

Columbus State University

Domestic and International Travel

Tips

Travel is crucial to conducting and promoting Columbus State University (CSU) business and research. When planning business travel, most employees find it necessary to carry a laptop to stay connected with their office, access the Internet, or work on business documents. This page is designed to provide general and international travel tips to assist in protecting you, your laptop, and institute data while traveling.

Do the files on your laptop contain or consist of:

- #1. Student personally identifiable information (PII) such as grades, student SSN#'s, student DOB's, your comments on a student's work, or any other non-directory information on a student?
- #2. Intellectual property information, including unpublished research such as drafts of articles, in-progress projects, data sets, or third-party proprietary information?
- #3. CSU or USG financial or institutional data that cannot be recovered if your computer is lost or stolen?
- #4. Any other (PII) such as tax returns, any social security numbers or health record information on you or a family member?



If you answer yes to any of the above questions, this next section is for you.

- A. Only travel with the data that you absolutely need. If you don't need it, don't take it.
- B. Make sure you've backed up any important data before traveling – If something happens to your devices while traveling you won't be able to get the data back without a backup.

- C. Keep your devices with you and within sight at all times – It doesn't take long for a laptop, smartphone, or tablet to be stolen. This is particularly important in busy and crowded places such as: buses, subways, airports, and at conferences.
- D. Do not travel with anything that is subject to export controls. – It is illegal in some cases to bring certain software or hardware to other countries.
- E. Ensure that your computer is up-to-date and running antivirus software – Before traveling, make sure that you've submitted an eQuest in advance and worked with UITS (Desktop Support) for installation of the latest updates from Microsoft or Apple, and ensure that you are running CSU's managed antivirus software.
- F. Utilize CSU's VPN Service – If you plan on accessing CSU resources such as Peoplesoft or Banner while traveling be sure to submit an eQuest in advance to UITS (Desktop Support) for VPN access to ensure that information sent to and from CSU is secure.
- G. If your laptop is lost or stolen while on travel, contact UITS (Desktop Support) and your supervisor immediately upon your return.



If you have any questions or concerns that require more immediate attention please contact The 2015 Chancellor's Gold Medal Award Winning UITS Help Desk helpdesk@columbusstate.edu or 706-507-8199.