

::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

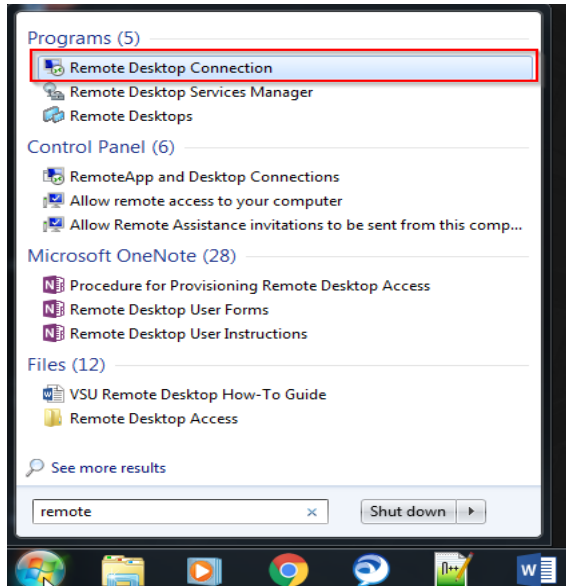
In order to utilize VSU remote desktop connection (RDC), you must:

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

Configure Your Personal Computer

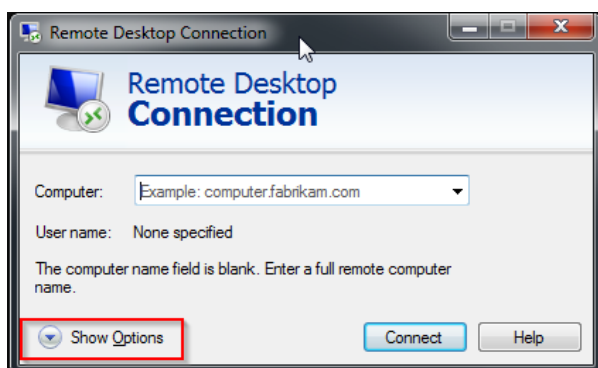
1. Open RDC Program

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



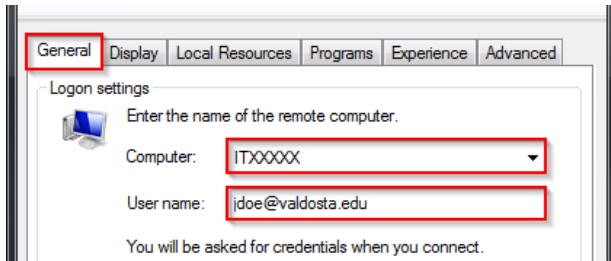
2. Configure Logon Settings

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



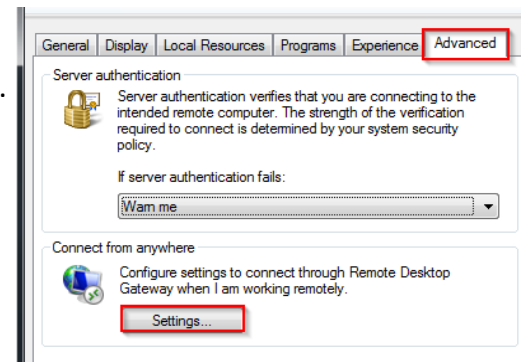
On the **General tab**, enter the following:

- Computer: Your office computer **VSU IT tag number** (ex: IT999999).
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)



3. Configure Gateway Server Settings

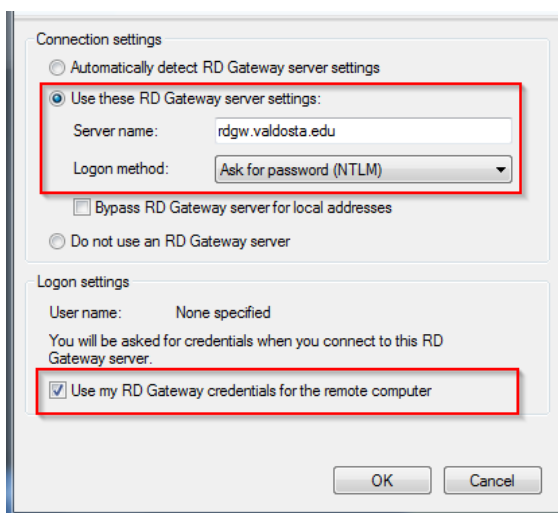
Click the **Advanced tab** located to the upper right.
Click the **Settings** button located at the bottom of the screen.



Configure the connection with these settings:

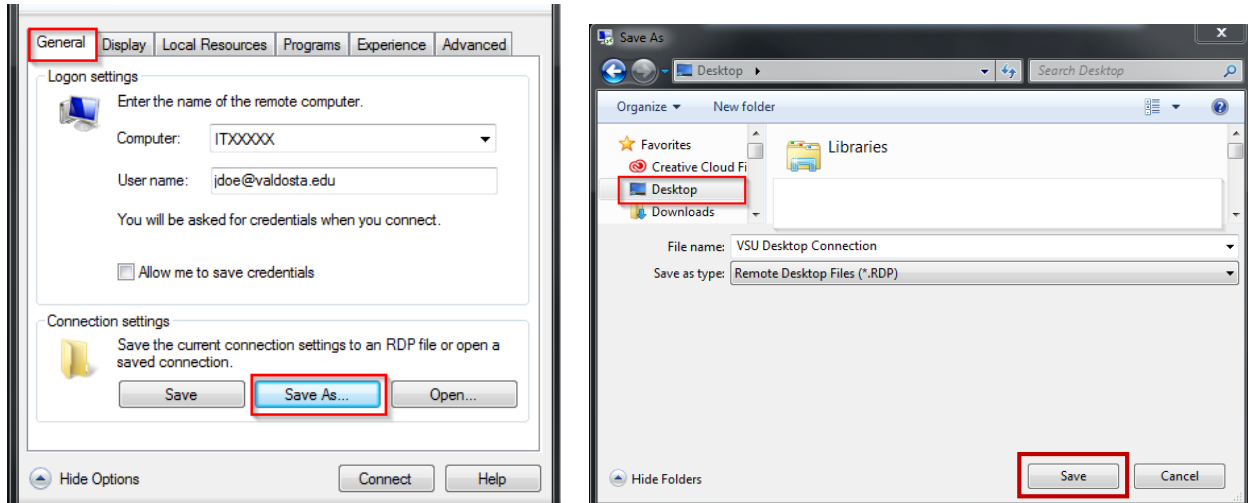
- Use these RD Gateway server settings: **Check**
- Server name: Key **rdgw.valdosta.edu**
- Logon method: Select **Ask for password (NTLM)**
- Bypass RD Gateway server for local addresses: **Uncheck**
- Use my RD Gateway credentials for the remote computer: **Check**

Click the **OK** button.



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.



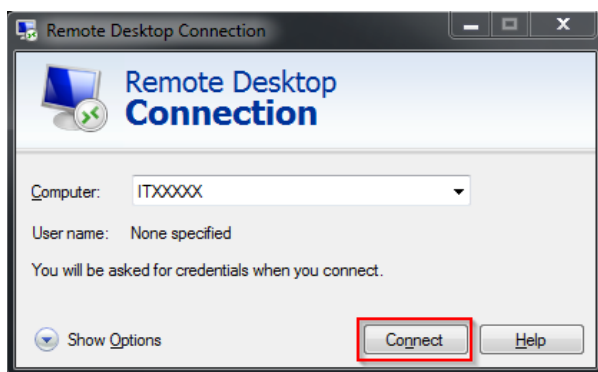
Connect to Your Office Computer

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 **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**.

