



## **Remote Access Requirements**

Revised: October 2025

As part of the offerings of the AoA IT department, remote access into the organization's network is provided to Chancery employees, consultants, independent contractors and volunteers who would like to take advantage of working from outside of the office. Whether or not the access includes working with AoA proprietary data, all remote work must be approved by the user's management. Prior to being granted this access, there are several requirements that employees will need to acknowledge and accept:

**Personal Equipment / Infrastructure** used to gain access to the Chancery systems must meet certain criteria. Both AoA-issued equipment along with any personal equipment used to gain remote access must meet the following minimum requirements:

- Desktop Computer or Laptop with the following minimal operating systems:
  - Windows 11 **Pro**. If the system purchased came with Windows 11 Home edition, it is recommended the user go to this site ([click here](#)) and purchase the upgrade (key) to Windows 11 Pro. Though the ZTNA remote access app "may" run on Windows 11 Home edition, the IT department cannot guarantee it. Also, as Windows 11 Pro comes with a more robust built in version of Defender antivirus, no other AV app is required (though users can certainly purchase and install other paid-versions of an anti-virus program. Examples of such programs would be Webroot; TrendMicro, ESET, etc. Only AV modules are necessary – no extended versions containing add-ins like VPS or firewalls are required.
  - Apple-based desktop or laptop with an operating system running on version macOS BigSur (macOS11) or later. Paid-versions of an AV program are also required to be loaded on a macOS device.
- The operating system on the device being used (above) is being continually updated with the latest patches distributed by Microsoft (or Apple).
- High speed internet with minimal transfer speeds of 100 Mb down and 50 Mb + up. This can be checked by performing a SpeedTest from your browser at <https://www.speedtest.net/>
- Internet/network connection **MUST** be secured (especially if Wi-Fi). This pertains to home as well as shared access (i.e. WiFi connection at a coffee house; airport; etc.) If connecting to a public WiFi (with a password – no open access), using a personal VPN service is preferred. Examples would be NordVPN, ProtonVPN, ExpressVPN, etc.
- Actual device hardware specifications should meet or exceed the following:
  - CPU i5 or better
  - RAM 8GB (16GB or higher preferred)
  - 500GB hard drive or larger (SSD or NVMe preferred)
  - Network capability (minimal WIFI - though cabled ethernet RJ-45 is always preferred)
  - Webcam etc. (for virtual meetings)

**Note: You may be asked to prove these requirements are in place at any time by producing your equipment or submitting a screenshot.**

**Safe and private computing procedures** should be followed at all times while accessing or handling AoA-based data. These procedures include (but are not limited to) the following:

- Access will be limited only from the device or devices approved and referenced in the above section. Local passwords on the equipment should be enforced and AoA-based information should never be left on-screen while device is unattended.
- Printing of documents, if not disabled, is prohibited on printers outside of the Chancery unless approved by the department director.
- Personal e-mail accounts (i.e. Gmail; Hotmail; Yahoo; etc.) are never to be used to disseminate AoA-based data or information. Only archatl.com based e-mails should be used.

***Note: The use of personal email accounts could potentially be subpoenaed and searched during the discovery process of a litigious event.***

#### **Links with additional information:**

##### ***Guidelines for working remotely***

<https://archatl.zendesk.com/hc/en-us/articles/360050288531-Guidelines-for-Working-Remotely>

##### ***Remote Access Guidelines (AoA Employee Policy Manual)***

<https://www.paperturn-view.com/us/archdiocese-of-atlanta/2020-archdiocese-of-atlanta-employee-policy-manual-september-2020?pid=MTE112592&p=49&v=13.1>

If you have any questions, please feel free to contact the IT Department by submitting a helpdesk ticket at <https://help.archatl.com/>. Otherwise, by my signature, I agree to the policies and procedures contained within this document.