Managed Workstation Guidelines

OLD DOMINION UNIVERSITY

Welcome to your new ODU-managed workstation!

This guide provides key information about university-owned devices.

Device ownership and support

- The workstation assigned to you is owned and managed by ODU, and should be used in accordance with university policies.

- Each workstation is fully supported by the Division of Digital Transformation and Technology for five years, ensuring smooth operation and security.

Data storage and backup

- We strongly recommend using campus network and cloud storage options to store data, as these are regularly backed up. If you choose to store data locally on your workstation, you are solely responsible for backing up irreplaceable files.

- Refer to the Regulated Data Matrix for guidance on what types of data can be stored where.

Safe computing practices

- Adhere to safe computing practices to safeguard both university and personal data against threats.

IT support

- Managed workstations receive regular system updates and security patches.

- Contact the IT Help Desk if you need to relocate your workstation. We will do our best to minimize disruption.

- When your device reaches end-of-life, work with your TSP to ensure efficient coordination of equipment replacement, data backup, and device return.

- Return your device and related equipment upon departure from the university or a change in departmental assignment.

Standards compliance

Users must comply with the following university standards:

- Workplace Device Technologies Standard
- Acceptable Use Standard
- Desktop Management Standard
- Mobile Device Management Standard

By using your managed workstation, you acknowledge these guidelines and agree to follow the relevant standards and protocols, helping maintain a secure and efficient working environment. Thank you for your cooperation.

Digital Transformation & Technology

IT Help Desk

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