Guidance for taking computing equipment home

Sandia recommends using a laptop, DaaS virtual desktop, or Webmail and other Sandia web applications before taking a desktop home. And without VPN and hard disk encryption, you will not be able to access the site licenses on the Common Engineering Environment (CEE). If you use CEE tools, you may have better performance by remoting in to your onsite computer from a Sandia-owned laptop. However, policy allows Sandians, staff augmentation personnel, and PO Contactors to take the following computing equipment (no office furniture) home for remote work:

- Desktop computers, but only with center director approval. Desktops must be encrypted and set up with the Pulse Secure VPN client before disconnecting them from the SRN. Encryption can take up to 30 hours. When using the computer at home, keep it powered on only when using it at home and shut it down when you are done working.
- Monitor* – limit 1, 30-inches or smaller, unless approved by center director
- Keyboard* – wired only
- Mouse – wired or wireless
- Cables and dongles
- Card readers

* You can use your own personal monitor (wired), but it cannot be a smart monitor. You can also use your own personal keyboard, but it must be wired (no wireless keyboard of any type).

Prepare a desktop Windows computer before taking it home

First, ensure the computer is connected to the SRN via ethernet cable and that you are logged. Then take the following steps.

A. Install VPN software
   1. Open Software Center (Windows menu > Software Center) and search for Pulse Secure.
   2. Click to install CA VPN and/or NM VPN. It’s okay to install both, and no restart is needed. The installation will take up to 15 minutes.

B. Encrypt your hard drive while it’s connected to the SRN

IMPORTANT: It will take about 30 hours to encrypt a hard drive with 750 GB of data. Your experience will vary according to how much data is on your hard drive. Before encrypting, move as many files as possible into online resources (SDSS folders on snl\home or OneDrive).

   1. Open Software Center (Windows menu > Software Center) and search for Bitlocker.
   2. Click to install Bitlocker - MDOP MBAM SP1. This will both install Bitlocker and encrypt your hard drive.
   3. Leave your computer connected to the SRN until encryption is finished.
Get the appropriate permissions
Before taking any Sandia equipment home, clearly communicate with your manager about where your take-home equipment came from, and follow the Property Management process to gain the required approvals. Before preparing a desktop computer to take home, email your management chain to gain approval from your Center Director. Contact CCHD via chat, eTicket, or at cchd@sandia.gov if you need help with encryption or VPN setup.