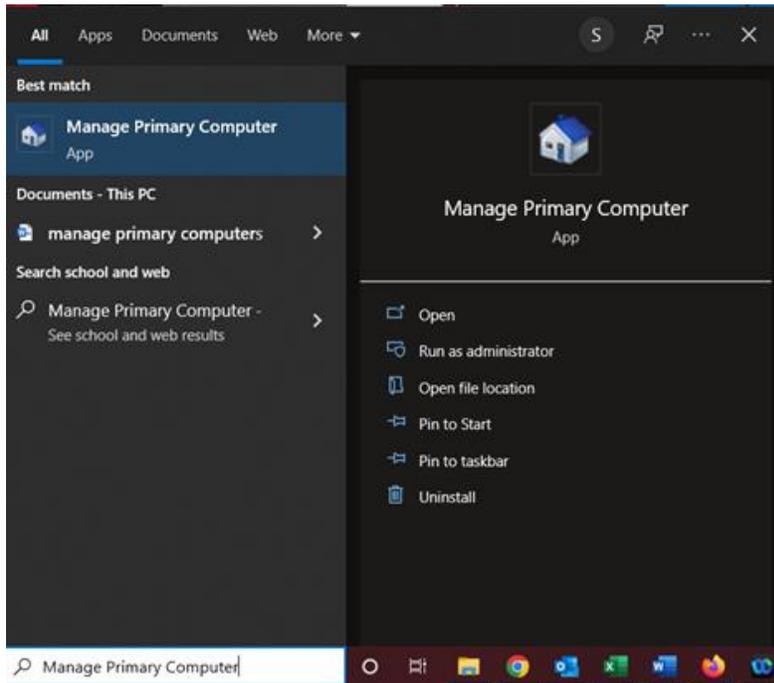


Remote Desktop over VPN

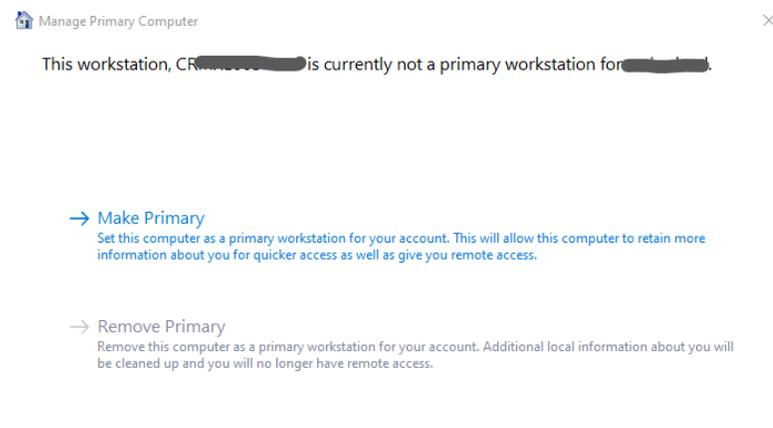
Preparing your office PC

The first step is preparing your office PC for a remote desktop connection (RDS). You must make your office PC your primary computer.

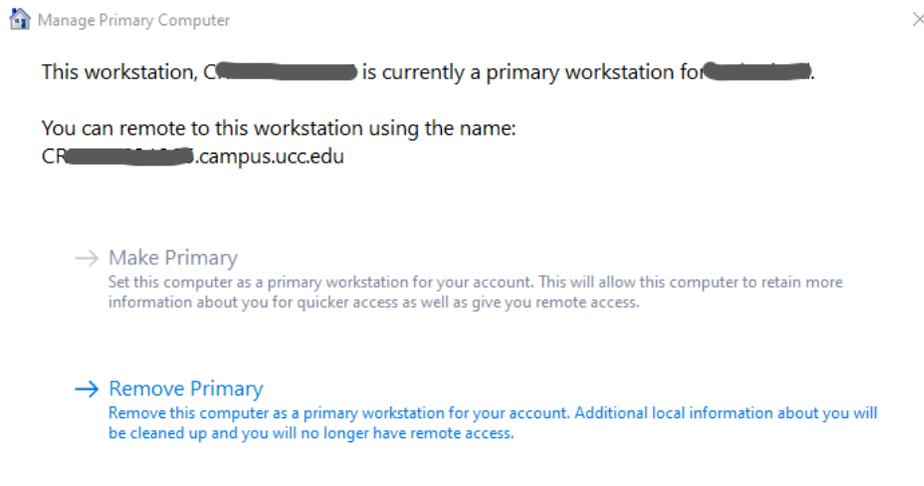
- 1- On your office pc go to the search bar and start typing Manage Primary Computer and click on the Manage Primary Computer App.



- 2- Click on Make Primary to set your computer as your primary computer.



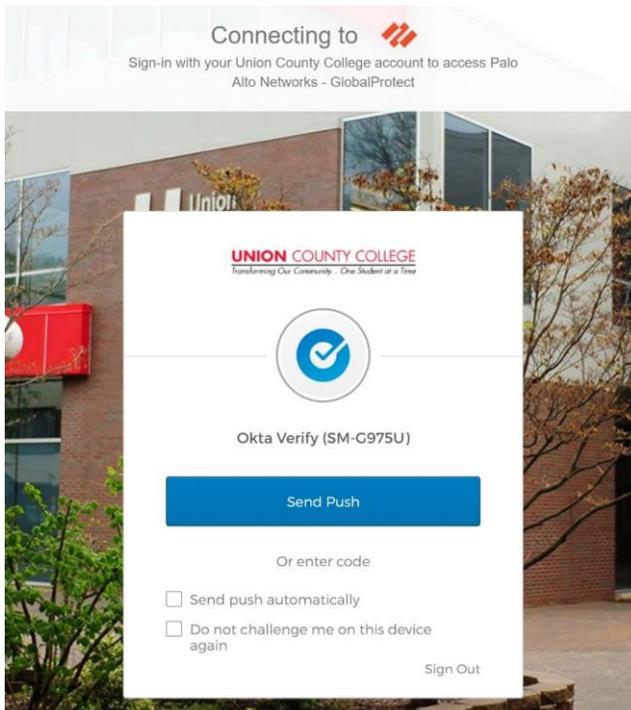
- 3- When it is done you will see that your computer is set as primary, and the Make Primary is now grayed out and the Remove Primary is now available. Be sure to copy the full computer name an email yourself so you can remote to that computer with Remote Desktop.



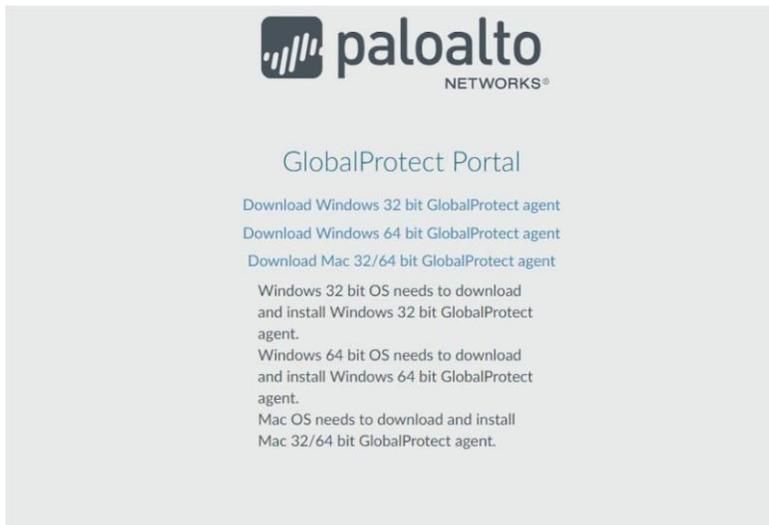
Installing the VPN Client

- 1- On your off-campus computer, launch a web browser and go to the following URL:
<https://sslvpn.ucc.edu>

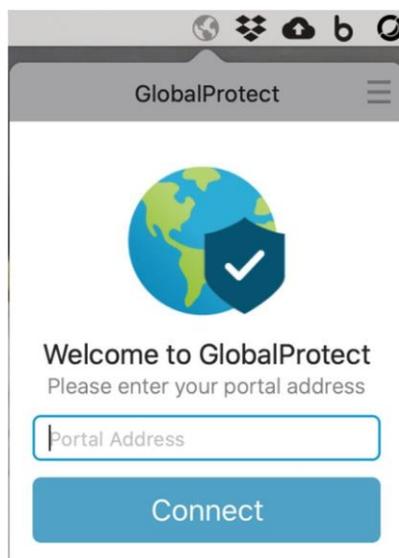
After you click connect, you will see a popup prompting you to Login with Okta. The username here is your UCC email address, and the password is what you use for your email address or computer:



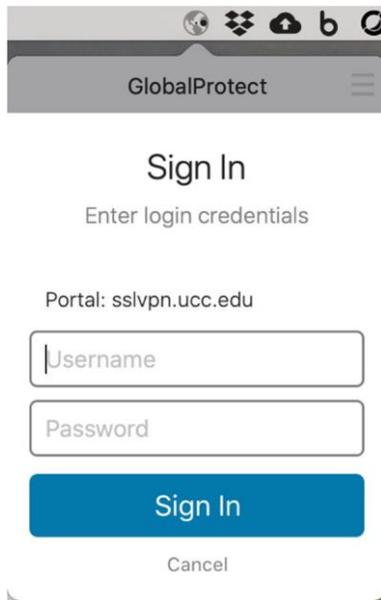
- 2- Once logged in, you will need to download the VPN agent. Click the “Download Mac 32/64-bit GlobalProtect agent” to begin the download. Please note where the file is downloaded to.
 - a. Once downloaded, navigate to where the file was saved and run the GlobalProtect.pkg file to install the client.



- 3- In the GlobalProtect Installer, click Continue.
 - a. All the default settings can be left and click Continue and eventually click install.
 - b. If prompted for your Mac credentials, enter your Mac User Name and Password and click Install Software. Please note this will not be your college credentials.
 - c. After the installation is complete, select Close.
 - d. If prompted, you can move the installation file to Trash.
- 4- The Global Protect box should now show and enter sslvpn.ucc.edu for the Portal Address and then click on Connect. If it doesn't show, or you need to get back to the screen, look for the gray globe in your Mac taskbar (also shown below).



- 5- Enter domain username and password
(Note: This is the same information you use to log on to your desktop PC)



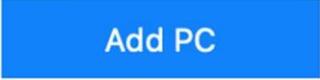
The image shows a screenshot of a mobile application interface for GlobalProtect. At the top, there is a header bar with the text "GlobalProtect" and a hamburger menu icon on the right. Below the header, the title "Sign In" is displayed in a large font, followed by the instruction "Enter login credentials". Underneath, the portal address "Portal: sslvpn.ucc.edu" is shown. There are two input fields: "Username" and "Password". Below the input fields is a prominent blue "Sign In" button, and a smaller "Cancel" button is located at the bottom center of the dialog.

- 6- You should now be connected to UCC Network via VPN

Remote Desktop access to your office PC from off Campus

- 1- Go to the App Store on your Mac and search for Microsoft Remote Desktop and click on Get.
- 2- Once installed open Remote Microsoft Remote Desktop and select Add PC.

Add your first PC connection
to get started.

A blue rectangular button with the text "Add PC" in white, centered within the button.

- 3- For PC Name, enter your full office computer name in the format *COMPUTERNAME*.campus.ucc.edu (Note: the computer name was noted to be copied down in an earlier step). All other values can remain as default and click Add.
- 4- You should now see your computer listed in the main Microsoft Remote Desktop window. Double click on your computer tile and that will bring up the login screen.
- 5- Enter your UCC credentials. The username needs to be entered in the following format: **CAMPUS**\Username (where username is the same as you would use to logon to your office PC). Then enter your password and click 'Continue'.

- 6- If a certificate warning appears, click on Continue.
- 7- You should now have access to your office computer.