

The following describes how to identify your campus PC name and how to connect remotely to your office PC from off-campus using a VPN connection and a remote desktop connection. For information on installing the *GlobalProtect* app to utilize a VPN connection, please refer to our *VPN Setup for Windows 10* documentation <https://uits.kennesaw.edu/cdoc>.

Preparing to Connect to Your Campus Windows 10 PC

Identifying Your Windows 10 PC Name

1. In the Windows 10 taskbar, click the **Start menu**.



Figure 1 - Click Start Menu

2. Click **Settings**.

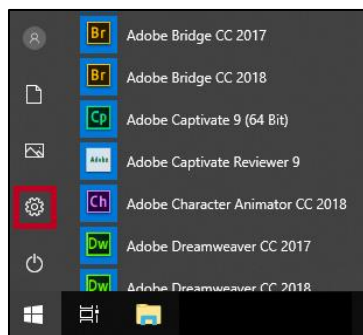


Figure 2 - Click Settings

3. The *Windows Settings* will appear. Click **System**.

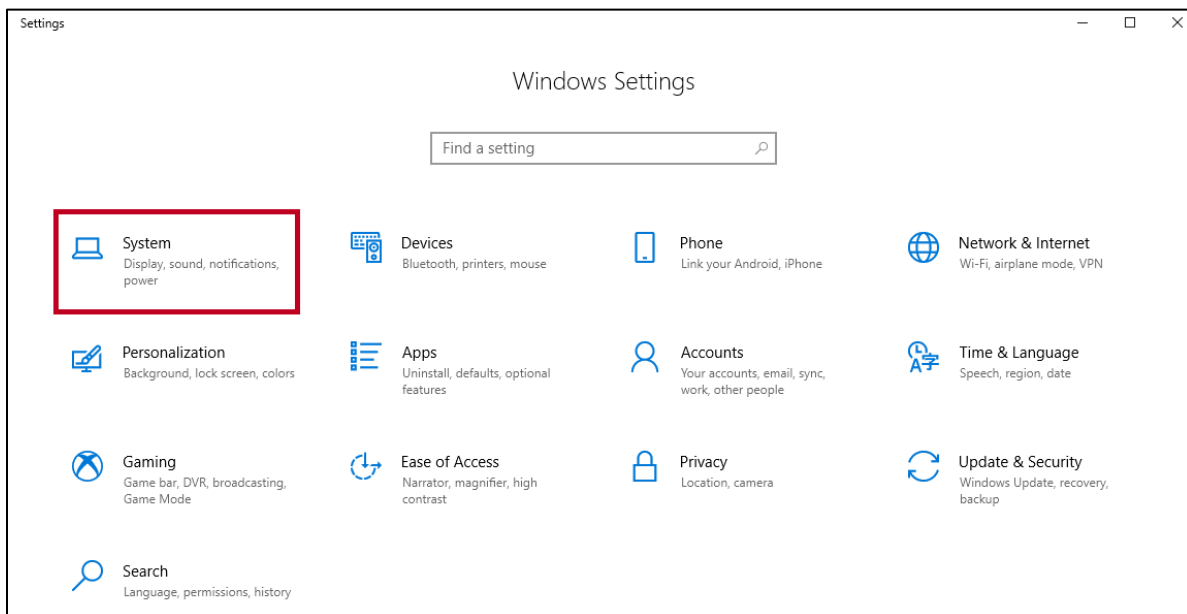


Figure 3 - Click System

- The *System* window will appear. Click **About** (See Figure 4).
- The *About* window will appear. Make note of the *Device name* for remote desktop access (See Figure 4).

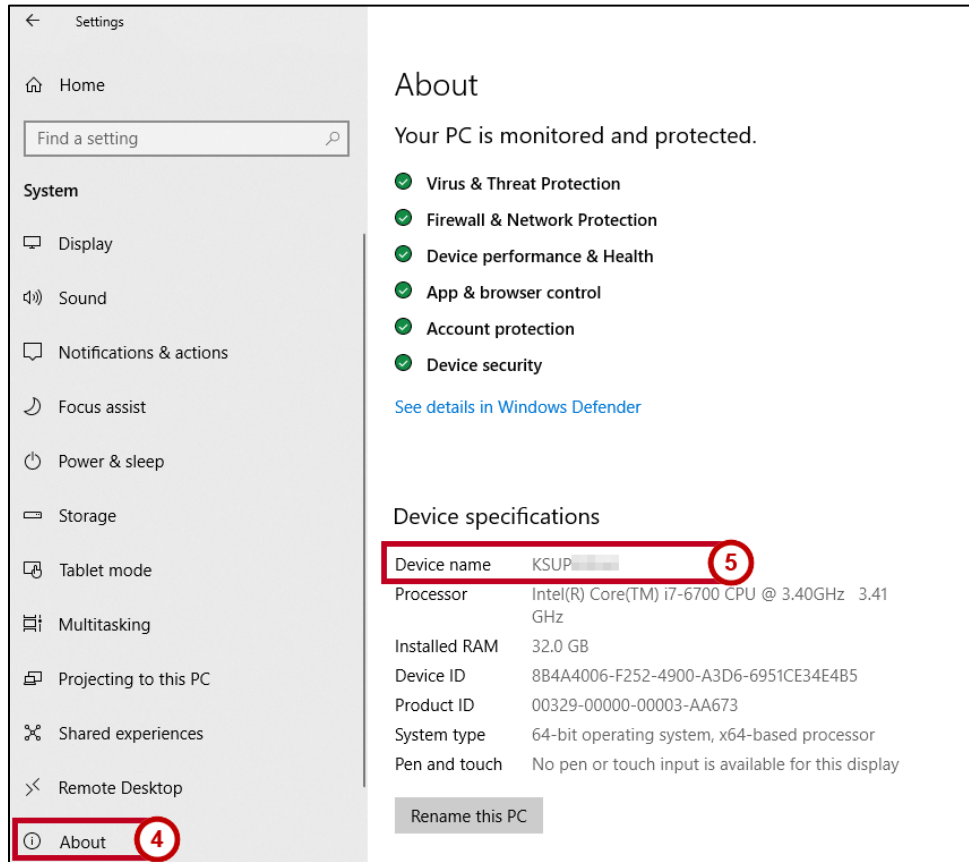


Figure 4 - About Your PC

- Click the **Exit (X)** button to close the window.

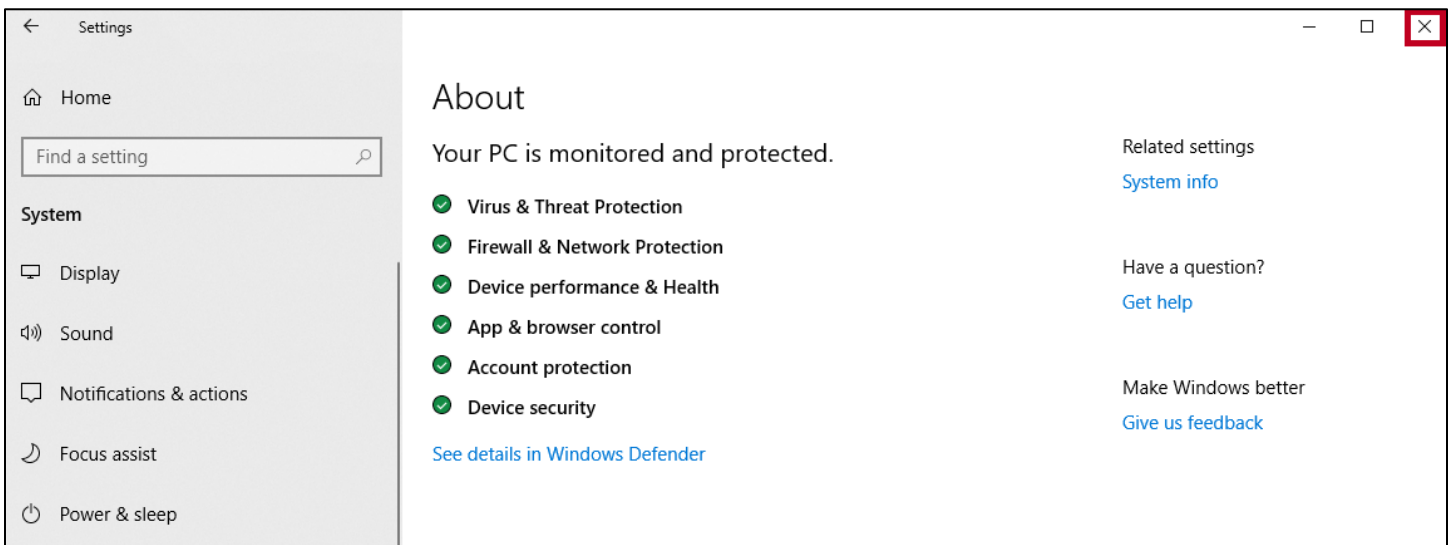


Figure 5 - Click Exit

Establishing the VPN Connection on the Off-Campus PC

1. Access the VPN agent by clicking the **GlobalProtect icon** in the *taskbar* system tray (See Figure 6).



Figure 6 - Taskbar System Tray

2. The *GlobalProtect* window will appear. Click **Connect**.

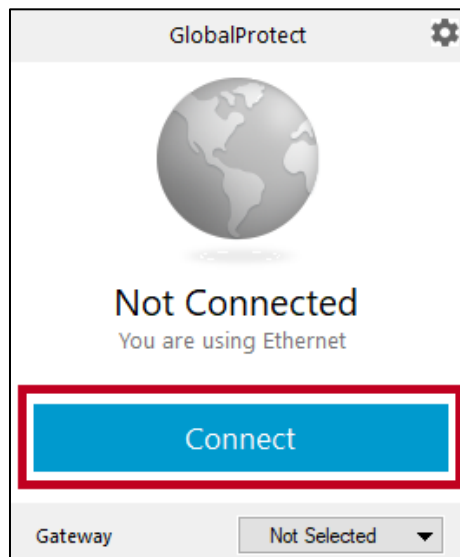


Figure 7 - Click Connect

3. The *Sign In* window will appear. Enter your **KSU Email Address** and **password** (See Figure 8).
4. Click **Sign In** (See Figure 8).

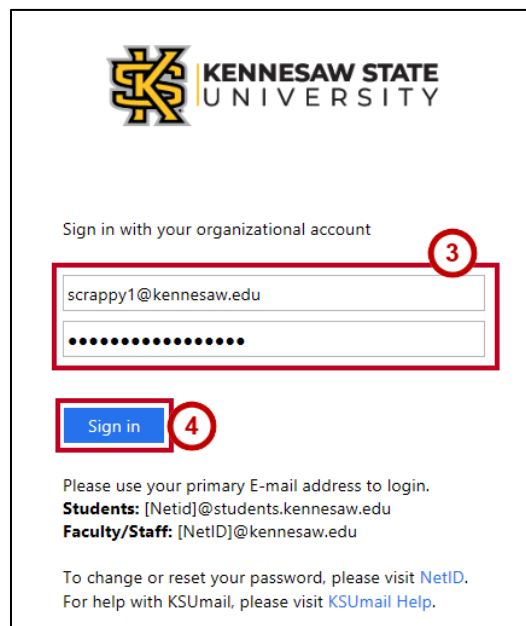


Figure 8 - Sign In

5. You will be directed to the *Duo Authentication* window to verify your identity. Follow the appropriate steps to provide verification.

Note: To access instructions for Duo setup and verification, please visit the [UITS Documentation Center](#).

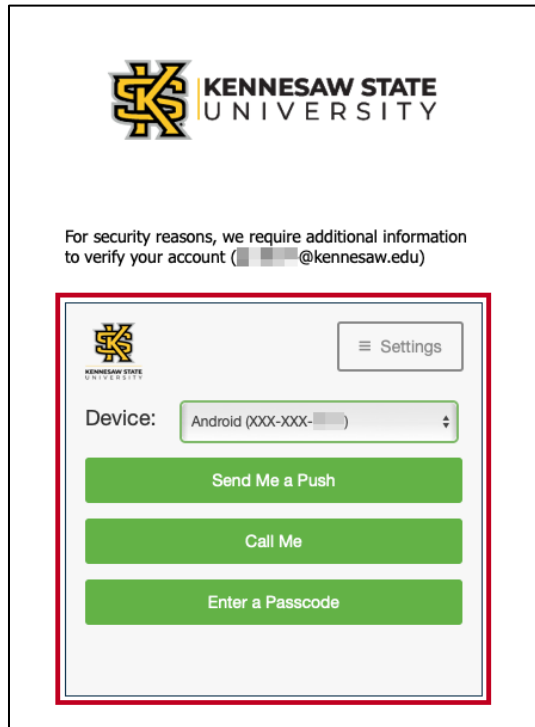


Figure 9 - Duo Verification

6. The connection process will begin.

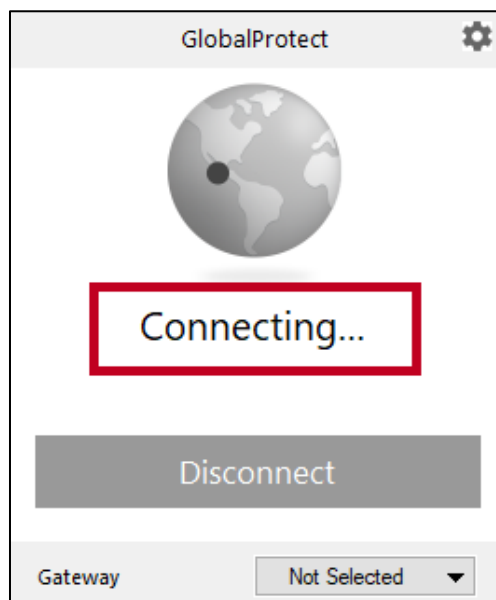


Figure 10 - Connecting to VPN

- When successfully connected, the status indicator will change to **Connected** and the GlobalProtect icon will change from gray scale to color. You are now connected to the KSU campus network through GlobalProtect.

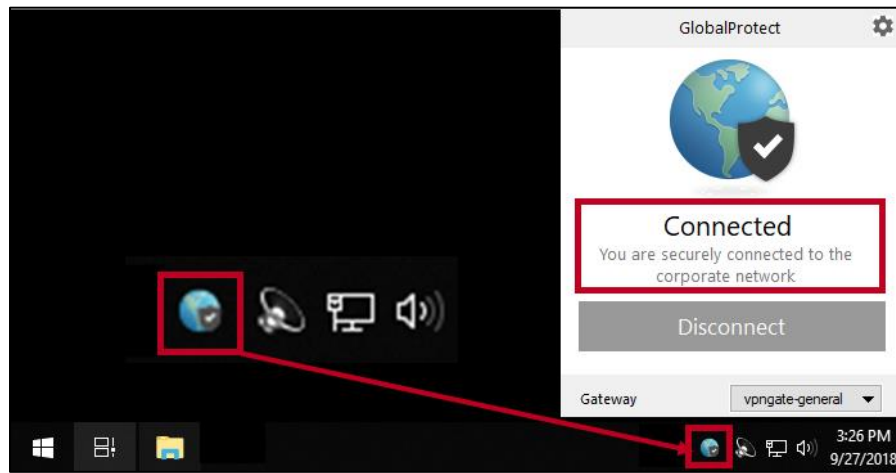


Figure 11 – Connected

Connecting from Off-Campus to Your Office PC Using Remote Desktop

- After connecting the VPN using *GlobalProtect*, click the **Start** menu.



Figure 12 - Start Menu

- To search for the *Remote Desktop Connection* application, begin entering the term **remote desktop** (See Figure 13).
- As you type, the search results will begin to populate with matches to the text you entered. Click **Remote Desktop Connection** (See Figure 13).

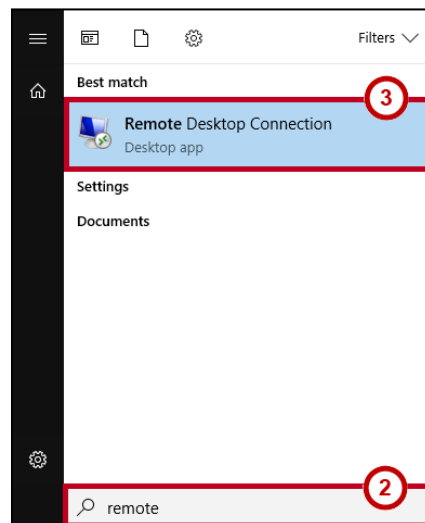


Figure 13 - Enter Remote Desktop

4. Enter the **full name** of your office computer adding **win.kennesaw.edu** or **dyn.kennesaw.edu** to the end of your computer name (e.g. *KSUP12345.win.kennesaw.edu* or *KSUP12345.dyn.kennesaw.edu*) (See Figure 14).

Note: Refer to the section on *Identifying Your Windows 10 PC Name* to find your PC name.

5. Click **Connect** (See Figure 14).



Figure 14 - Enter Computer Name/Connect

6. Your **login name** will be populated (e.g., WIN\juser1). Enter your **password** (See Figure 15).

Note: If your login name does not include the domain name WIN\, click the **More choices** link to enter WIN\NetID as the login name.

7. Click **OK** (See Figure 15).

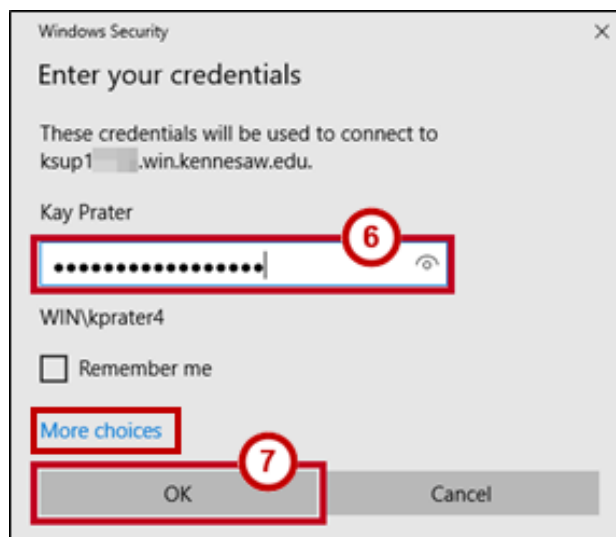


Figure 15 - Enter Credentials

Note: You may configure and save both *computername.win.kennesaw.edu* and *computername.dyn.kennesaw.edu* as separate connections to allow you to select what works better for you in your current location.

8. You are now remotely connected to the device entered in step 5.

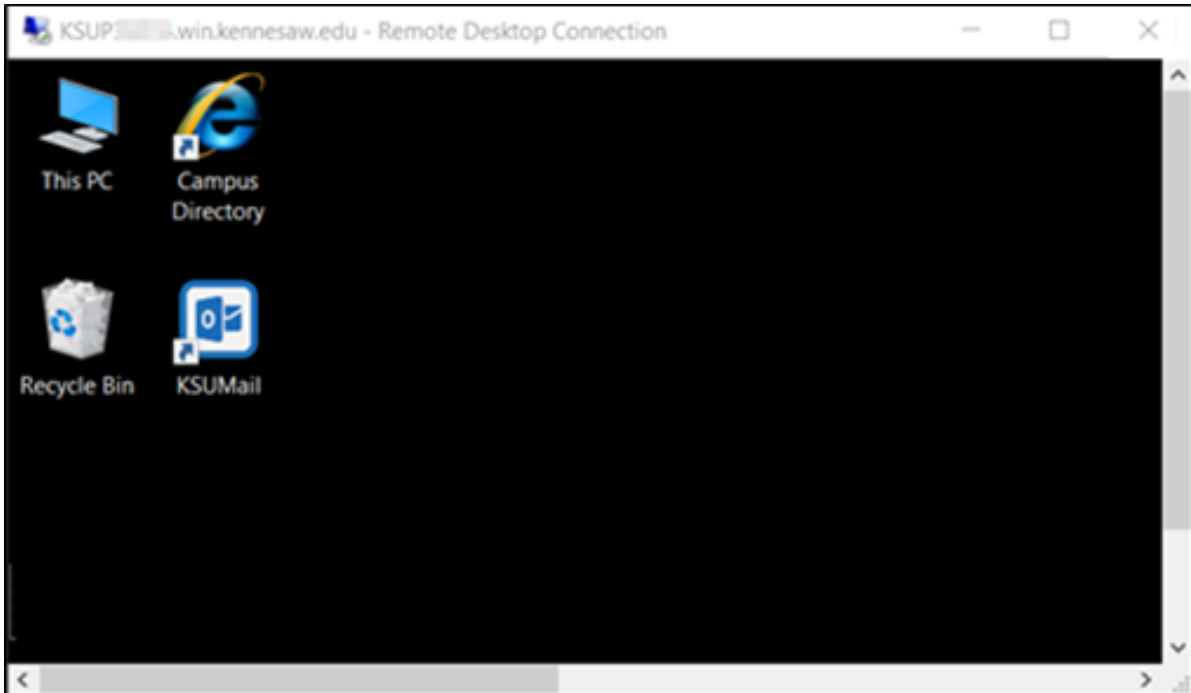


Figure 16 - Connected to PC

Disconnecting the Remote and VPN Connections

1. To disconnect from Remote Desktop, click the **Exit** button at the top of your *Remote Desktop* window. This will close your connection to your office PC.

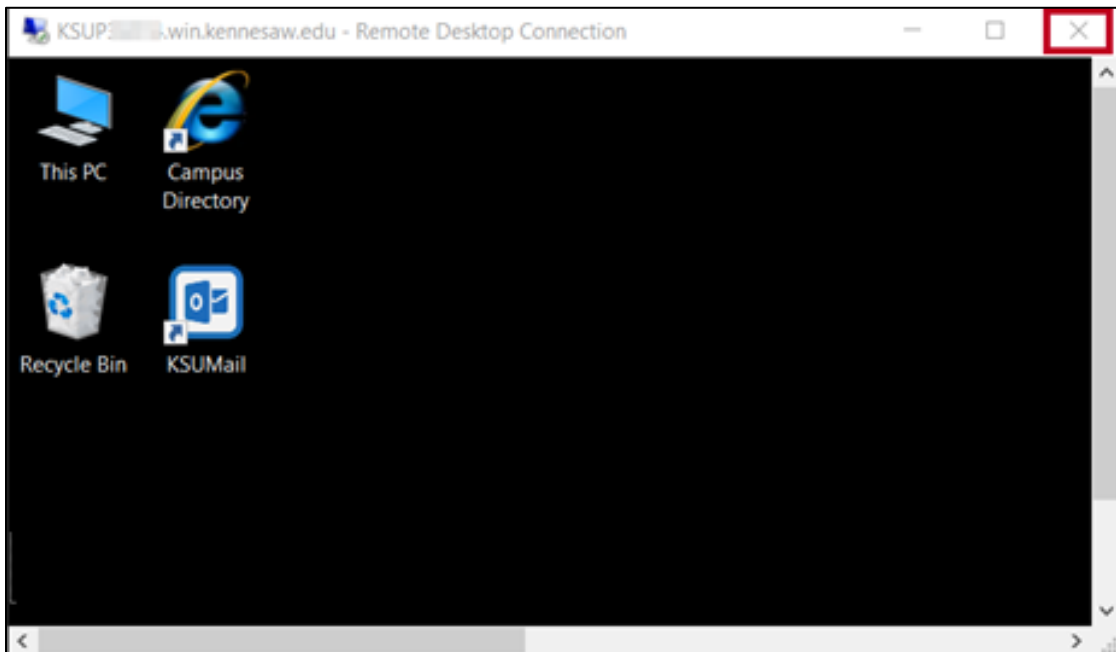


Figure 17 - Exit Remote Desktop

- To disconnect from the network, double-click the **GlobalProtect icon** in the taskbar system tray.



Figure 18 - GlobalProtect in Taskbar

- Click **Disconnect**.

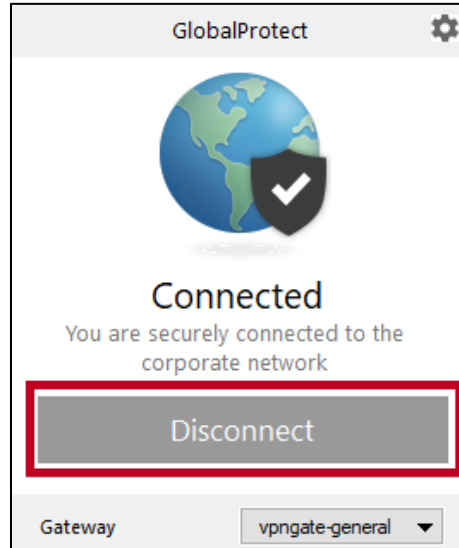


Figure 19 - Disconnect

- You will be disconnected from the VPN when the status indicator changes to **Not Connected** and the GlobalProtect icon changes to gray scale.

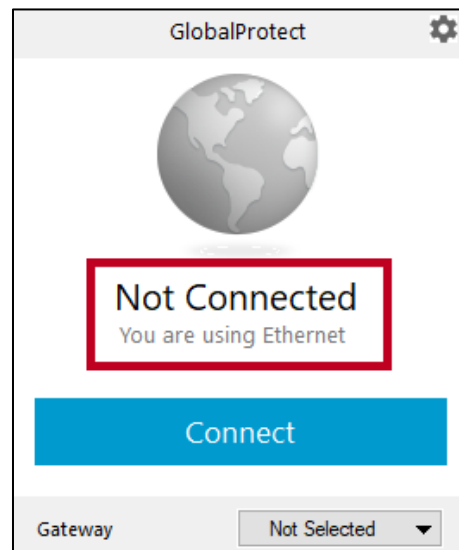


Figure 20 - Not Connected