Employee Remote Access Procedure

PWCS currently has Regulations and Standards structured to provide due diligence and compliance with applicable Federal, State and Local laws and regulations to protect confidentiality and privacy of student and employee data during collection, transfer, storage, disclosure, and destruction. Meeting these requirements is understood to give the PWCS network a secure foundation for providing integrity, confidentiality, and availability of student and employee data that can be consistently and effectively secured, monitored and maintained with the greatest level of vigilance.

Specific measures currently in use require annual review and consent of PWCS Regulation and Standards which govern acceptable use of employee and student data. All network connected computer systems and web application services owned by PWCS have warning banners on all end user facing access points and ensure that the banner is displayed when the system is turned on or at user login to remind of consent and understanding of Acceptable Use Policy Regulation 295.

PWCS will reeducate and train on acceptable use of Employee and Student Data Privacy by providing training on all acceptable use regulations and specifically issue handouts to every PWCS employee who may handle Employee and Student Data with guidelines outlining PWCS’s legal obligations to protect and comply with applicable Federal, State and Local laws and regulations to protect confidentiality and privacy of student and employee data.

PWCS strictly enforces employee and student data handling regulations and standards and provides a secure comprehensive solution for authorized parties through encrypted communication channels to access data remotely in performing their duties as PWCS employees to ensure all sensitive data is kept locally to the PWCS network and not removed by any other means.

ITS Information Security has provided a secure remote access alternative as a means for limiting exposure of sensitive PWCS data and providing a comprehensive solution for authorized parties through encrypted communication channels to access sensitive data remotely in performing their duties as PWCS employees. This will ensure all sensitive data is stored and accessed locally to the PWCS private network and not removed by any other means.
Computer Requirements

Employee Remote Access is supported on the following operating systems:

- Microsoft Windows 7 (64-bit and 32-bit)
- Microsoft Windows 8.1 (64-bit and 32-bit)
- Microsoft Windows 10 (64-bit and 32-bit)
- Mac OS X 10.5 or higher (64-bit and 32-bit)

Employee Remote Access is supported on the following browsers:

- **Windows Browsers**
  - Internet Explorer 7 or higher
  - Firefox 3.0 or higher
  - Google Chrome
- **Mac OS X Browsers**
  - Firefox 3.0 or higher

Additional Requirements:

- Cookies and Pop-ups will need to be allowed for secure.pwcs.edu
- Sun Java 1.8 or later is required for the following links:
  - PowerTeacher Gradebook
  - PT Admin
  - ESS (Employee Self Service)
  - Summer PowerTeacher Gradebook

Note: Additional Operating Systems and Browsers may work with Employee Remote Access but are not officially supported by the solution.
1. Open Internet Explorer or another supported browser and in the address bar type: [https://secure.pwcs.edu](https://secure.pwcs.edu) and then press Enter. Once the page loads, login using your credentials.

2. Read the statement and click “Continue” if you meet the requirements and agree to abide by PWCS Regulation 295-1 ([www.pwcs.edu/modules/groups/homepagefiles/cms/493839/File/Regulations/R295-1.pdf](http://www.pwcs.edu/modules/groups/homepagefiles/cms/493839/File/Regulations/R295-1.pdf)).
3. Click the link that corresponds to the application you wish to access.

4. If you see the message below requesting an administrator password, click “No”. If you do not see the message, proceed to step 6.
5. If the window below appears, click “Continue”.

6. If the window below appears, check the box next to “I accept the risk and want to run this application.” and then click “Run”.
7. At this point you should be presented with your selected web application. It should behave in the same manner as if you were physically at work.

8. When finished, log out of your web application and close the window. Then click the “Log Out” link to end your session. After a short time this browser window will close by itself if you don’t manually close it.
Troubleshooting

- If your computer system meets all the specified requirements at the beginning of this document and cannot login or access the Employee Remote Access System please reboot your computer system and try again. If you still cannot access the system please contact the Help Desk at 703-791-8826 M-F 7:00 AM-5:00 PM.