

REMEMBER TO

# SAVE

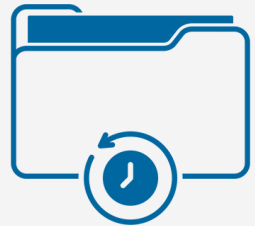
**S**ecure your computer and sensitive data from unauthorized access.



**A**pply system updates and security patches.



**V**erify and store data backups in approved locations.



**E**xchange or return your workstation per IRT guidelines.



# FREQUENTLY ASKED QUESTIONS

## Where should I store my data?

Rowan University's approved cloud storage options, **Google Drive** and **OneDrive**, can serve the data storage needs of most employees, including those who use confidential data.


Also, make sure our desktop backup solution, **CrashPlan**, is actively saving the files you want backed up, and test a restore to ensure you can recover your data.

## Can I install software on my computer?

You can use Company Portal (Windows) or Self Service (Mac) to install Rowan-provided software. All other software must be approved for use at Rowan before installation.

## Where can I get help with my computer?

The fastest way to reach us is by phone at **856-256-4400**. You can also submit a ticket in the Rowan Support Portal at **[go.rowan.edu/gethelp](https://go.rowan.edu/gethelp)**.



Scan the QR code, or visit  
**[go.rowan.edu/workstation](https://go.rowan.edu/workstation)**  
for more information.

