SIU CLEAN LAPTOP PROGRAM

Purpose:

The risks associated with carrying electronic devices while traveling arise from two sources: the likelihood that your device will be compromised and the impact of such a compromise. These risks fall into two main categories: exposing information the university is required to protect (i.e., restricted, classified or export controlled data) and being compromised by malware while traveling. The likelihood of being compromised by malware is greatest when traveling outside of the US and especially high when governments operate and manage the Internet. International travelers should take *extra* precautions. Understand that foreign universities, governments, and companies are often linked. Any inquiry regarding your research may have an ulterior motive, such as stealing intellectual property. Be cautious of unsolicited requests and questions about your research or other sensitive information. These clean laptops provide both you and the SIU System extra security in the event that the laptop is compromised and will assist both you and the SIU System with maintaining export control compliance.

Who Should Use The SIU Clean Laptop Program?

All SIU System employees, SIUE faculty and staff, SIUC faculty and staff, SIU School of Medicine faculty and staff; as well as all satellite campus faculty and staff, including but not limited to, the SIU School of Dental Medicine, The National Corn to Ethanol Research Center, The East St. Louis Center, SIU Law School and all SIU Extended Campus locations that travel to the designated foreign countries.

All SIU travel to the below countries WILL REQUIRE that an Informational Technology Services clean laptop be used during SIU business travel to those countries.

Your SIU issued laptop computer **SHALL NOT** be transported to any of the below countries.

IRAN	SYRIA	SUDAN	NORTH KOREA
CUBA	UKRAINE (Crimea Region)	CHINA	RUSSIA
VENEZUELA	CAMBODIA	BELARUS	

For How Long Can I Borrow A Laptop?

The length of checkout should not be longer than the below periods. If you must keep it longer, specify the reason in your request email. Note: ITS may be unable to accommodate your request.

To Request A Clean Laptop For Travel, Do The Following:

SIUC:

1. Submit a Travel Laptop Reservation request at https://ithelp.siu.edu by clicking on Travel Laptop in the Hardware section of Computers & Technology.

2. Complete the TMP Certification.docx and return to the Director of Export Controls at twakela@siue.edu

3. Allow at least a week to prepare the laptop for travel. The Office of Information Technology (OIT) has limited availability and requests will be processed on a first come, first serve basis.

4. The length of checkout should not be longer than a month. If you must keep it longer, specify the reason in your request. Note that OIT may be unable to accommodate your request.

5. Pick up the travel laptop at the SalukiTech Service Center in Morris Library upon notification.

6. Return the travel laptop to the SalukiTech Service Center when you return.

7. **VERY IMPORTANT:** Upon returning to the United States, change your password as soon as possible. **DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.**

Note: VPN is required to access some campus resources while traveling. If you need VPN access, please visit https://ithelp.siu.edu and click on Request Access in the VPN section of Information Security.

SIUE:

1. Apply for 2-Factor VPN access before requesting a travel laptop from ITS. This will allow you to securely access everything you need in association with your work at SIUE. In some countries, this will be the only way you can access your SIUE resources remotely. Start here to see if you need VPN access or to update your existing access to 2-factor: https://www.siue.edu/its/fac_staff/vpn.shtml

2. Complete the TMP Certification.docx and return to the Director of Export Controls at twakela@siue.edu

3. Email the ITS Help Desk at help@siue.edu

4. Include your name, eID, the date needed, destination, and date to be returned

5. Allow at least 10 business days to prepare the laptop for travel. ITS has limited availability on travel laptops and requests will be processed on a first come, first serve basis.

6. The length of checkout should not be longer than a month. If you must keep it longer, specify the reason in your request email. Note that ITS may be unable to accommodate your request.

7. **VERY IMPORTANT:** Upon returning to the United States, change your password as soon as possible. **DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.**

SIU-MED:

1. Email techsupport@siumed.edu. Include your name, the date you need a laptop, and the date the laptop will be returned.

2. Complete TMP Certification.docx and return to the Director of Export Controls at twakela@siue.edu

3. Please allow at least a week to prepare the laptop for travel. Information Technology has a limited number of travel laptops available. Travel laptops will be reserved on a first come, first served basis.

4. The length of the laptop checkout should not be more than three weeks. If you need a laptop for a longer period, please specify the reason in your request email. Note: Information Technology may be unable to accommodate extended requests due to equipment availability.

5. Return the travel laptop to Information Technology when you return from your travel.

6. **VERY IMPORTANT:** Upon returning to the United States, your SIUMED password will need to be changed as soon as possible. **DO NOT CHANGE YOUR PASSWORD ON THE TRAVEL LAPTOP.**

7. If you need assistance, please contact the Information Technology Service Desk at techsupport@siumed.edu or **217-545-HELP**.

What Software Is Available On The Clean Laptops?

The laptop or MacBook will come pre-loaded with a supported operating system, required utility software (e.g. anti-virus), and the following software:
- Browser - Edge, Firefox and Chrome (or Safari for MacBook)
- Microsoft Office
- Adobe Reader
- VLC Media Player

Requests for additional software must be approved by Export Controls.

What Happens Upon My Return?

After returning to the United States, you will need to change your University ID password. You can do this either by coming to our office to have it changed, or by changing it yourself using your home or office computer. Do not use the travel laptop to change your password.