

Connecting Remotely Using Remote Desktop

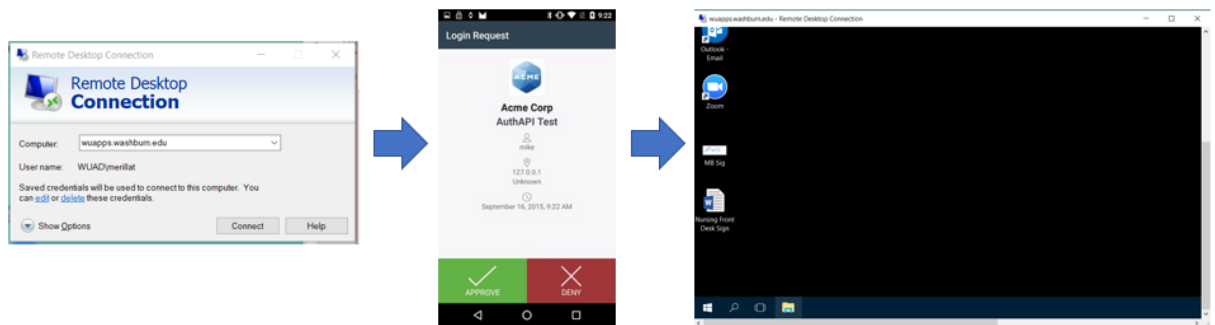
At times it may be necessary to connect to your office computer remotely. Washburn requires two-factor authentication to access its systems. In general, this means you will be asked to confirm your identity with your phone before you can complete the login process.

Options for Connecting Remotely

There are two ways to connect remotely.

1. Remote Desktop Only (*only option available for adjuncts*)

With this option, you access your 'virtual desktop' using Remote Desktop. It provides access to your home directory and the shared directory for the School of Nursing. Because this is a virtual desktop, your work computer does not need to be turned on.



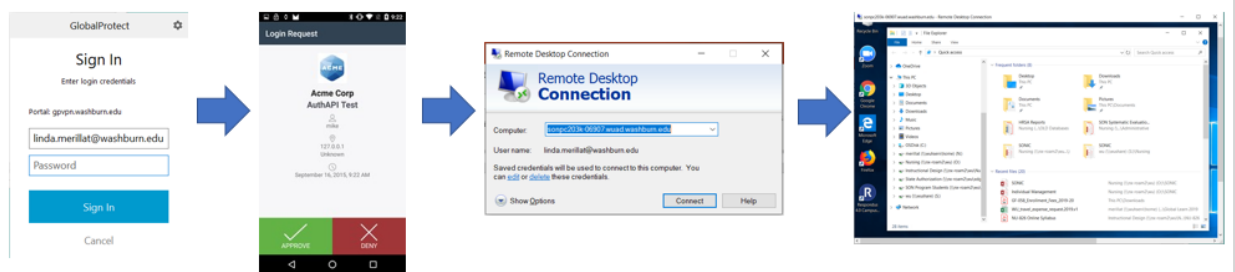
Login to wuapps using Remote Desktop

Approve Notification on mobile device

Access virtual desktop

2. VPN & Remote Desktop

With this option, you first connect to the Washburn network using Virtual Private Network (VPN), and then you connect directly to your work computer using Remote Desktop. You will be able to access everything on your work computer as if you were sitting in front of it. Your work computer must be turned on for this option to work.



Login to VPN using GlobalProtect

Approve Notification on mobile device

Login to your computer using Remote Desktop

Access actual work desktop

REMOTE DESKTOP ONLY

Setting Up Duo App

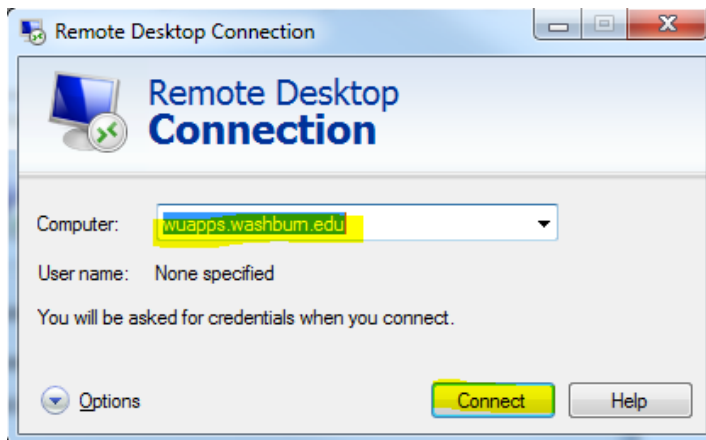
The Duo App must be set up and installed on your mobile device. Contact the Help Desk (support@washburn.edu or call 785-670-3000) for directions on setting it up. The Help Desk will send you a link so you can register with Duo before you install the app.



When you attempt to access systems remotely, this app will generate a notification message to your phone or other device. You will need to approve the notification each time you log in remotely.

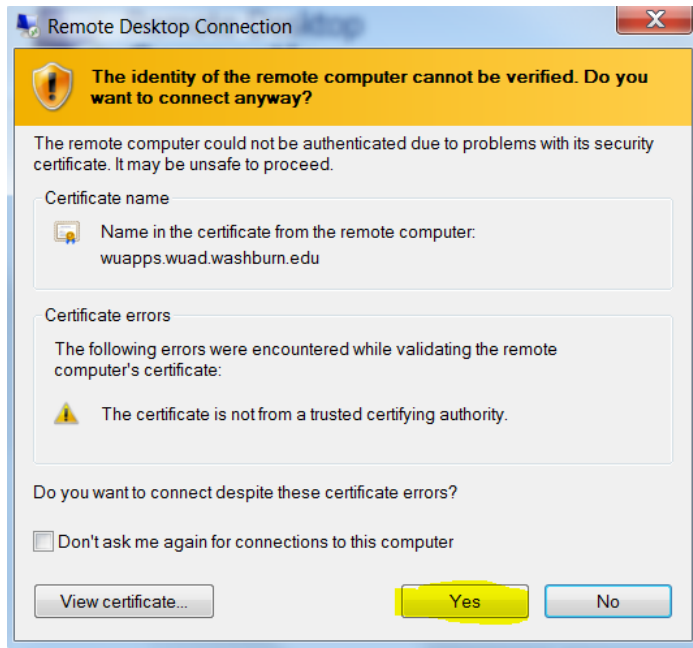
Connecting with Remote Desktop w/ VPN

1. For a PC, start the application:
 - Windows 8 or later, start typing "Remote Desktop" from the Home screen.
 - If you have Start Menu, click on the Start Menu, click on All Programs | Accessories | Remote Desktop Connection.
2. When you are first prompted, you will be asked for the computer name. At Washburn, this is the name of the remote access server – **wuapps.washburn.edu**. Click on Connect.

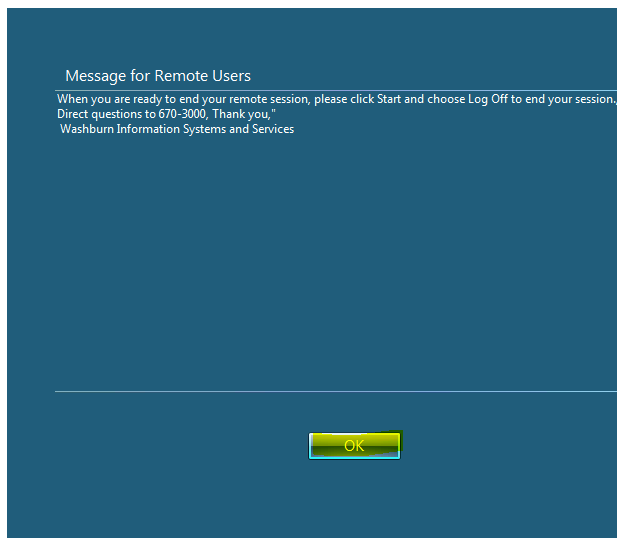


3. Enter your Washburn email address and password.
4. Click on **Connect**.
5. You will receive a notification from Duo to your mobile device. Approve the notification.

6. If you receive a certificate notice, click on Yes.



7. Click on OK.



8. Your desktop will appear in a new window.
9. You may not have access to all the applications you need. Contact the Help Desk to gain access.

VPN & REMOTE DESKTOP

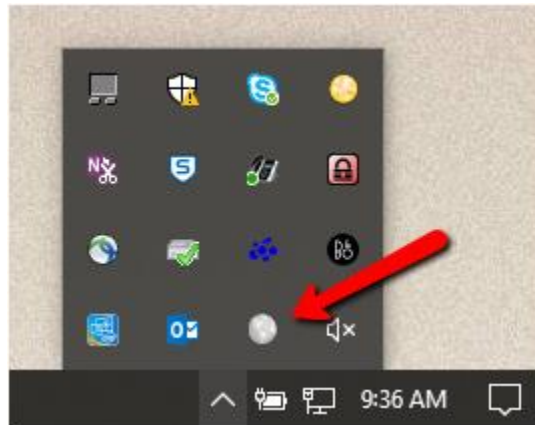
Installing the GlobalProtect VPN client

If you will be using the VPN option for connecting remotely, you will need to install the GlobalProtect client to your computer. The directions for installing the client are located on the ITS website.

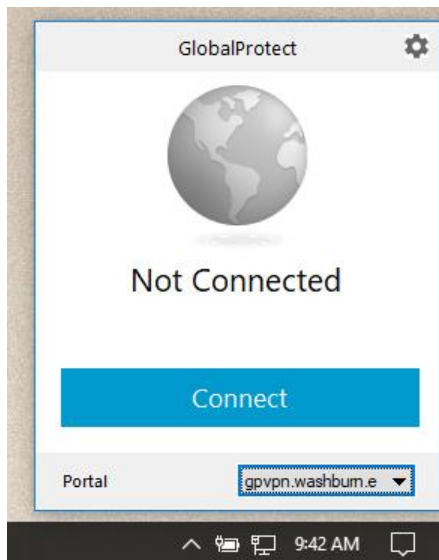
<https://washburn.edu/its/vpn.html>

Connecting to VPN

1. Once the GlobalProtect VPN client has been installed, it can be accessed from the system tool tray on a PC.

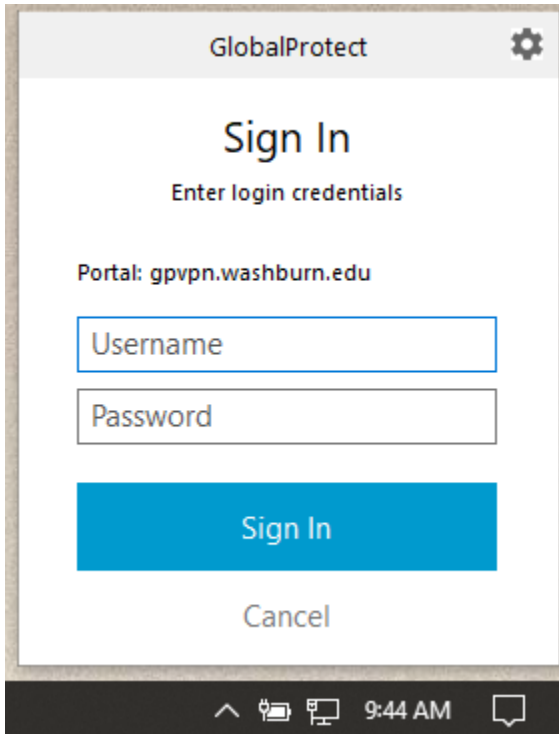


2. **The first time you use GlobalProtect, you need to identify the Portal: gvpn.washburn.edu.**
3. Click on Connect.

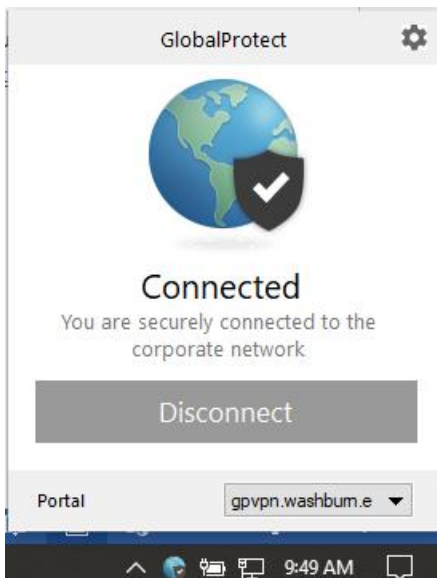


4. Enter your Washburn email and password to login. Click Sign in.

5. After the first time, you'll only be asked to sign-in.

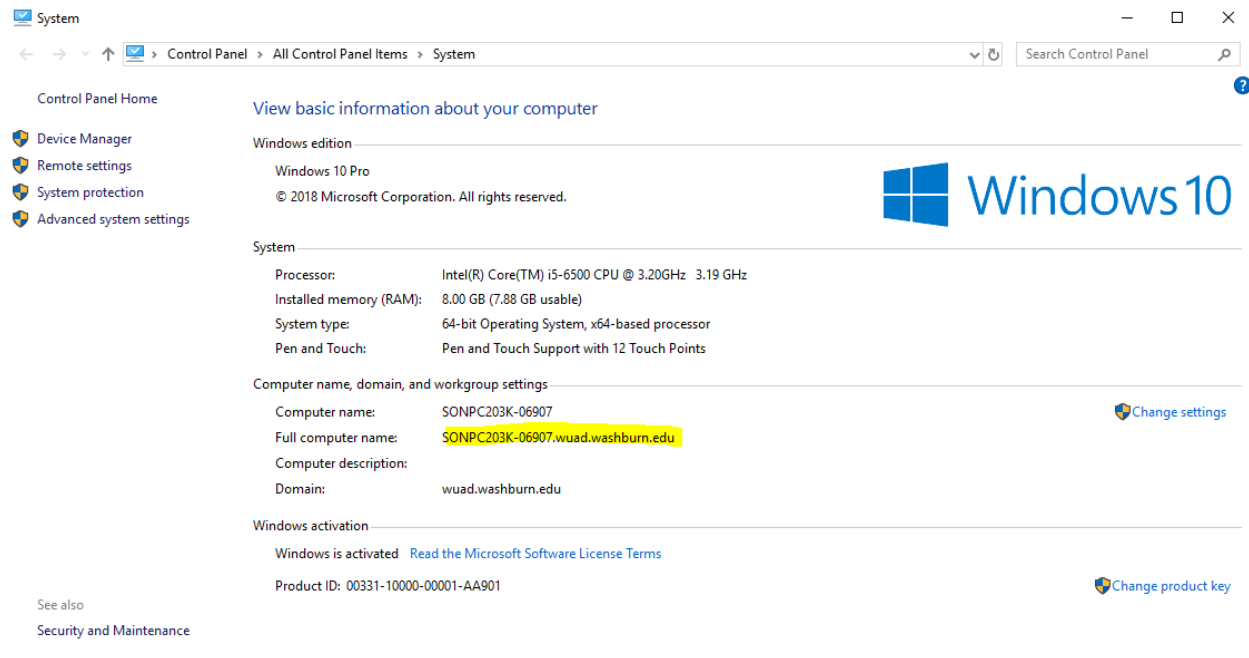


6. After you enter your username and password and click on Sign In, Duo will send a notification to your mobile device. Approve the notification.
7. Once you are connected, you should see this message.

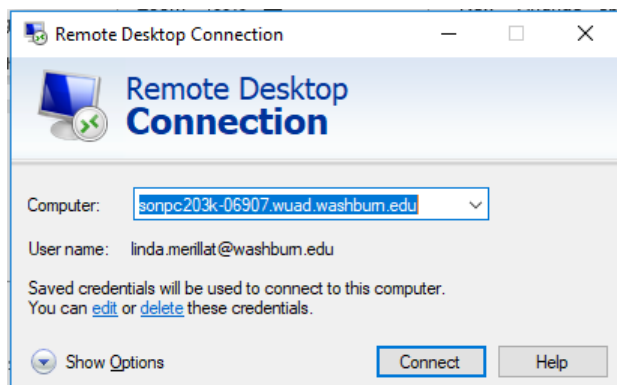


Connecting with Remote Desktop w/ VPN

Before you connect, you will need the name of your desktop computer as work and the desktop computer will need to be turned on. For a PC, this be found by clicking on the Start Menu or window icon in lower left-hand side of screen and typing: **System**. Click on System Information. If you aren't on campus or can't find, call the Help Desk.

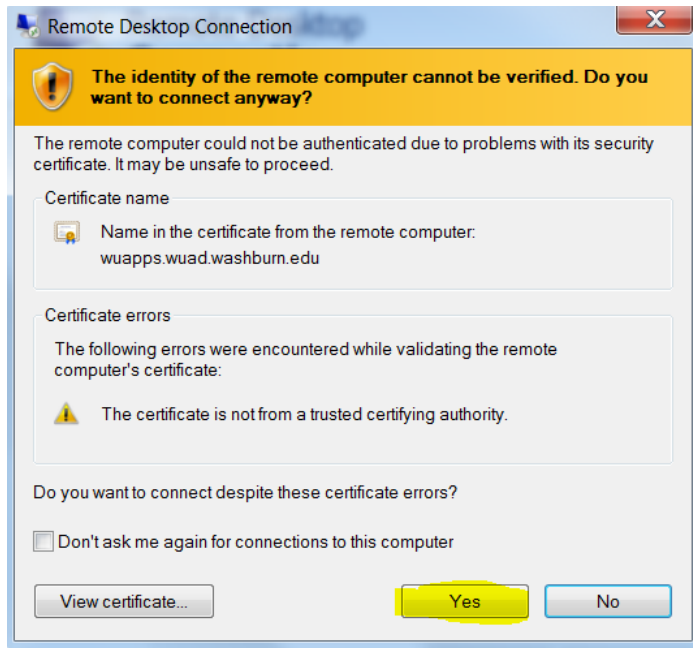


1. For a PC, start the application:
 - Windows 8 or later, start typing “Remote Desktop” from the Home screen.
 - If you have Start Menu, click on the Start Menu, click on All Programs | Accessories | Remote Desktop Connection.
2. When you are first prompted, you will be asked for the computer name. Enter the computer name found above – this is the name of your computer at work. Click on Connect.

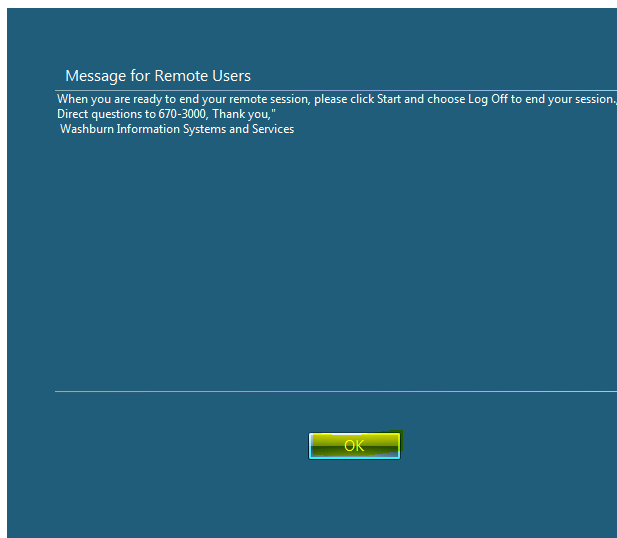


3. Enter your Washburn email address and password.

4. Click on **Connect**. If you receive a certificate notice, click on Yes.



5. Click on OK.



6. Your desktop will appear in a new window.
- You'll be working on your virtual desktop. (Your virtual desktop is updated when you log off of your office machine. You'll want to periodically log off to keep it up to date.)
 - You should have access to all of your network drives.
 - You may not have access to all the applications. If you are missing an application, contact your Help Desk.