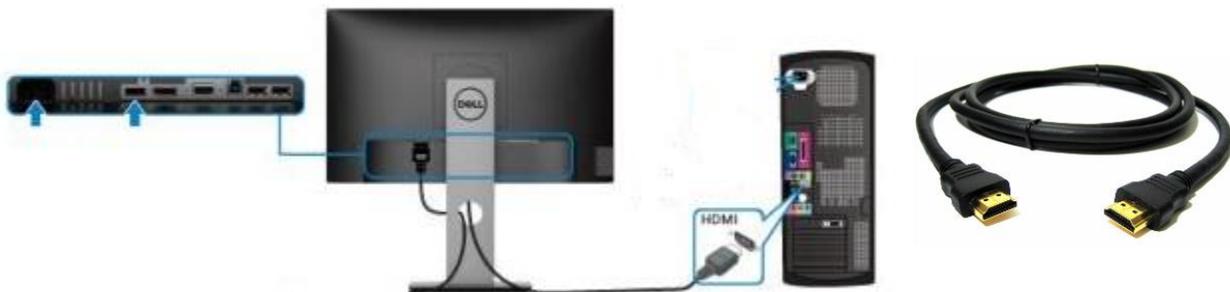


USB Ports (E)

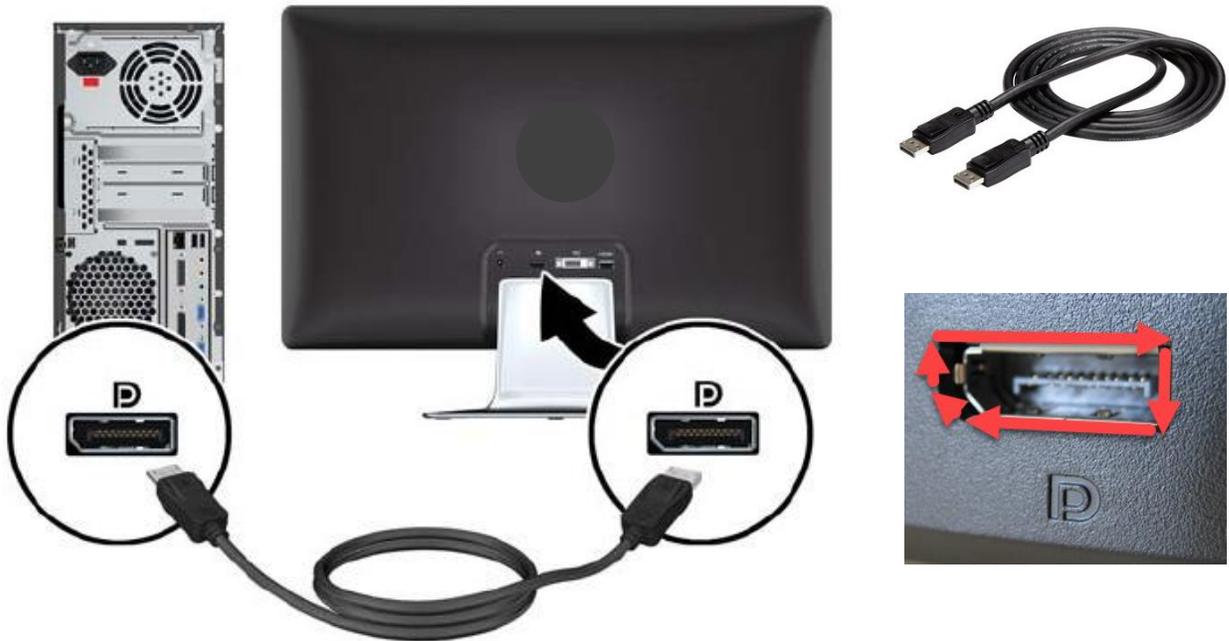


**Connecting monitor to computer**

- Connecting HDMI cable to Computer/or laptop



- Connecting DisplayPort cable to Computer/or laptop



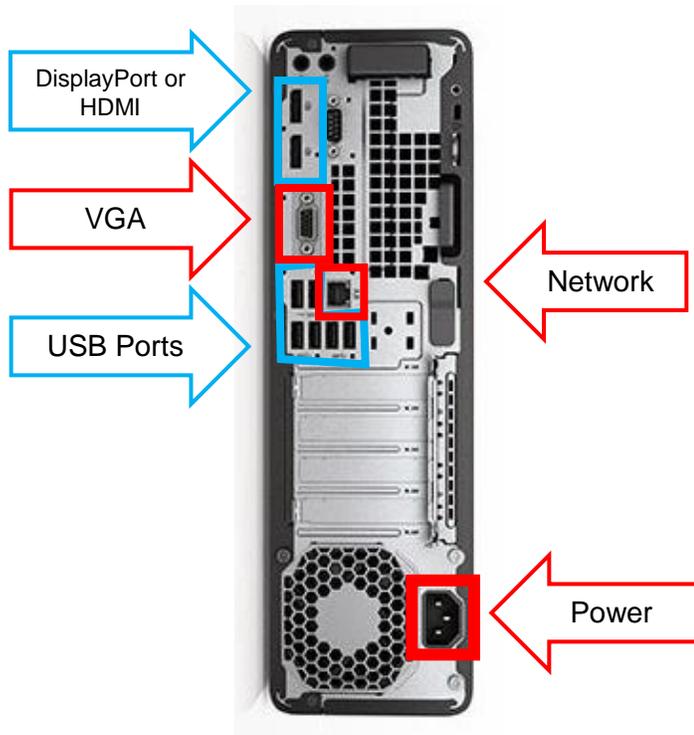
- Connecting VGA cable to Computer/or laptop



## Setting up Computer

- Small Form Factor and Tower desktops

*Image below: Image is the back of the Tower/SFF*



- VGA, HDMI and DisplayPort slots are used to connect the monitor to the computer.
- The network port is to connect the network cable to the PC and the network router for network connectivity. The Network port will light up once connected to the router.
- USB Ports are for keyboards, mouse, USBwifi adapter and other peripherals.
- Power slot gives power connection to the workstation.

All-In-Ones are essentially a category of desktop PC, and visually they come similar to your normal desktop setup (Small Form Factor (SFF) and Tower (TWR)) minus that chunky tower-case full of components. The internal workings of an All-in-One PCs (AIO) are built into the back of the monitor, negating the need for a separate machine hooked up to a monitor.



## Connecting and Configuring your Monitor

Once the computer is online:

- Login into the workstation with your AD Credentials
  - You must login first while at a UCSF site
- Once you successfully log into the workstation, confirm if monitor alignment is accurate. It is highly recommended to set up the physical arrangement of your monitors so that the standard monitor is on the very left, and it is your primary monitor. If you find your mouse cursor does not flow properly, change the display setting.
  - To change alignment: Right-click anywhere on the desktop screen and select Screen Resolution and arrange the monitor accordingly. If the workstation does not detect all monitors, try unplugging the display port connection and plug it back in. You can also push the “Detect” button and see if the workstation will see the monitors.



Once the computer is online log into Secure Pulse, located on the right side of the tool bar under hidden icons  to access UCSF Resources:

- Email
- Drive access

Please check IT's Remote Work Resources webpage for additional information:

<https://it.ucsf.edu/how-to/remote-work-resources>