



**The FGFOA Free Internet Based Webinar Series presents
Best Practices for Remote Working in a Government Environment**

Thursday, November 12, 2020

2:00 p.m. – 3:40 p.m. EDT

CPE: 2 Hours TB

Field of Study: Information Technology-Technical

Presenter: Bob Siegel, President, Privacy Ref

Overview:

Working remotely has become the norm. Whether at home, a coffee shop, a hotel, your car, or any other location, technology has allowed us to work remotely while continuing to collaborate with our peers.

When working from the office there are controls in place to protect confidential information. These controls may not be in place when working remotely putting confidential information at risk as well as your own personal information. The challenge is to determine how to work remotely providing the same level of protections for information that would exist in your office.

This session will explore the risks you may encounter when working remotely and how you may address them. We will explore good practices for:

- Creating a “work remotely” policy
- Securing your computer
- Protecting your network connection
- Establishing strong passwords
- Tips for using your mobile devices
- Handling confidential papers
- Guarding against scams
- Protecting your personal information
- Setting up a home workspace

Learning Objectives:

- Identify the risks to confidential information when working from remotely
- Discover strategies to protect confidential information when working remotely
- Understand the risks to own personal information while on video conferences
- Considerations for setting up a home workspace

Participation is free and only available to current FGFOA Members.

You will need your FGFOA member ID to register for this webinar. Please [click here to log into the FGFOA Member Portal to get your Member ID number.](#)

Click on the link below to register:

<https://attendeegotowebinar.com/register/3781068064811643150>

NOTE: All Webinar information will be sent via email. Please confirm that you enter your correct email address when registering.

After registering you will receive a confirmation email containing information about joining the Webinar. This confirmation is unique to you, and you will need the link to log-in and connect to the Webinar. Once presentation are received they will be posted at www.fgfoa.org under presentations.

CPE Reporting Verification: Your participation will be recorded through the webinar software. You must be present and signed in the entire 100 minutes to receive credit. The FGFOA will receive a verification report after the webinar and will prepare the CPE certificates. You should receive your certificate via email in approximately 30 days.

This program being offered free of charge.

System Requirements

PC-based attendees

Required: Windows® 7, Vista, XP or 2003 Server

Macintosh®-based attendees

Required: Mac OS® X 10.4.11 (Tiger®) or newer

For additional information regarding registration please contact Karen Pastula, at kpastula@fkcities.com

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