

OVERVIEW / PROCEDURE DESCRIPTIONS

VPN (Virtual Private Network) allows users to remotely access their computer workstations from off campus. Users can then access their shared drives, My Documents, and Outlook client so that they can access their Archive and Personal Folders.

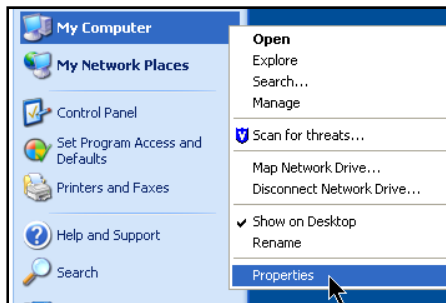
GETTING STARTED

- Setting up VPN access requires you that first obtain the name of your computer on campus and configure the VPN settings.
- Internet Explorer is the required web browser.

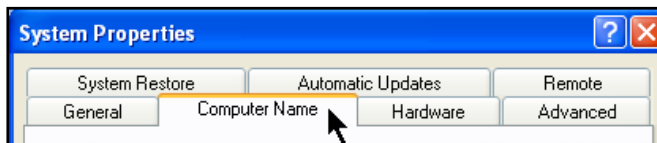
STEPS

A. Identifying your Campus Computer Name

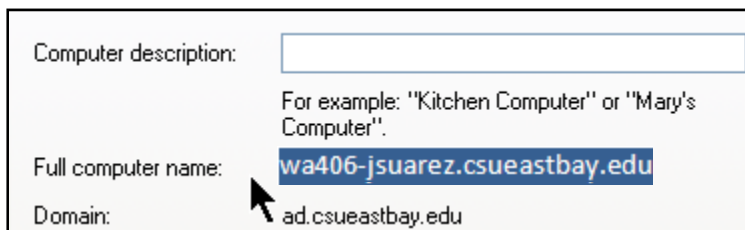
1. Right click on the My Computer icon and click Properties.



2. In the System Properties window, click the Computer Name tab.



3. Write down your Full Computer Name.

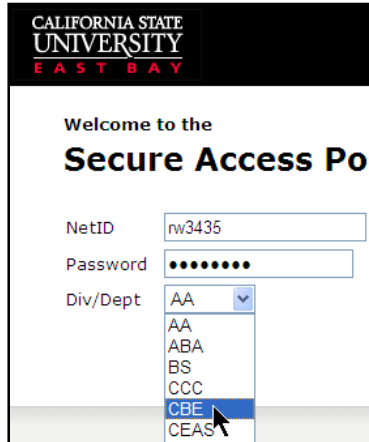


The computer name is case sensitive and there are no spaces in the computer name. Write it down exactly as it is written or select and copy the name to the Clipboard (right click and "copy.").

B. Configure VPN Settings on Campus Computer

You must use Internet Explorer as your web browser.

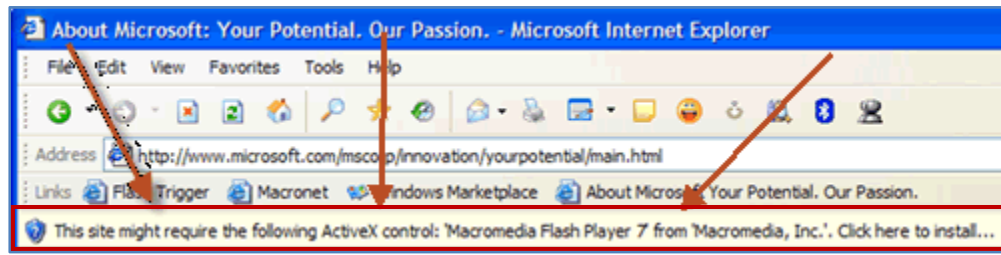
1. Go to <https://access.csueastbay.edu>
2. Enter your NetID, Password and Division. Ask you supervisor if you are unsure about your Division.



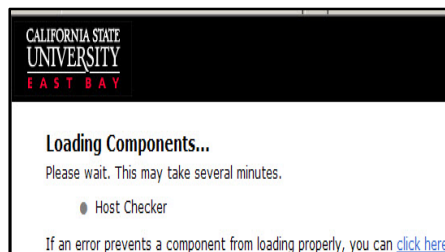
The screenshot shows the login page for the California State University East Bay Secure Access Portal. At the top is the university logo. Below it, the text reads "Welcome to the Secure Access Portal". There are three input fields: "NetID" with the value "nw3435", "Password" with masked characters, and "Div/Dept" with a dropdown menu. The dropdown menu is open, showing options: AA, ABA, BS, CCC, CBE (highlighted), and CEAS.

If you cannot log in, enter a Service Desk ticket and request assistance in establishing your VPN access.

3. ***If Gold bar appears near the top of your window and asks you to install ActiveX, please Click Install***



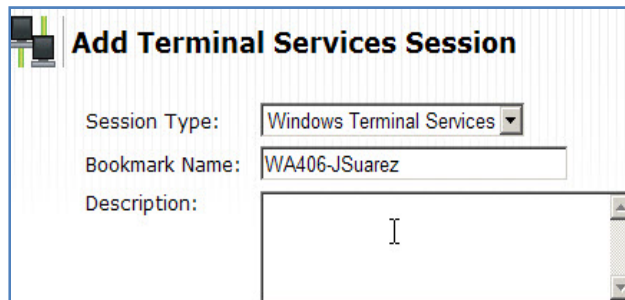
4. Wait for the page to load



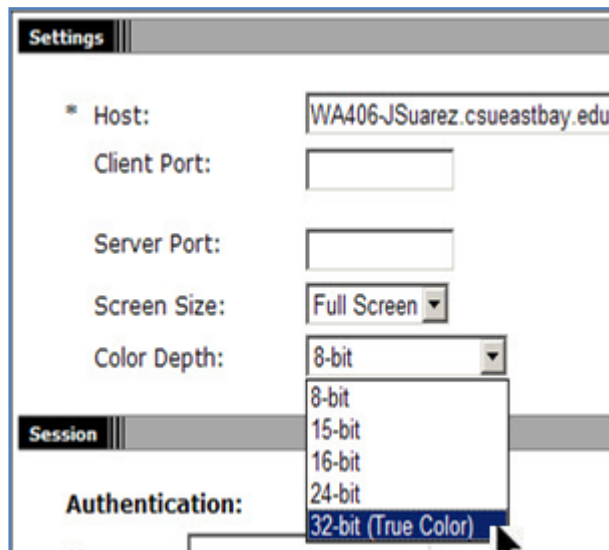
5. Under **Terminal Sessions**, click on the **Computer Icon**. It has a plus sign on top of the computer.



6. The **Add Terminal Services Session** page appears.
In the **Bookmark Name**, enter a name for the VPN session.

A screenshot of a dialog box titled "Add Terminal Services Session". It contains three input fields: "Session Type" with a dropdown menu set to "Windows Terminal Services", "Bookmark Name" with the text "WA406-JSuarez", and "Description" with a large empty text area and a cursor.

7. Move down to the **Settings** area. Paste or type in the computer name that you obtained in **Step A- 3**.

A screenshot of a "Settings" dialog box. The "Host" field contains "WA406-JSuarez.csueastbay.edu". Other fields include "Client Port", "Server Port", "Screen Size" (set to "Full Screen"), and "Color Depth" (set to "8-bit"). A dropdown menu for "Color Depth" is open, showing options: "8-bit", "15-bit", "16-bit", "24-bit", and "32-bit (True Color)". The "32-bit (True Color)" option is highlighted with a mouse cursor. Below the settings is an "Authentication:" section.

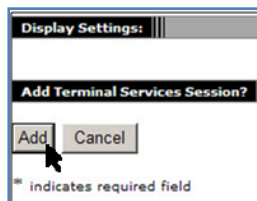
8. In **Color Depth**, select 32-Bit (True Color)

9. Do not enter anything in the Session area.
10. Move to the **Connect Devices** area.
11. Click all open boxes.



- Connect local drives
- Allow Clipboard sharing (If you have it). This will allow you to cut/copy/paste between your campus and home computers.
- Connect local printers.

12. Move to the **“Add Terminal Services Session?”** area.
13. Click **Add**.

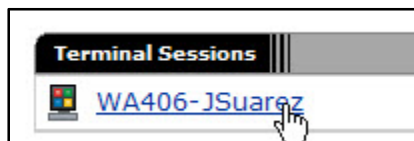


C. Connecting to Your Campus Computer from Home.

You can also VPN to your computer from other areas on campus.

You must use Internet Explorer as your web browser.

1. Go to <https://access.csueastbay.edu>
2. Enter your NetID, Password and Division.
3. Under **Terminal Sessions** click on the VPN session name.



Note If you get a loopback error, your VPN is working correctly. You can't connect into a computer you are already logged in as. You have to connect for another PC.

HELP

<i>If You Need Help With . . .</i>	<i>Contact</i>
Questions about guide or procedure...	http://servicedesk.csueastbay.edu