

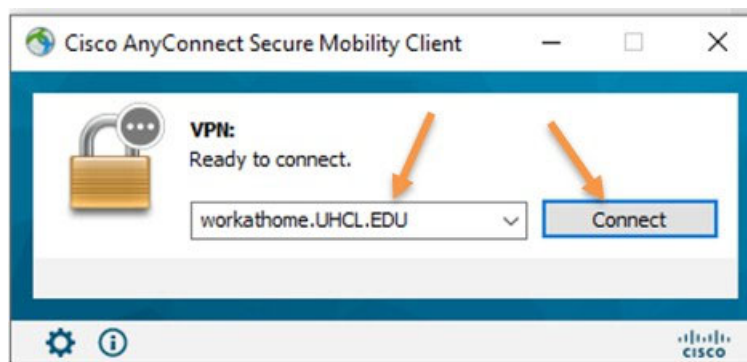
### VPN and Remote Desktop - Getting Started

UHCL enables users to access network resources from off-campus via a virtual private network (VPN) connection. For users who have a designated on-campus computer assigned to them, they may combine using VPN with Remote Desktop to access their on-campus computer remotely, as well. This document outlines the steps needed to access VPN, and if necessary, Remote Desktop.

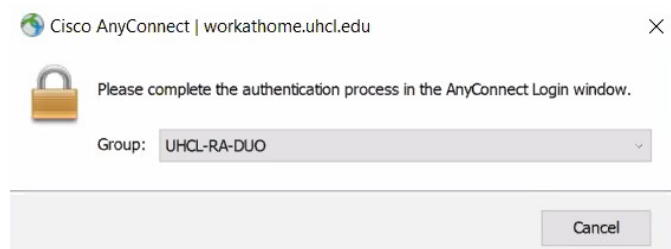
#### Connecting to VPN for the First Time

UHCL uses Cisco AnyConnect for VPN access. Follow the steps below to download and configure Cisco AnyConnect on your off-campus computer.

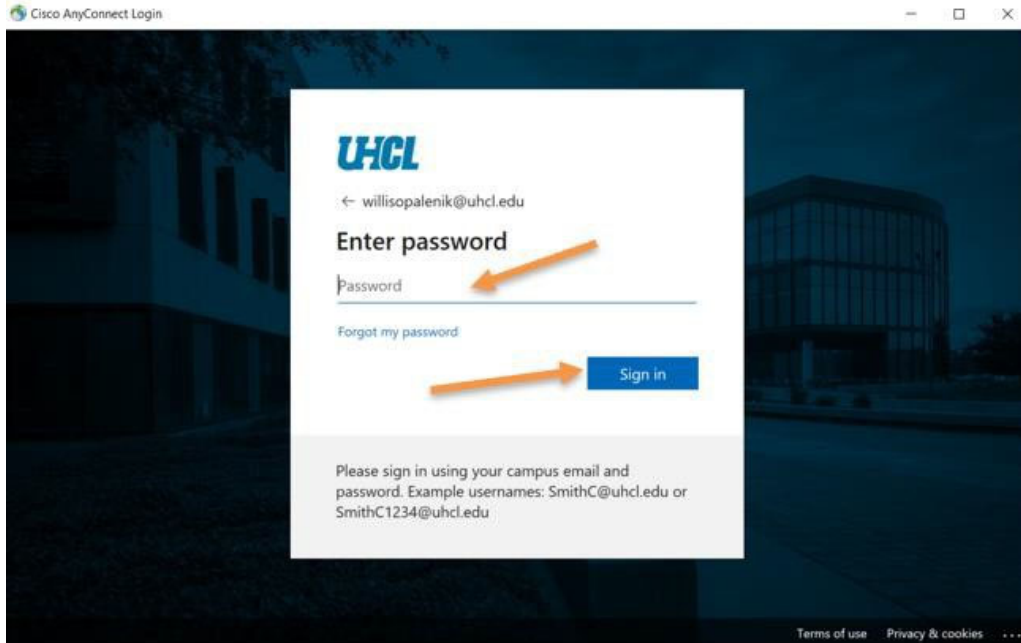
1. In any web browser, go to <https://workathome.uhcl.edu>
2. Type your UHCL Username and password (without the domain uhcl\ in front and not your email address).
3. Click Logon, then Continue
4. Wait for the website to detect your OS and computer type, then download and run the Cisco AnyConnect client.
5. After the install is complete, open the software if it does not start on its own.
6. You should see the screen below. In the open field, enter: workathome.uhcl.edu



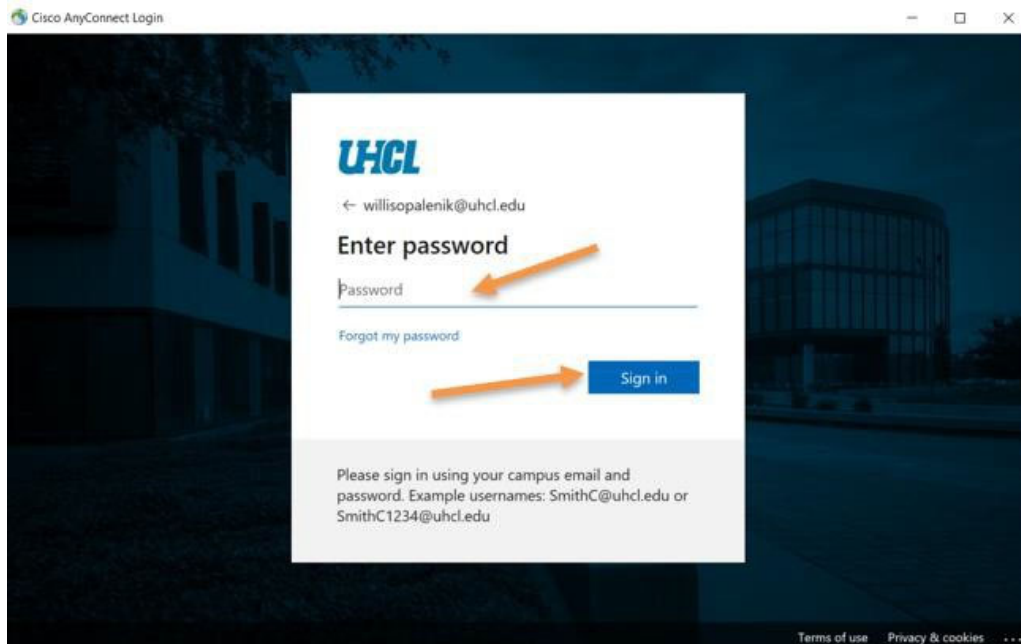
7. You may briefly see the following screen, or it may appear behind the DUO 2FA screen shown with step #8 below. As long as it shows UHCL-RA-DUO in the Group field, you need not do anything about this screen.



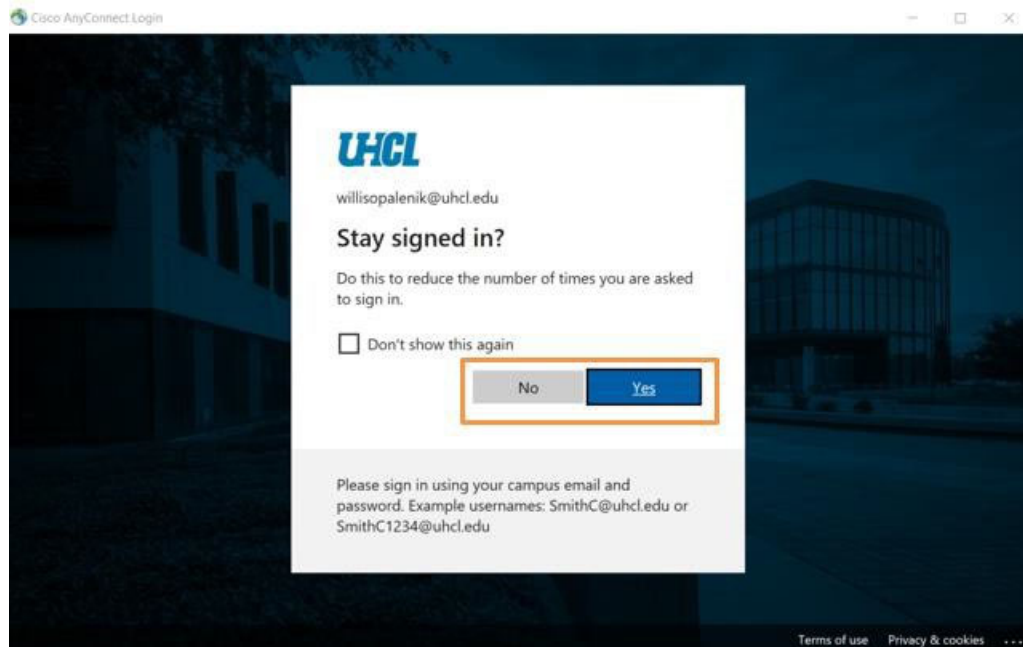
8. You should then be routed to the DUO two-factor authentication (2FA) login screen. Enter your UHCL email address and then click the Next button.



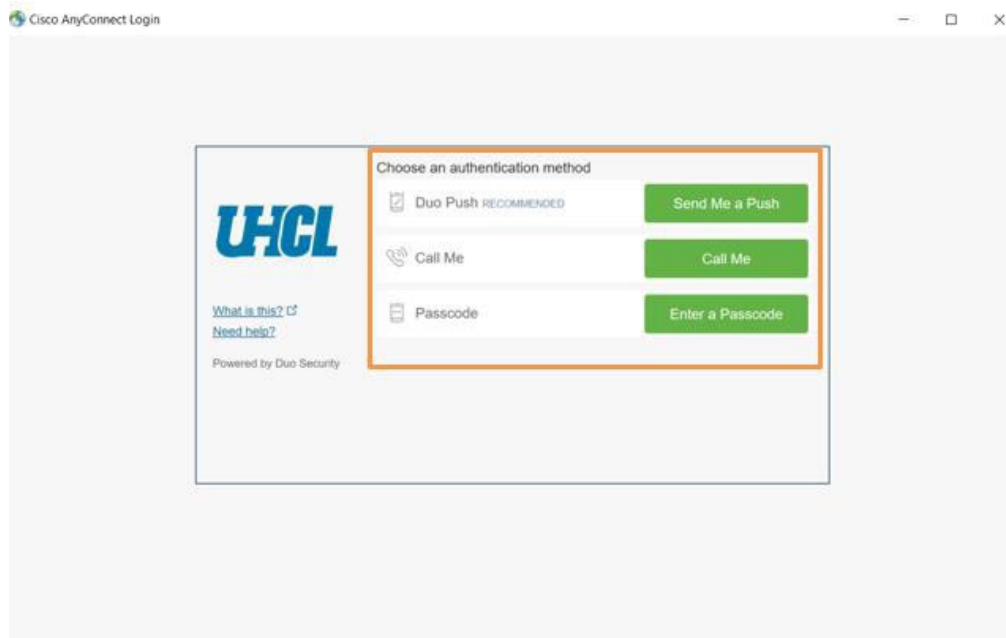
9. At the next screen, enter your UHCL password and then click the Sign in button.



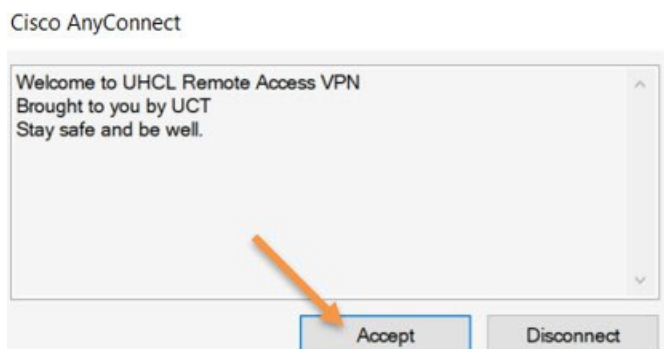
10. At the resulting screen, click the option for whether or not you want to remain signed into DUO 2FA.



11. On the next screen, click the button for your preferred 2FA authentication method.



12. At the resulting screen, click the Accept button.



13. You should now be connected to UHCL VPN. ALL traffic will be going through this VPN connection until you disconnect.

**If you also want to access your on-campus computer/workstation via Remote Desktop, please proceed to the instructions below.**

### Connect to Your Office Computer (Remote Desktop)

Before you attempt a remote connection, make sure that your office computer is on. You also need to know the exact name of your computer. Your computer's name should begin with the first letter of your building, your suite number, dash (-), then D (for desktop) or N (for Laptop), followed by your computer's tag number (minus the leading 0). Example B2300- D45678. To verify your computer's tag number, please call or email the Support Center at 281.283.2828 or [supportcenter@uhcl.edu](mailto:supportcenter@uhcl.edu).

1. Search for the Remote Desktop App on your computer and open it, and you should get a window that looks like the screen capture below. **NOTE:** Mac users may need to go to the App Store and download the "Microsoft Remote Desktop" App.



2. Type in your computer name and click the Connect button.
3. When prompted, log in with your usual UHCL username and password.
4. You should now be connected to your office computer, with access to all software and data on your computer. **NOTE:** If your connection fails, please document the error message and contact the Support Center for assistance.

