Hallpass Instructions for Connecting to Mac with a Mac

The following instructions explain how to enable screen sharing with your Macintosh computer using another Macintosh computer.

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

### Setting Up Your KSU Mac Computer

The following instructions explain how to enable screen sharing with your KSU Macintosh.

1. Click the **System Preferences** icon on your dock.

**Note:** If the System Preferences icon has been removed from your dock, you can find the icon in the *Applications* folder on your computer.

2. In the **System Preferences** window, click the **Sharing** icon.

![Figure 1 - System Preferences Icon](image1.png)

![Figure 2 - Sharing Icon](image2.png)
3. Click the **Screen Sharing** checkbox (See Figure 3).
4. Click the **Add (+)** button (See Figure 3).

![Figure 3 - Screen Sharing](image)

5. Under **Users & Groups**, click your **Name**. Then, click the **Select** button.

![Figure 4 - Select Sharing Username](image)

6. Your name is now listed in the **Allow Access** window. Make note of the **IP address** and **Computer Name** (See Figure 5).
7. To close the **Sharing** window, click the **red circle** in the upper-left corner (See Figure 5).

![Figure 5 – Allow Access Window](image)
Setting Up Your Home Mac Computer

The following instructions explain how to enable screen sharing via VPN connection on the Mac computer at your home.

1. Open a browser on your Mac and go to the following website: https://hallpass.kennesaw.edu.
2. Enter your NetID and Password.
3. Click the Log In button.
4. After you login, click the Log Out link in the upper right corner of the website.
5. Click the System Preferences icon on your dock.

**Note:** If the System Preferences icon has been removed from your dock, you can find the icon in the Applications folder on your computer.

6. In the System Preferences window, select the Network icon.

![System Preferences Icon](image)  
**Figure 6 - System Preferences Icon**

![Network Icon](image)  
**Figure 7 - Network Icon**
7. On bottom left side of the *Network* window, click the **Add (+)** button.

![Network Window](image)

**Figure 8 - Network Window**

8. In the *New Network Service* window pop up, select the following.
   a. Interface: **VPN** (See Figure 9)
   b. VPN Type: **PPTP** (See Figure 9)
   c. Service Name: **KSU VPN** (See Figure 9)

9. Click the **Create** button to return to the *Network* window (See Figure 9).

![New Network Service Window](image)

**Figure 9 - New Network Service Window**
10. On the left side of the Network window, select **KSU VPN** (See Figure 10).
11. On the right side of the Network window, enter and select the following.
   a. Server Address: **hallpass.kennesaw.edu** (See Figure 10)
   b. Account Name: **KSU NetID** (See Figure 10)
   c. Encryption: **Maximum (128 bit only)** (See Figure 10)
12. Click the checkbox for **Show VPN status in menu bar** (See Figure 10).
13. Click the **Authentication Settings** button (See Figure 10).

![Figure 10 - Network Configuration](image)

14. In the **User Authentication** window pop up, select **Password** (See Figure 11).
15. Enter your **KSU Password** (See Figure 11).
16. Click the **OK** button to return to the Network window (See Figure 11).

![Figure 11 - User Authentication Window](image)
17. In the *Network* window, click the **Advanced** button (See Figure 12).

![Figure 12 - Advanced Button](image)

18. In the *KSU VPN Advanced options* window pop up, click the **Send all traffic over VPN connection** checkbox (See Figure 13).

19. Click the **OK** button to return to the *Network* window (See Figure 13).

![Figure 13 - KSU VPN Advanced Options Window](image)
20. Click the **Apply** button (See Figure 14).

21. To close the *Network* window, click the **red circle** in the upper-left corner (See Figure 14).

![Figure 14 - Apply New Network](image)

**Connecting Your Home Mac Computer to Your KSU Mac Computer**

The following instructions explain how to enable the remote login on the Mac computer at your home.

1. On the top right of the *Menu Bar*, click the **VPN icon** (See Figure 15).
2. Click **Connect KSU VPN** (See Figure 15).

![Figure 15 - Connect KSU VPN](image)
3. In the Finder menu, click Go (See Figure 16).
4. Click Connect to Server (See Figure 16).

![Figure 16 - Finder Go Menu](image)

5. In the Connect to Server window, type `vnc://<computer address>` (See Figure 17).
6. Click the + symbol to add this address to the Favorite Servers list (See Figure 17).
7. Click the Connect button (See Figure 17).

**Note:** To find your computer address, see step 6 under Setting Up Your KSU Computer (see Figure 5).

![Figure 17 - Connect to Server](image)
8. In the *Screen Sharing* window, enter your **NetID** and **NetID password** (See Figure 18).
9. Click the **Connect** button (See Figure 18).

![Screen Sharing](image)

**Figure 18 - Screen Sharing**

10. You are now connected to your Mac at KSU.

![Connected to Mac at KSU](image)

**Figure 19 - Connected to Mac at KSU**
Disconnecting Your Home Mac Computer and Your KSU Mac Computer

The following instructions explain how to disconnect your home computer from your KSU Mac computer.

1. To close the *KSU Mac* computer connection, click the **red circle** in the upper-left corner.

![Figure 20 - Close KSU Mac Connection](image)

2. On the top right of the *Menu Bar*, click the **VPN icon** (See Figure 21).

3. Click **Disconnect KSU VPN** (See Figure 21).

![Figure 21 - Disconnect KSU VPN](image)