Valdosta State University

# Remote Desktop Connection

::Approved Faculty and Staff Only

# Setup and Use RDC from a PC

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.



For additional assistance, contact:

Information Security security@valdosta.edu

or

VSU Solutions Center 229-245-HELP (4357) solutions@valdosta.edu

or

Visit 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 Personal Computer**

#### 1. Open RDC Program

Key **Remote** in the search bar at the bottom of the Start menu > Select **Remote Desktop Connection** from the Programs list.



#### 2. Configure Logon Settings

Click the arrow next to Show Options button located in the lower left corner.



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On the General tab, enter the following:

- Computer: Your office computer **VSU IT tag number** (ex: IT99999). The tag# is affixed to the computer, and it was listed on the RDC request form you submitted.
- User name: Your VSU email address (ex: jdoe@valdosta.edu)

General	Display Local	Resources	Programs	Experience	Advanced	
Logon s	ettings					-1
	Enter the nam	ne of the rem	note compute	er.		
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Computer:	ITXXXXX			•	
	User name:	jdoe@val	dosta.edu			
	You will be as	ked for cred	lentials whe	n you connec	t.	

3. Configure Gateway Server Settings

Click the **Advanced tab** located to the upper right. Click the **Settings** button located at the bottom of the screen.

#### Configure the connection with these settings:

- Use these RD Gateway server settings: Check
- Server name: Key rdgw.valdosta.edu
- Logon method: Select Ask for password (NTLM)
- Bypass RD Gateway server for local addresses: Uncheck
- Use my RD Gateway credentials for the remote computer: Check

#### Click the **OK** button.

Use these RD Gateway server settings:				
Server name:	rdgw.valdosta.edu			
Logon method:	.ogon method: Ask for password (NTLM)			
Bypass RD Gateway server for local addresses				
O Do not use an RD Gateway server				
0	Gateway server			
.ogon settings	Gateway server			
logon settings	Gateway server			
Logon settings User name: No	·			
Logon settings User name: No You will be asked for c Gateway server.	- one specified			

General	Display	Local Resources	Programs	Experience	Advanced	
Server authentication						
0	intend	r authentication veri ed remote compute ed to connect is det	r. The streng	th of the verif	ication	
	If server authentication fails:					
	Wam me					
Connec	t from any	where				
		gure settings to conr vay when I am work			ktop	
		Settings				



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#### 4. Save Settings

Click the **General tab** again > Click the **Save As...** button under the Connections Settings section. Key a **filename** (ex: VSU Desktop Connection) > **Save** the connection to your Desktop.

General Display Local Resources Programs Experience Advanced	G₀ Save As
Logon settings	Search Desktop >
Enter the name of the remote computer.	Organize 🔻 New folder 🔠 👻 😥
Computer: ITXXXXX -	🖈 Favorites 🍵 🚝 Libraries
User name: jdoe@valdosta.edu	Creative Cloud Fi
You will be asked for credentials when you connect.	Downloads +
	File name: VSU Desktop Connection 👻
Allow me to save credentials	Save as type: Remote Desktop Files (*.RDP)
General Display Local Resources Programs Experience Advanced     Logon settings     Enter the name of the remote computer.     Computer:     ITXXXXX     User name:     idoe@valdosta.edu     You will be asked for credentials when you connect.     Allow me to save credentials     Connection settings     Save the current connection settings to an RDP file or open a saved connection.     Save   Save As	
Hide Options Connect Help	Hide Folders Save Cancel

## **Connect to Your Office Computer**

#### 1. Make the connection

Double-click the connection icon that you saved on your Desktop

-or-

Click the **Connect** button within the RDC program.



#### 2. Authenticate Login

**Respond to the** <u>two-factor authentication</u> **(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

① 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 Hower icon and select **Log off.** 

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

