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Remote Access to State Resources

The State has made clear that there is not the wherewithal to pay for technology improvements and resources related to working from home as part of the pandemic. This includes purchasing or reimbursement for things like VPN/VDI access into the state network from home, Internet, cell phones, monitors, printers, and webcams. We recognize this is frustrating but there are resources available for you when you are out of the office. We hope this will prepare you for any time you may be working from home, while still giving you access to essential IT services.

Email:

Online email portal at <https://webmail.mt.gov> . To sign you will need your CF#, password and your RSA fob. You will need to connect using any supported web browser (Chrome/Internet Explorer/Safari/Edge).

Documents:

If you have a Desktop computer, you can follow the OneDrive: How To instructions attached to make work files available online from your personal computer.

You can send and retrieve large documents from the State of Montana's file transfer service located here: <https://transfer.mt.gov>.

Microsoft Office O365:

All FWP staff with a state email account (@mt.gov) have access to the Office365 online suite. This gives you a web-version of Microsoft Word, PowerPoint, & Excel so you can work on personal devices that may not have Office installed. You can access that resource from www.office.com. Sign in with your email address and click okay, then another sign in box will ask you for your C# and password. See page 4 for more details.

Timesheets:

Timesheets can be accessed at <https://sabhrs.mt.gov>. You'll need your CF#, password, and fob. See page 5 for more details.

Internal Applications:

All of your FWP applications can be accessed through the internal site portal: <https://apps.fwp.mt.gov>. You will need your CF# and password.

GDS Resources:

Access to mapping resources are listed on the internal site:
<https://apps.fwp.mt.gov/gis/interactivemaps.jsp?privRole=V&prntMenu=GIS>
You will need your CF# and password.

State of Montana Citrix:

You can get access to any Citrix applications from the following link: <https://citrix.mt.gov>. Login with your CF# and password.



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Virtual Meeting Options:

You can use Microsoft TEAMS to conduct virtual meetings with staff members that have state-owned machines and staff that login to the www.office.com site from a web browser. See page 8 for instructions.

FWP staff can also sign up for a zoom account with state email address at <https://mt-gov.zoom.us> This account will allow for unlimited one-on-one interactions and a 40-minute meeting limit for more the two meeting participants. Zoom meetings include a dial-in option by default for people that don't have access to a microphone on their computer. See page 10 for instructions.

Digital Document Options:

Accounting has established guidelines for submitting vouchers:
[Electronic Submissions to Accounting](#)

The state current has an unlimited license for Adobe Acrobat. This software can be installed on your state machine at no additional cost. Your regional tech can help you get the software installed and they can help you create a digital signature.

Scan to a pdf from a Smartphone. Most modern Smartphones allow us to create a pdf from a picture of a document taken with your phone. These instructions may not work with every phone. See page 11 for instructions. Your regional tech can help you if you are using a state owned device.

State Employee Access Page:

If you need other options try <http://mt.gov/employee> and scroll towards the bottom.

If you are a laptop user, you'll want to make sure you have a power cord available for home-charging. You should also download any documents you think you might need onto your laptop. You will not be able to access our network shared drives from home.

Tech Support Resources:

If you need help, please contact your regional tech.

Region 1	Vaughn Gaddis Email: vaughn.gaddis@mt.gov	Desk: 406-751-4591	
Region 2	Ben Greil Email: bgreil@mt.gov	Desk: 406-542-5552	Cell Phone: 406-239-8260
Region 3	Sunny Schreiner Email: sschreiner@mt.gov	Desk: 406-577-7868	Cell Phone: 406-299-0218



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Region 4	Andy Soldano Email: andy.soldano@mt.gov	Desk: 406-454-5878	Cell Phone: 406-570-8634
Region 5	Natalie Finnegan Email: nfinnegan@mt.gov	Desk: 406-247-2971	Cell Phone: 406-672-9287
Region 6/7	Scot Copeland Email: scot.copeland@mt.gov	Desk: 406-234-0936	Cell Phone: 619-754-5760
Region 8	Tim Viets Email: tim.viets@mt.gov	Desk: 406-444-2062	Cell Phone: 406-249-2372
Headquarters	Pat Lucchetti Email: plucchetti@mt.gov	Desk: 406-444-3350	Cell Phone: 406-459-8610
Enforcement	Glenn McOske Email: glenn.mcosker@mt.gov	Desk: 406-444-3526	Cell Phone: 406-422-7947
Bureau Chief	Darrin McLean Email: dmclean@mt.gov	Desk: 406-444-3306	Cell Phone: 406-439-1365



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Microsoft O365 and OneDrive – How To

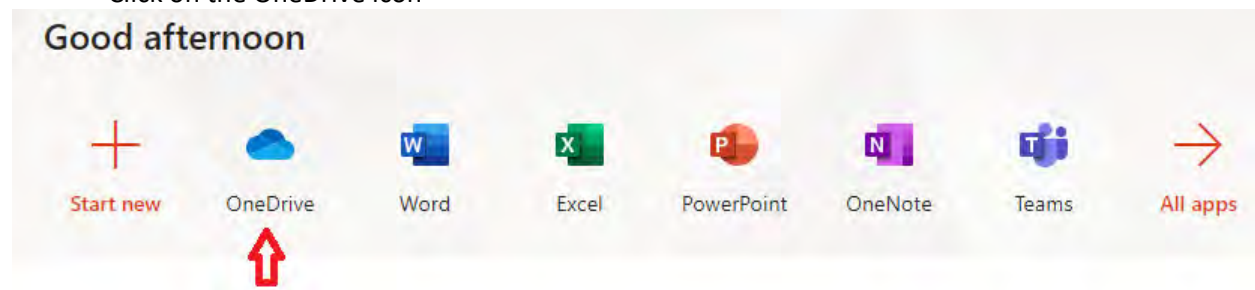
This document is intended for FWP employees to access documents remotely. The steps below will show you how to make files saved on your work computer or network drives available to you at home on your PERSONAL computer and or State-owned laptop.

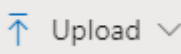
WARNING: If possible, avoid uploading any documents from your shared network (i.e. R1Share, Parks, Admin, etc.) drives to OneDrive because separate staff may do the same thing and work on that document. If multiple staff, make changes to the same shared document in isolation, those versions will not automatically be combined when they are downloaded back to the network share drive. Additionally, the last version saved to the network share drive will become the “master” document.

To make work files accessible from home on your personal computer, you will need to do the following...

Step 1 - ON YOUR WORK COMPUTER...

- Go to <http://office.com>
- Sign in using your email address or CF#
- Click on the OneDrive icon



- At the top of the window click on the  Upload button and choose either File or Folder.
- You will then see the typical file explorer window where you can browse out to the file or folder you want to be available to you from home. Select it and click Upload.
- This will copy the file or folder you selected up to your personal space on the Microsoft Cloud.

Step 2 - ON YOUR HOME COMPUTER...

- Make sure you are connected to the internet.
- Go to <http://office.com>
- Sign in using your email address
- Depending on the browser you use you may be directed to a second SITSD Active Directory Login page. Use your state CF# and password to sign in.
- Once signed in click on the OneDrive icon and you will see a listing of all the files and folders you uploaded. Click on the file you would like to edit, and it will open up in your browser for editing.

NOTE: Changes you make to documents while using OneDrive on your home computer are automatically saved as the changes are made.



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SABHRS - Timeroll

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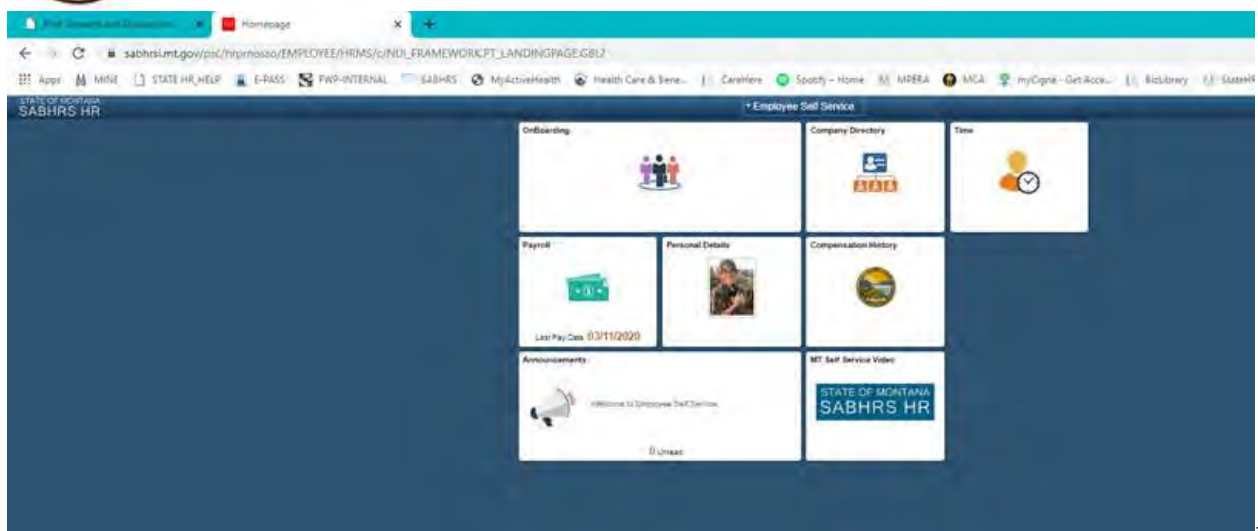
In the event you need to access your SABHRS self-service from a remote location, personal computer or device, please follow the steps below:

Visit website: <https://sabhirs.mt.gov/>, there you will find the “Log In” as shown below. You will need to have your CF#, Secure ID and password available in order to complete this process. Once you have input your CF# and SABHRS password, you will be routed to the Employee Home Screen.

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From here you will select the “Time” button and will then be directed to your personal timesheet. Please remember that you will need to change your ‘view by’ drop down box to “calendar period”.

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Once you have input your personal time, you will submit as normal. If you have troubles while trying to input your hours or logging in, please contact payroll – Shaunie Aklestad at 406-444-2693 or email shaunie.aklestad@mt.gov.

If you are trying to input your time from a mobile devise, you will select on the far left corner “Daily Time (Mobile)” or “Weekly Time (Mobile)”. You will be routed to the following screen where you will input your time from a personal mobile device and/or tablet.





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Once you have entered the time for the period selected, make sure you “submit” your time using the green button to the far right.

Again please don’t hesitate to phone or email with questions.

Thank you in advance,
Shaunie Aklestad
Payroll Technician
Montana Fish, Wildlife & Parks



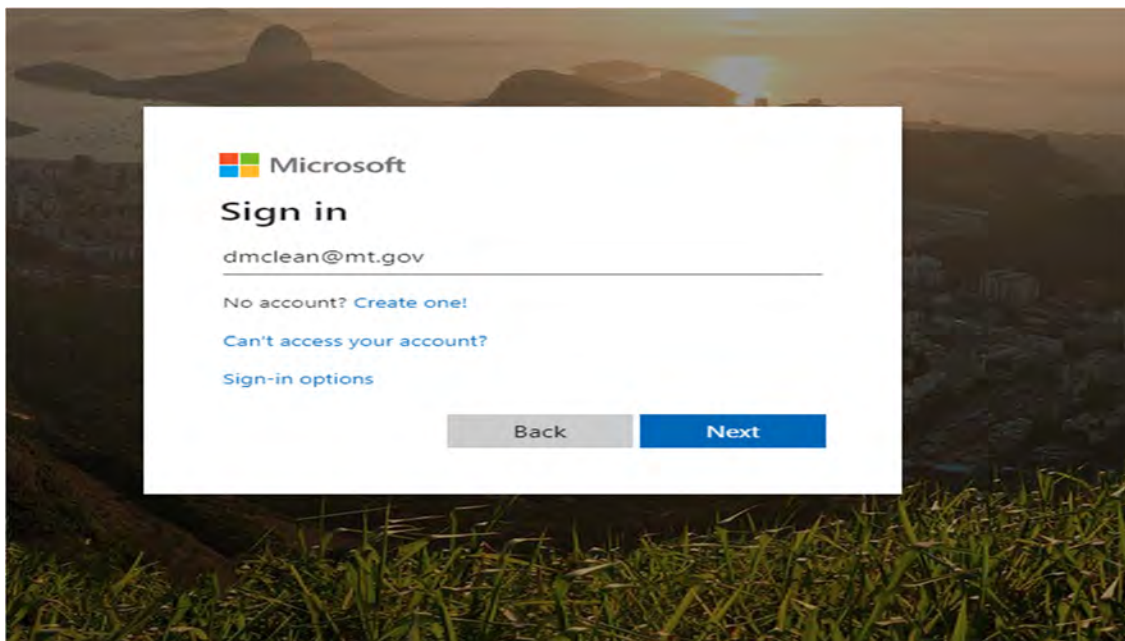
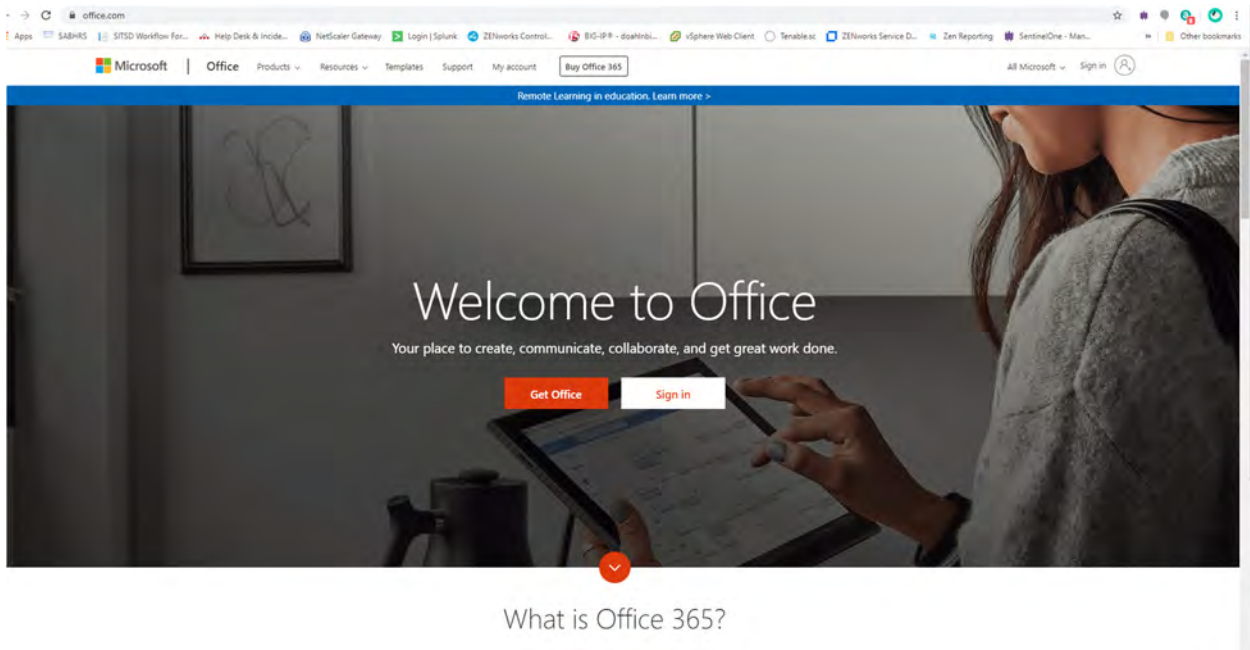
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TEAMS Virtual Meeting/Chat

Use TEAMS to connect remotely with other staff members.

In a web browser go to the following url: www.office.com

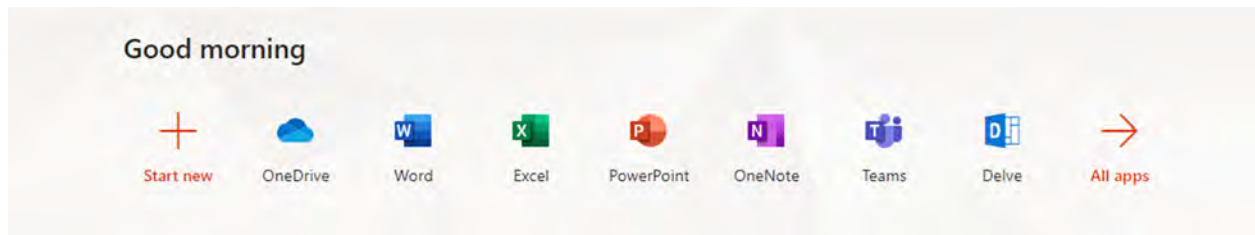
- Sign in using your email address



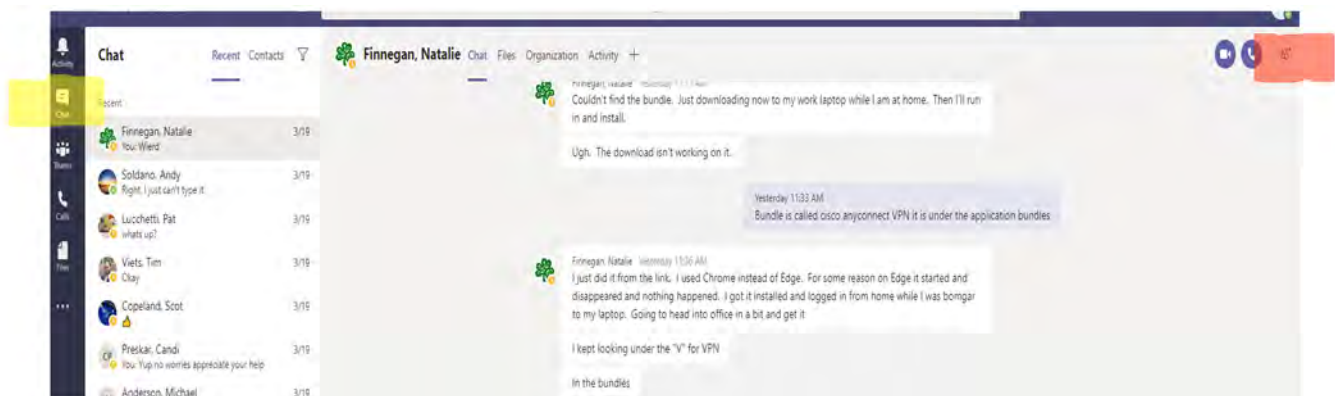
Depending on the browser you use you may be directed to a second SITSD Active Directory Login Page. Use your state CF# and password to sign in.



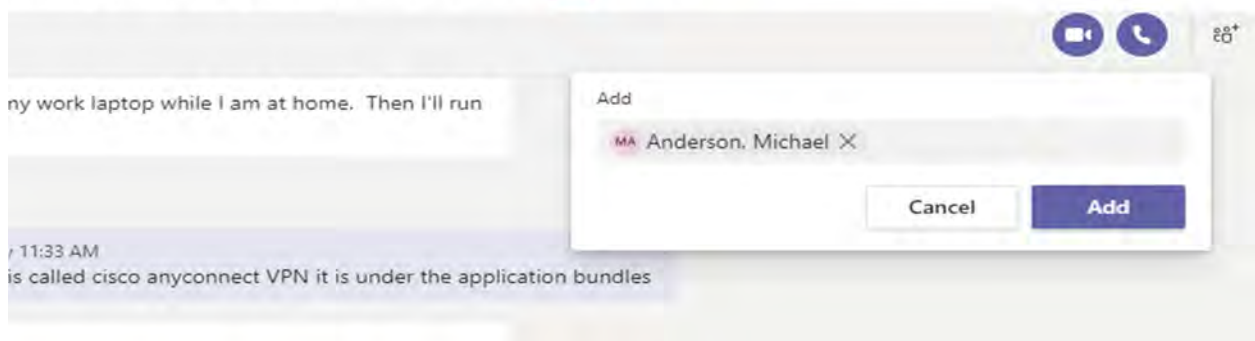
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Click on the TEAMS icon to get into the application.



Make sure you select the Chat icon highlighted above in **Yellow**, you can now start adding people by clicking on the add people icon highlighted in **Red** above.



Enter in the name of the individual you would like to chat with, keep adding people to the chat and when you're done click on the phone icon to call members you have added or the video icon to have a video conference. Note: You will need a microphone on your device to communicate via the call icon.

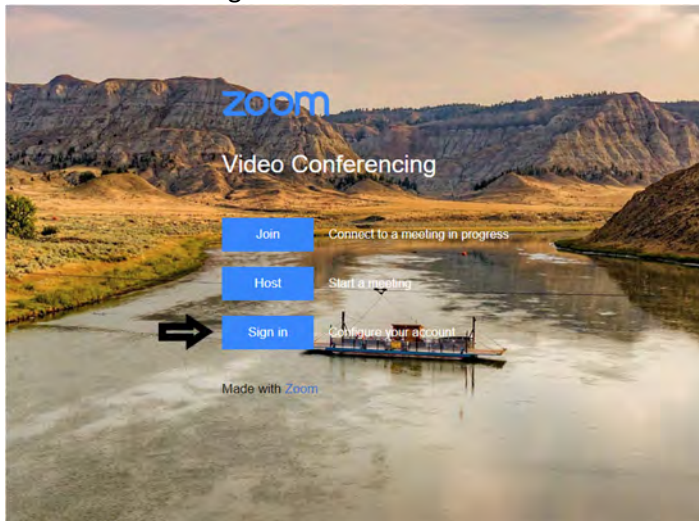


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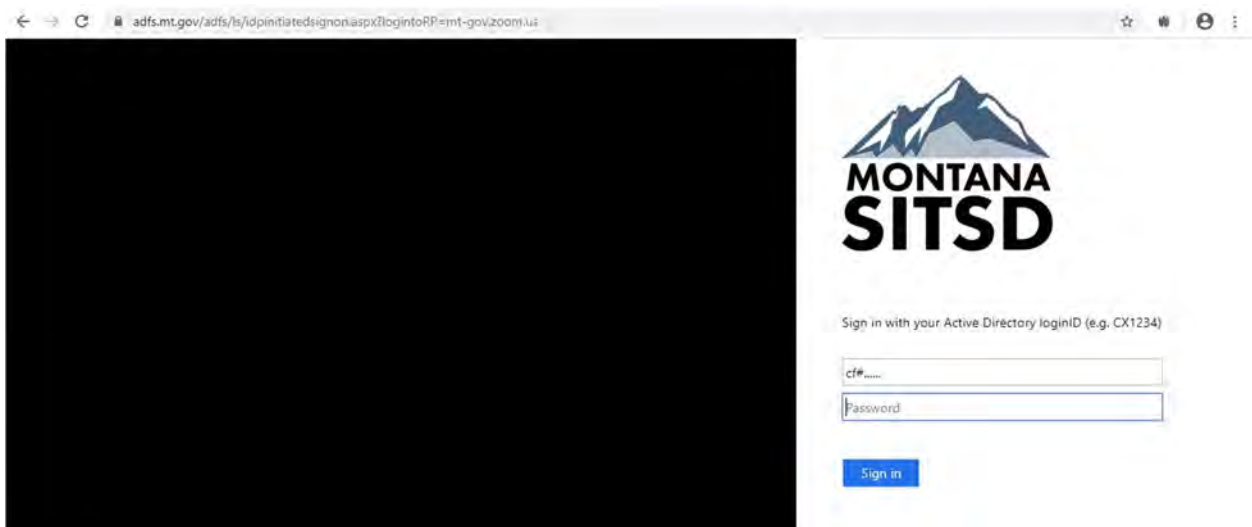
Zoom Meeting Instructions

Step 1 - on your PC

- Go to: <https://mt-gov.zoom.us/>
- Depending on what you want to do you will choose from the three choices on the screen
 - o Join - if you have a meeting someone else has already setup and you just need to enter a meeting ID
 - o Host – If you were the one to create the meeting and have your ID then you would pick this
 - o Sign In – To create an account

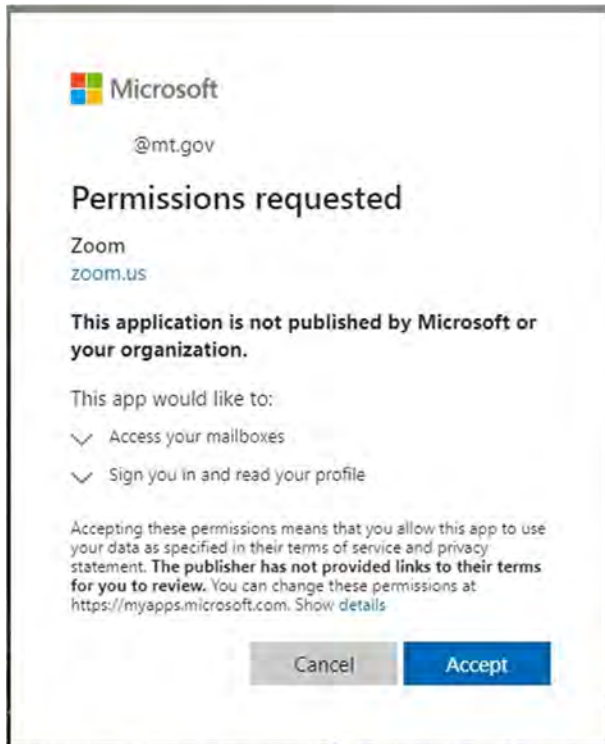


- o Sign in with CF# and network password





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- o Once you create the account, anytime you want to schedule a meeting you will sign back in and Choose Schedule a Meeting





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Create a PDF Using a Smartphone

Instructions for an iPhone

1. Open a note or create a new note.
2. Tap , then tap Scan Documents.
3. Place your document in view of the camera on your device.
4. If your device is in Auto mode, your document will be automatically scanned. If you need to manually capture a scan, tap  or one of the Volume buttons.
5. Drag the corners to adjust the scan to fit the page, then tap Keep Scan.
6. You can add additional scans to the document or tap Save when you're done.

Instructions for an Android Phone

1. Take a photo of the document with the camera on your device
2. Open it in the Gallery
3. Select print
4. The print app should allow you to select PDF and save to a location on the phone