

**::Approved Faculty and Staff Only**

## Setup and Use

# RDC from an Android Mobile Device

Remote Desktop Connection (RDC) is a system that allows VSU employees to access and control their office computers from off-campus for work-at-home purposes.

### Benefits of using a RDC:

- Access software, documents, or emails available on your office computer without copying files.
- Access applications that can only be run from on-campus, such as Banner Forms.
- Print to your networked office printer.



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For additional assistance, contact:

**Information Security**  
[security@valdosta.edu](mailto:security@valdosta.edu)

or

**VSU Solutions Center**  
229-245-HELP (4357)  
[solutions@valdosta.edu](mailto:solutions@valdosta.edu)

or

**Visit**  
[www.valdosta.edu/it](http://www.valdosta.edu/it)

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## RDC Requirements

In order to utilize VSU remote desktop connection (RDC), you must:

- have received prior approval from VSU Information Security.
- have high-speed internet access.
- leave your office computer powered on.

## Configure Your Android Mobile Device

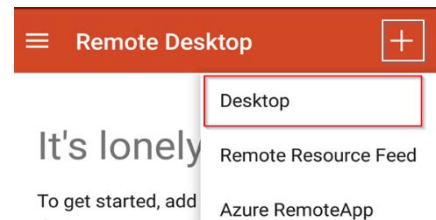
### 1. Install the Microsoft Remote Desktop App

Download and install the **Microsoft Remote Desktop app** from the App store on your Android mobile device > **Open app**.



### 2. Add Connection

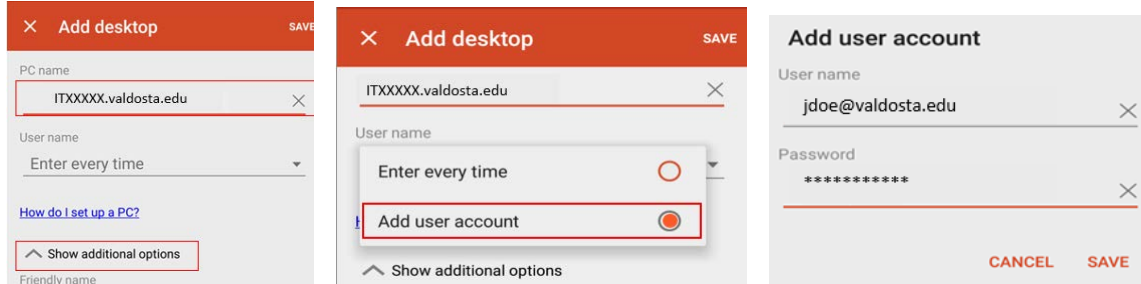
Click the **Plus (+)** icon on the top-right corner > click **Desktop** from the drop-down menu to add connection.



Enter the following in the appropriate fields:

- **PC name:** Your office computer **IT tag number.valdosta.edu** (ex: IT12345.valdosta.edu). The tag# is affixed to the computer, and was listed on the RDC request form you submitted.

Click the **Show Additional Options** drop-down arrow on the bottom left > Click arrow to select **Add user account**.



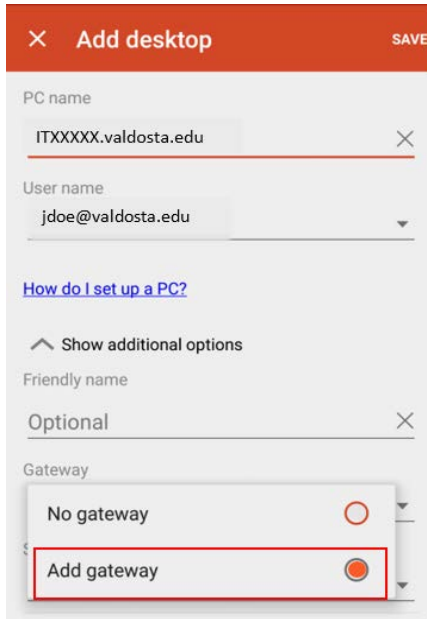
- **Username:** Your VSU email address (ex: jdoe@valdosta.edu)
- **Password:** Password used to log in to your campus desktop computer



### 3. Configure Gateway Server Settings

Click the **Gateway** drop-down arrow > Select **Add Gateway**.  
 In the **Server name** field, enter **rdgw.valdosta.edu**

Click the **SAVE** link.



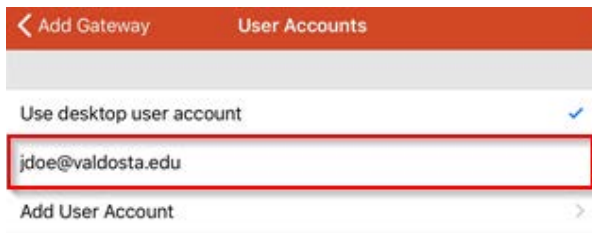
#### Add gateway

Server name  
 rdgw.valdosta.edu

User account  
 Use desktop user account

CANCEL SAVE

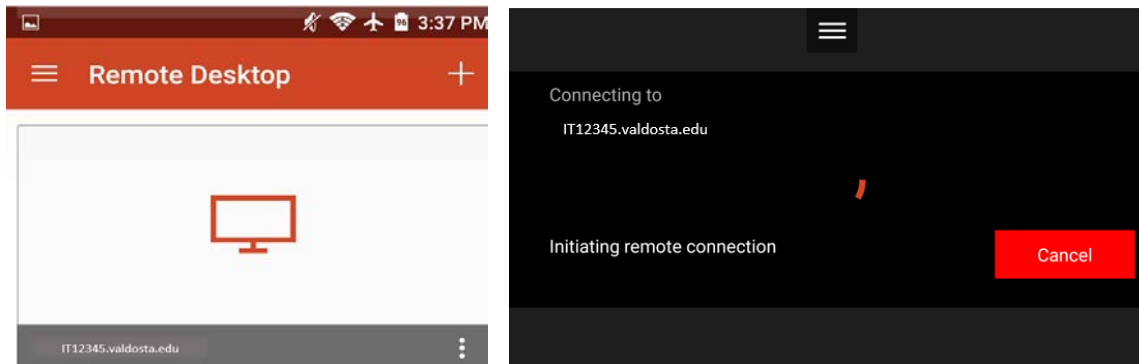
Click the User account drop-down arrow, select the **user account** (ex. jdoe@valdosta.edu) you created in Step 2.



## Connect to Your Office Computer

### 1. Make the Connection

From the RDC App's Home Screen, **double click the PC name** you added. (ex. IT12345.valdosta.edu). *The connection will initiate.*



### 2. Authenticate Login

Respond to the [two-factor authentication \(2FA\)](#) request to approve the login.

The authentication request will use the default method that you set up (phone call, text, or mobile app).

### 3. Log in to your office computer

- Click the **Yes** button if you receive a dialog box stating that 'the identity of the remote computer cannot be verified due to a problem with the security certificate.'

Enter your **VSU username and password** to log in to your desktop computer.

## Break Connection

### 1. Log Off

On your PC office computer, click the **Start Menu icon**  / **Power icon** and select **Log off**.

On your Mac office computer, click the **Apple icon**  in the upper-left corner of the screen. Click **Logout** to view dialog box > click **Log Out**.

