

This guide outlines using a Remote Desktop Connection on your home computer. Please make sure you have taken all the appropriate steps such as completing the RDC request form, getting the appropriate approvals, and installing the required software before proceeding. For more information on these necessary steps, please visit our RDC Website.

FROM YOUR OFFICE COMPUTER:

1. In order to establish an RDC, you must **leave your office computer powered on**. However, we strongly recommend you **lock your computer** to prevent unauthorized access.

FROM YOUR HOME COMPUTER:

1. On your home computer, launch the RDC software by clicking the **Remote-to-VSU icon**.
2. Fill out the data fields appropriately.

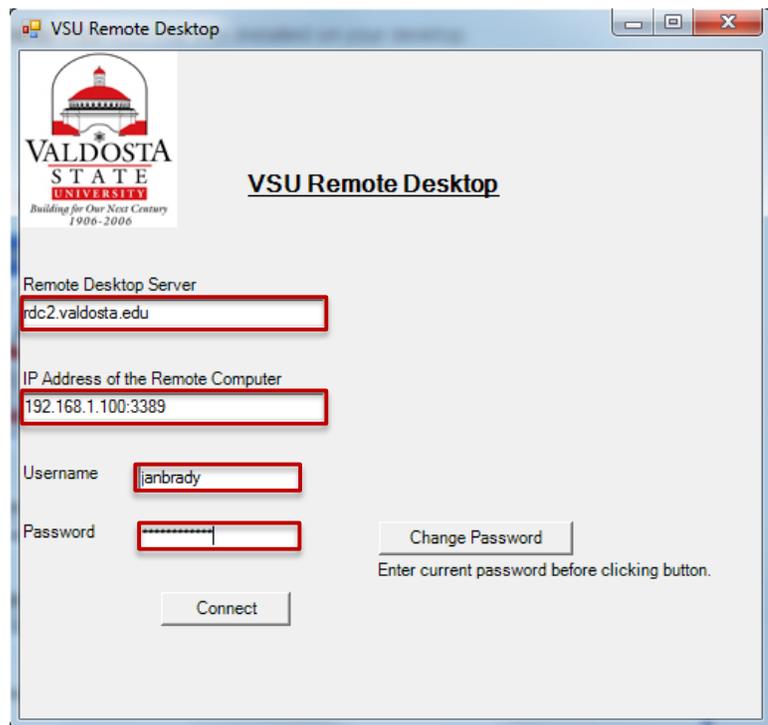
Remote Desktop Server:

rdc2.valdosta.edu

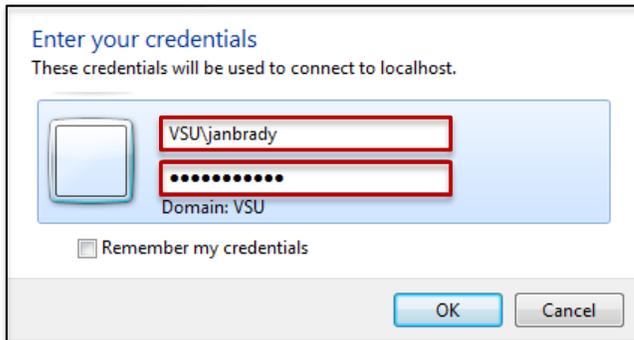
IP Address of the Remote Computer:

Enter your office computer's IP Address into this field. Your IP Address should be provided in the email you received from IT upon RDC approval.

(!) If you are located in the Health Science and Business Administration building, you will instead enter the computer IT number followed by .valdosta.edu
Ex. it12345.valdosta.edu:3389



3. Enter your **AD username and password** > Click **Connect**.
4. You will be prompted to log in again. Enter **VSU\username** and **password** > Click **OK**.



Enter your credentials
These credentials will be used to connect to localhost.

VSU\janbrady
.....
Domain: VSU

Remember my credentials

OK Cancel

5. To end your RDC Session, click the **Start** button > **Disconnect** > **Disconnect**.

Note: Be sure to completely disconnect when you are finished with your session. Simply closing Remote Desktop will cause improper disconnection which will prevent you from being able to reconnect at a later time.