

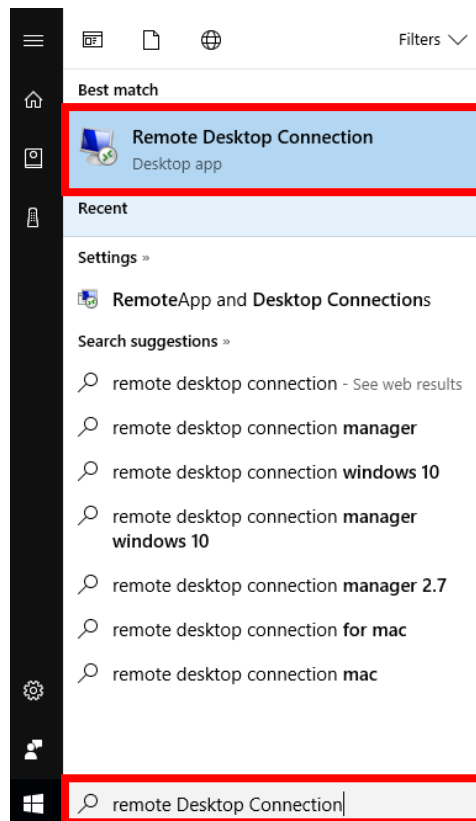
STEP TWO – Create a Remote Desktop Connection

VPN access (remoting into your office machine) is a two-step process. This PDF is for step-two in that process, creating a remote desktop connection.

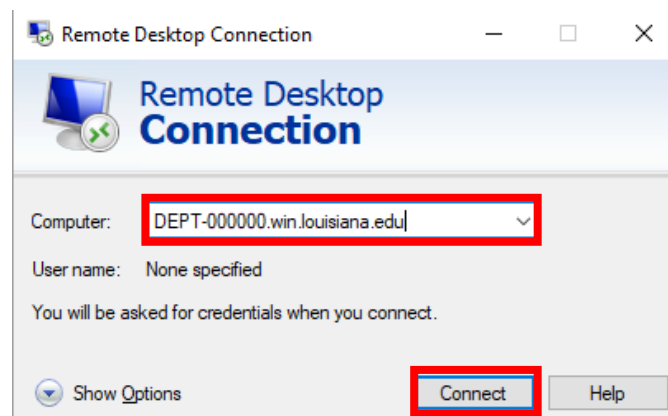
This document contains instructions for both a University PC and your personal PC.

Important: These instructions DO NOT need to be completed on your University desktop, they are to be completed on whatever machine you are using to remote into your University desktop.

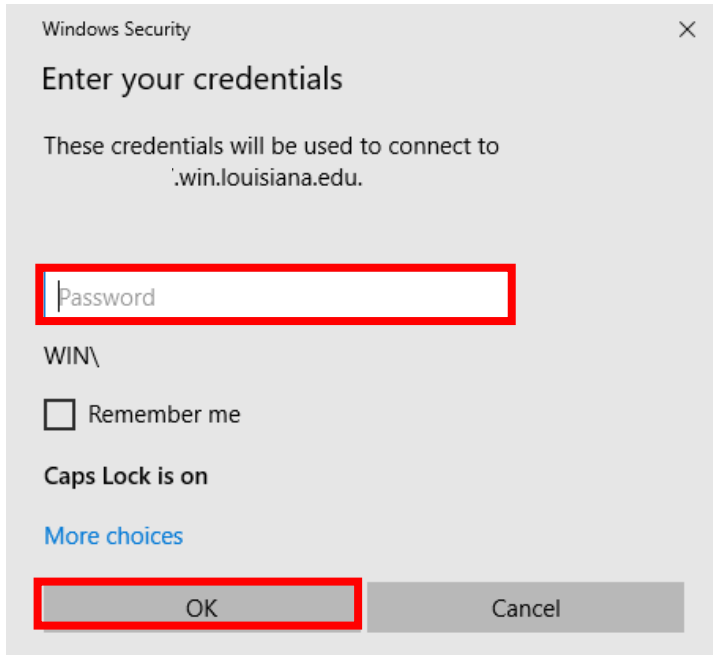
1. With the FortiClient connected > click the Windows icon > type in Remote Desktop Connection > click Remote Desktop Connection



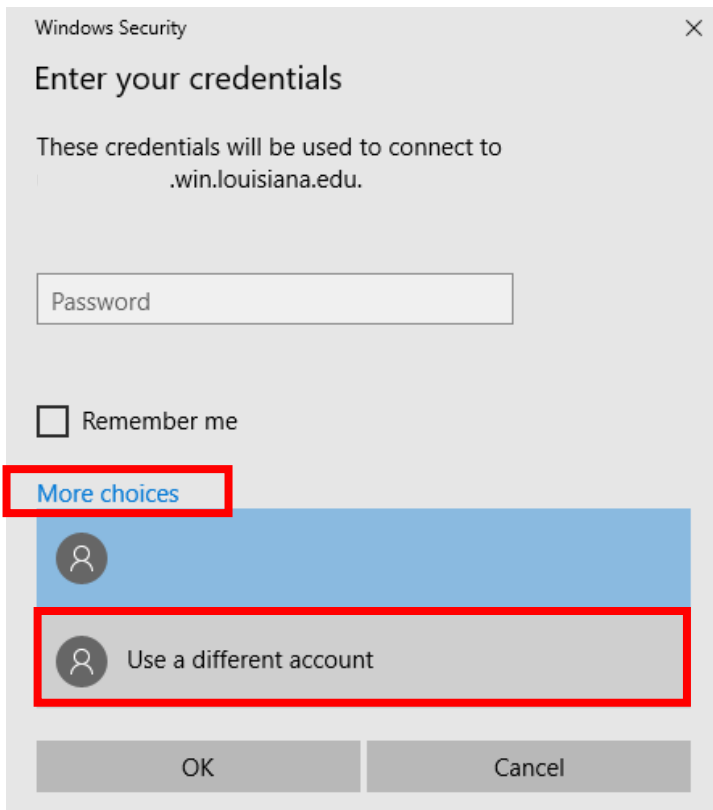
2. In the Remote Desktop Connection box, enter **YOUR COMPUTER NAME** in the Computer field and click Connect. Your computer name is usually in the format of DEPT- Last six of your state tag number.



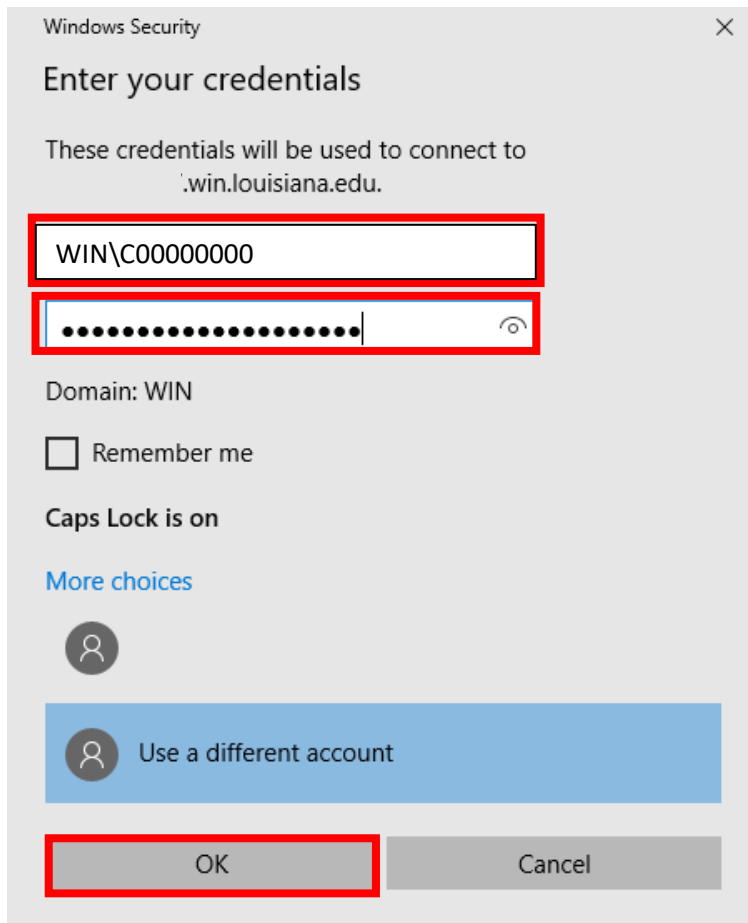
3. **University PC** – you will be logged in with whatever ID you're currently logged into that machine with, reenter in your Windows password > click OK



Personal PC – Choose More choices > Use a different account



Enter in your Windows Credentials – the ID & password you use to login to your computer on campus > click OK



After clicking OK you will be logged into your computer on campus.

If errors occurs, keep the following things in mind:

- Are you logged into the FortiClient?
 - Remember VPN is a two-step process, you must login to the FortiClient first.
- Are you using the correct login?
 - C00000000 or ABC1234
 - Try putting WIN\ in front of your username.
WIN\C00000000
- Are you using the correct password?
 - Your ULID & CLID passwords are NOT the same
- Is the machine in your office turned on?
 - You will be unable to login to your office machine if it is not turned on.
- Try restarting the PC you're using
 - Sometimes processes get “stuck” in the background and a reboot will clear these.

If you have tried these troubleshooting steps and are still unable to login, please contact the IT Service Desk.