TIPS FOR SAFE TRAVEL WITH IT EQUIPMENT

BEFORE YOU LEAVE

1. Review our International Travel Guidelines website – www.bgsu.edu/intl-travel
2. Plan for Two Factor Authentication – www.bgsu.edu/2factor
3. Take the minimum data required for your trip
4. Setup a VPN account
5. Review our High Risk Countries website and research your destination for restrictions – www.bgsu.edu/high-risk-countries-list

WHILE TRAVELING

1. Only use the ITS-provided travel laptop
2. Do not copy or store limited access/restricted data on your device – www.bgsu.edu/data-storage
3. Use a secure connection with private browsers - www.bgsu.edu/private-browsing
4. Take note of and report IT security incidents such as unusual or odd computer behavior
5. Do not use public charging stations or USB storage devices you receive/find

WHEN YOU RETURN

1. Return the travel laptop to 110 Hayes Hall within 48 hours of your return to BGSU
2. Do NOT power on the travel laptop
3. Do NOT connect the travel laptop to the BGSU network
4. Change your BGSU password
5. Report IT security incidents or strange activity observed while traveling to ITS

TRAVEL NOTES _____

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