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.

2. Click Settings.

4. The **System** window will appear. Click **About** (See Figure 4).

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

![Figure 4 - About Your PC](https://example.com/image4)

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

![Figure 5 - Click Exit](https://example.com/image5)
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](image)

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

![Figure 7 - Click Connect](image)

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](image)
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 [UIST Documentation Center](#).

![Figure 9 - Duo Verification](image)

6. The connection process will begin.

![Figure 10 - Connecting to VPN](image)
7. 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.

![Connected](image)

**Figure 11 – Connected**

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

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

![Start Menu](image)

**Figure 12 - Start Menu**

2. To search for the **Remote Desktop Connection** application, begin entering the term **remote desktop** (See Figure 13).

3. As you type, the search results will begin to populate with matches to the text you entered. Click **Remote Desktop Connection** (See Figure 13).

![Enter Remote Desktop](image)

**Figure 13 - Enter Remote Desktop**

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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](image)

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](image)

**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](image)

** 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](image)
2. To disconnect from the network, double-click the **GlobalProtect icon** in the taskbar system tray.

![GlobalProtect in Taskbar](image)

**Figure 18 - GlobalProtect in Taskbar**

3. Click **Disconnect**.

![Disconnect](image)

**Figure 19 - Disconnect**

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

![Not Connected](image)

**Figure 20 - Not Connected**