

March 16, 2020

TO: All MSA and Partner Employees
FROM: Bob Wilkinson, President
Amy Basche, Chief Operations Officer

SUBJECT: IT Fairs for Remote Connections and Telecommuting

****PLEASE SHARE THIS MESSAGE WITH THOSE WHO AREN'T ON COMPUTERS****

On **Monday, March 16**, and **Tuesday, March 17**, IT professionals will be available between 9 a.m. and 4:30 p.m. at 2490 Garlick, in the atrium, to answer questions and supply you with a badge reader necessary to connect from your home computer to your Hanford workstation.

Please note that attendance at the atrium is not required. If you already utilize remote access capabilities, you do not need to attend.

Items to bring to with you:

- Laptop and power cords (if you have a laptop)
- Your LACS card (The card you use to log on to your computer)
- Your computer's property number (if you are a desktop computer user)

Note: If you don't have a badge reader, one will be provided to you.

Important: If you're a desktop computer user, do not power off. The computer will need to be on in order to connect remotely.

All laptop users are recommended to undock (if applicable) their device and take it home on a daily basis. Please take your power cords with you as well.



MSA employees are required to report fraud, waste, abuse, misuse, corruption, criminal acts or mismanagement.

