

Windows Remote Desktop Instructions

Preliminary Notes:

- To connect to the Health System network you must have the Big IP Edge client installed on your remote computer (e.g., a home computer) and a working token generator. Token codes cannot be reused and expire after 5 minutes.
- If you have trouble installing this software or questions call the Helpdesk at (434) 924-5334

Creating a Remote Desktop Connection

On your work PC, run “Load RDP” to add your Logon ID the Remote Desktop Users group.

The PC you are Remoting to (typically your work computer) must be powered on. If it isn’t you can call the Helpdesk, they can typically start it remotely (this may require you to know the Computer ID).

Once the above has been completed connect to the Health System network and then follow the instructions below.

Start the Remote Desktop Connection Client by:

Option 1. Searching for it by going to the Start button (or Windows Orb) in the lower left corner of the screen then typing in “Remote Desktop”. The Remote Desktop icon will pop up at the top of the screen. Double click on the icon.

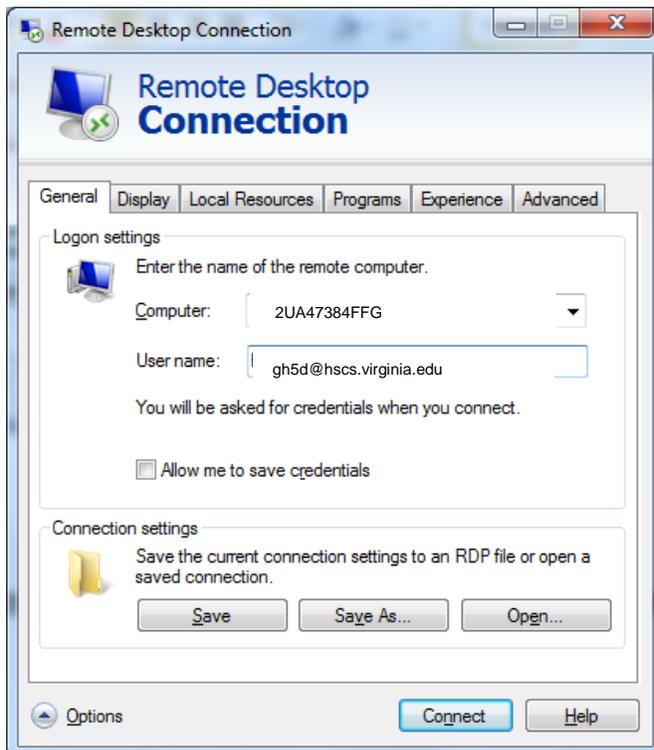
Option 2. Go to the Start Button -> All Programs -> Select the Accessories folder, and then double click on Remote Desktop connection icon



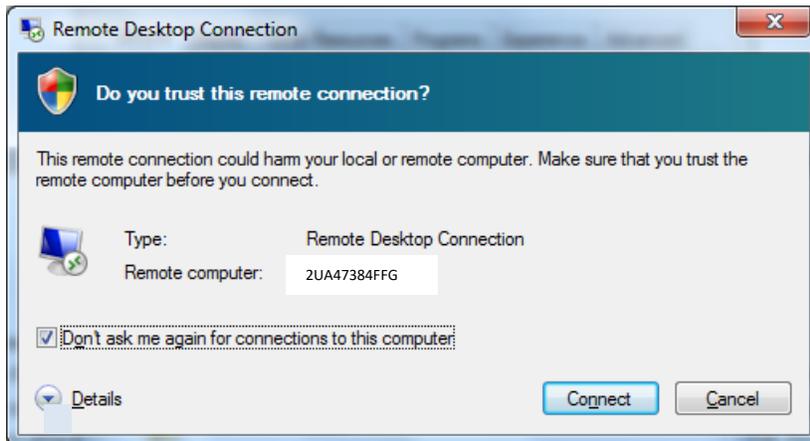
Expand the screen by clicking on Options in the lower left corner. The Computer ID (serial number) goes in the top window. The Computer ID is the alphanumeric character set located after your Logon ID on the Computer icon; something similar to “GH5D on 2ua47384ffg”, and will probably be in the upper left corner of your desktop screen. The bottom pane should have the domain and Logon ID of the person attempting to connect to the remote computer (or server), in the format:

computingID@hscs.virginia.edu

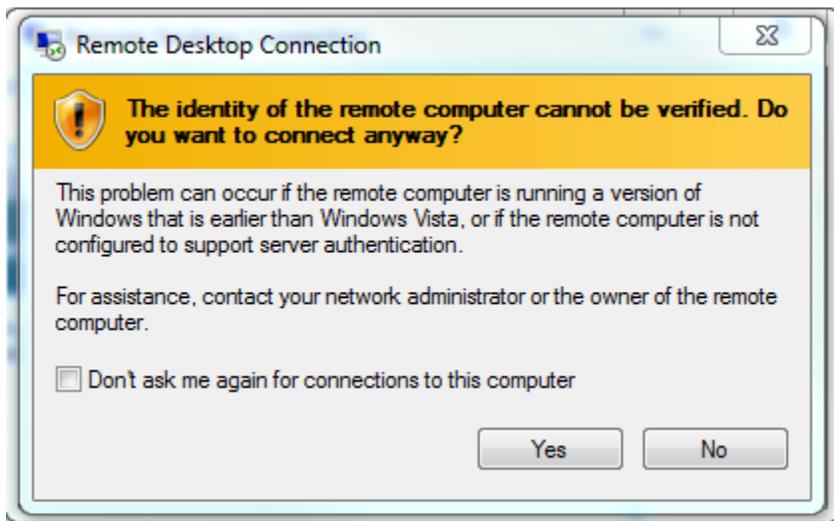
Once you have entered this information you should save this to your desktop. I recommend using; “Save As” and renaming it to something you can identify as your Work or Lab computer.



Double click on the icon you created on your desktop and click on “Connect.”



If you are prompted regarding the connection (e.g., in the screen shot below), accept it by clicking “Yes.”



When prompted, log into the remote computer as you normally do.

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