HallPass Instructions for Connecting to PC with an Android Device

This guides explains how to setup your office PC, setup and connect to a VPN (Virtual Private Network), install and use the Microsoft Remote Desktop app, and connect to your office PC using an Android device. **Note:** This documentation was written using the *Samsung Galaxy S5 and Android version 5.0*. Configuration may be slightly different.

**Note:** If you are accessing your KSU Windows computer from off-campus, you must first turn on VPN in the Settings. The VPN mode must be turned off for on-campus remote access to your computer.

**Note:** You must leave your office PC powered ON in order to remote to it. You can log out of your machine and leave it at the login prompt.

Setting Up Your Office PC

Obtain your machine name from your office PC

Click on Start.

1. Right-click on **Computer**.
2. A menu will appear. Click on **Properties**.
3. The *System window* will open. Note your **full computer name** under *Computer name, domain, and workgroup settings* (e.g. KSUP123456.win.kennesaw.edu).

![Figure 1 - System Window: Computer Information](image-url)
Setting up Remote Access on your office PC

1. Click on Start.
2. Right-click on Computer.
3. A menu will appear. Click on Properties.
4. Click on Remote Settings on the left side of the window.
5. The System Properties window will appear. Make sure the box for “Allow Remote Assistance connections to this computer” is checked (see Figure 2).
6. Click the Select Users button (see Figure 2).

![Figure 2 - Allow Remote Assistance Connections](image)

7. Click the Add button.
8. Type in the following: WIN\yournetid (i.e.: WIN\juser).

![Figure 3 - Enter User Names](image)

9. Click on OK. Your office PC is now ready for you to connect from off-campus.
Setting up KSU HallPass Attributes

1. Navigate your browser to https://hallpass.kennesaw.edu
2. Login with your NetID and password.
3. Click on the Account tab at the top of the window.
4. Under System Information, type in the full name of your office PC, followed by the domain name (see Figure 4).
5. Click the Save Changes button (see Figure 4).

6. Click Log Out.

Setting up VPN on your Android

VPN is a network that is constructed by using the Internet to connect to a private network, such as a company's internal network.

VPN Configuration

1. Tap Apps on the Home screen of your device to access the apps on your device.

2. Tap Settings.

4. Tap VPN

![VPN Search](image)

Figure 7 - VPN Search.

5. Tap VPN.

![VPN](image)

Figure 8 - VPN.

6. Tap Basic VPN.

![Basic VPN](image)

Figure 9 - Basic VPN.

7. Tap the + button to add a Basic VPN connection.

![Add Basic VPN](image)

Figure 10 - Add Basic VPN.
8. Configure the connections settings on the Add VPN screen (see Figure 11).
   a. Name - HallPass
   b. Type - PPTP
   c. Server address - hallpass.kennesaw.edu
9. Tap SAVE.

![Add VPN Screen](image)

**Connecting to HallPass VPN**

1. Repeat step 1 through 6 in the VPN Configuration section of this document.
2. Tap the HallPass VPN connection.

![HallPass Screen](image)

3. Enter your **Username** and **Password** (see Figure 13).
   a. Username - NetID
   b. Password - NetID Password
4. Tap **CONNECT** (See Figure 13).

![Connect to HallPass Screen](image)
5. You are now **Connected** to Hallpass.

![HallPass Connected](image)

**Figure 14 - HallPass Connected.**

**Disconnecting from HallPass VPN**

1. On your home screen, use a finger gesture and **swipe** down from the top to bring up the *Quick Settings* menu.
2. Tap the **VPN activated** notification.

![VPN activated](image)

**Figure 15 - HallPass Connected.**

3. Tap **Disconnect**.

![Disconnected to VPN](image)

**Figure 16 - Disconnect HallPass.**

**Microsoft Remote Desktop App**

With the Microsoft Remote Desktop app, you can connect to a remote PC and your work resources from almost anywhere.

**Microsoft Remote Desktop Connection Configuration**

1. From the *Google Play* store, search for the *Microsoft Remote Desktop* app.
2. Select and **Install** the free *Microsoft Remote Desktop* app.
3. Once installed, **open** the *Microsoft Remote Desktop* app.

![Microsoft Remote Desktop app](image)

Figure 18 - Open Microsoft Remote Desktop.

4. Tap the **back** button from the *What’s New* screen.

![What’s New screen](image)

Figure 19 - What’s New.

5. Tap the + button on the bottom left of the screen to add a remote connection.

![Add a Remote Connection](image)

Figure 20 - Add a Remote Connection.

6. Configure the connection settings as follows (see Figure 21):
   a. Connection name - **Leave blank**
   b. PC name - **KSUP#####.win.kennesaw.edu**
      
      *Note*: This will be the Host (PC) Name or IP address.
   c. Gateway - **No gateway configured**
   d. User name - **NetID**
   e. Password - **NetID Password**

7. Tap the **Check Mark** button to save the connection settings.

![Remote Desktop Connection Settings](image)

Figure 21 - Desktop PC Remote Desktop Connection Settings.
Note: Your office PC name can be found by right-clicking on the Computer icon on your Desktop and selecting Properties. The View basic information about your computer window will appear and your Full Computer Name will be displayed near the bottom of the window (see Figure 1).

**Connecting to Desktop PC**

1. Tap Apps on the Home screen of your device.

![Apps Button](image)

Figure 22 - Apps Button.

2. Tap RD Client app.

![RD Client Button](image)

Figure 23 - RD Client Button.

3. Tap the Desktop PC connection labeled with your PC name.

   Note: If you need to edit your connection settings, Tap the Pencil button.

![Desktop PC Connection](image)

Figure 24 - Desktop PC Connection.
4. Click **Trust Always** on the *Untrusted Certificate* screen.

![Untrusted Certificate](image)

**Figure 25 - Untrusted Certificate.**

**Using Microsoft Remote Desktop App**

1. **Connection Bar** - a small label with the name of the connection -- appears at the top of the screen. The connection bar includes tools you can use to navigate the session (see Figure 26).
   a. **Pan Control** - Enables the screen to be enlarged and moved around.
   b. **Connection name / Application name** - Tap the connection name to display the utility bar.
   c. **Keyboard** - Can be displayed or hidden by tapping the keyboard icon. The pan control is displayed automatically when the keyboard is displayed.

2. **Utility Bar** - Tap the connection bar to display the utility bar above the keyboard or at the bottom of the screen. The utility bar contains modifier keys, and enables switching between mouse modes and additional keyboards.

![Microsoft Remote Desktop App](image)

**Figure 26 - Microsoft Remote Desktop App.**
Disconnecting Android from Desktop PC

1. While in the Microsoft Remote Desktop App, tap the **Windows Start** button (See Figure 27).
2. Tap the > button to the right of **Log off**.
3. Tap the **Disconnect** button.

![Figure 27 - Disconnect from Desktop PC.](image-url)