

## Remote Desktop Connection instructions for Windows

Access to a Bellevue College (BC) computer from an off-campus computer through Remote Desktop Connection (RDC) requires a Request Center (RC) task. Access will not be granted to a BC computer that is shared by more than one person.

Individuals who **do not have** an HP account need to create a RC task. A BC Computing Services technician will configure the BC computer for RDC access.

Individuals who **have** an HP account need to create a RC task AND receive approval from their BC Vice-President and the BC Dean of Information Resources by filing the *Remote Access to Bellevue College Systems Request Form*. The form can be found at MyBC | Requests & Forms | Forms Library | Technology. A BC Computing Services technician will configure the BC computer for RDC access after authorization.

Before using the RDC, BC Employees should be familiar with the BC IT Security Standard *Remote Access to BC Systems* which can be found at MyBC | Manuals & Policies | Technology.

### Configuring the Remote Desktop Connection:

Employees can follow these instructions to connect to a BC computer from an off-campus computer after the BC computer has been configured by a BC Computing Services technician. The software providing the remote access is configured to NOT allow connections between the on-campus computer and the off-campus drives, printers, or peripherals during the remote session.

#### STEP 1: Identify your BC computer name:

If you don't know the name of your BC computer follow these steps:

##### Windows XP:

1. Right click on the My Computer icon located on the employee's BC Desktop computer or right click on My Computer in the Start menu.
2. Left click on Properties from the menu that opens.
3. Left click on the Computer Name tab.
4. Look for the computer name next to the *Full computer name:* field –(see Figure 1).
5. Take note of the BC computer name exactly as it appears including any hyphens in the name. The computer name is required in STEP 3. Choose Cancel from the System Properties box after noting the computer name.

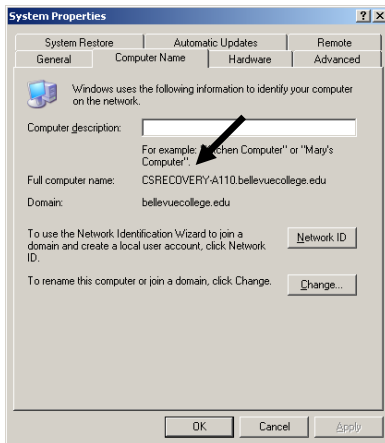


Figure 1

## Windows Vista:

1. Right click on the My Computer icon located on the employee's BC Desktop computer or right click on My Computer in the Start menu.
2. Left click on Properties from the menu that opens.
3. Find the *Full computer name*: field under *Computer name, domain, and workgroup settings* about two-thirds of the way down the window.
4. Take note of the BC computer name exactly as it appears including any hyphens in the name. The computer name is required in Step 3 below. Close the window after noting the computer name.

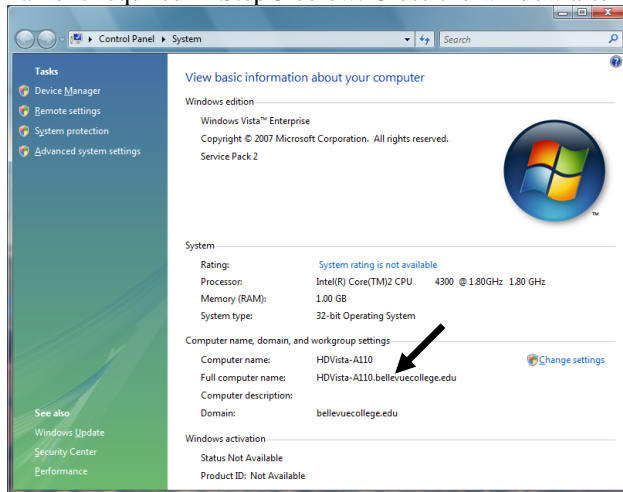


Figure 2

### STEP 2: Configure the BC-VPN connection

Find instructions for configuring the BC-VPN at <http://tac.bellevuecollege.edu> and click on the VPN icon located at the top of the page. Choose the correct instructions for the operating system on your off campus computer. The VPN connection only needs to be configured once for the off campus computer unless you accidentally remove it.

### STEP 3: Connecting to your BC computer from off campus:

NOTE: Your BC computer must be ON in order to make a RDC from off campus. This is a 2 step process which involves connecting the VPN and then the RDC.

#### Connect to the VPN

1. Open the BC-VPN connection created in STEP 2.
2. Enter your BC credentials ([username@bellevuecollege.edu](mailto:username@bellevuecollege.edu) and your network password).
3. Click Connect (you will see a quick authentication process screen).
4. You may get a pop up letting you know the BC VPN is connected.

#### Remote Desktop Connection (RDC)

5. In Windows XP, press the keyboard Windows key+R key at the same time or Click Start and then Run. The Run box opens as shown in Figure 3 below. Type *MSTSC* in the Open: field of the Run box and click OK.

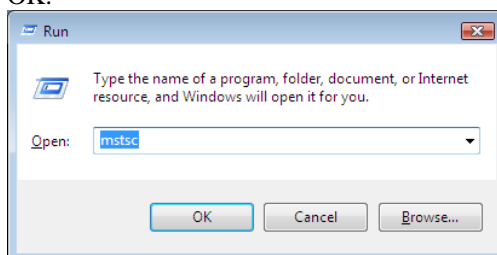


Figure 3

6. The Remote Desktop Connection window opens. See Figure 4 below.

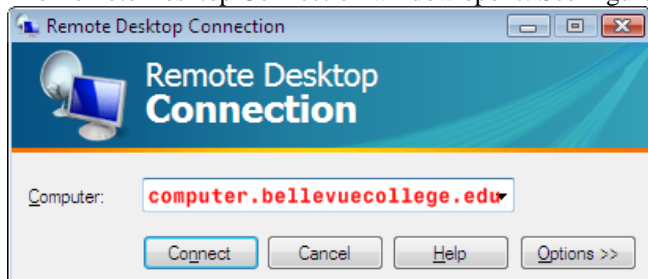


Figure 4

7. In Windows Vista, open Remote Desktop Connection from the Accessories group in the All Programs menu. See Figure 5 below.

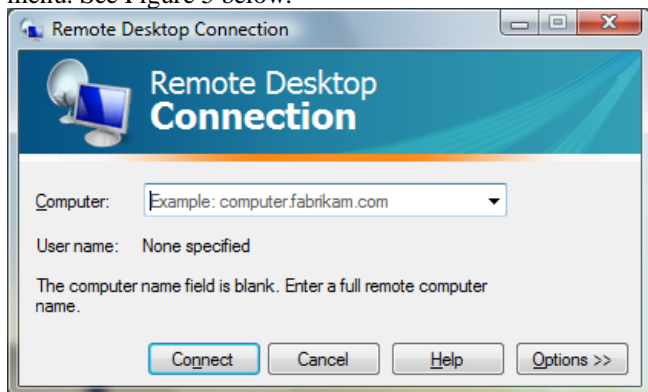


Figure 5

8. Enter your computer name in the field (must be typed exactly as noted from step 1) of the Remote Desktop Connection box.
9. Click on Connect. (If you are using Windows Vista at home and Windows XP on campus, you will get another window that says “The identity of your remote computer cannot be verified. Do you want to connect anyway?” Choose Yes.)
10. Enter your BC credentials (same credentials that you use on campus to log in to your campus computer).
11. If you have set everything up correctly from the above instructions, you will see a banner open at the top of your screen with your BC Computer name. A few seconds later, your BC Desktop will appear. You can now access everything as if you were on campus.

#### **STEP 4: Disconnecting from your RDC session**

Once you are done working remotely, you will need to disconnect from your BC computer and disconnect from the BC-VPN connection by following the steps below.

##### **Disconnect from RDC**

###### ***Windows XP Office PC***

1. Click the **X** on the right side of the banner on the top of your PC or
2. Click Start button and click Disconnect.

###### ***Windows Vista Office PC***

1. Click the **X** on the right side of the banner on the top of your PC or
2. Click the Start button and click the **X** to the right of the Start button.

##### **Disconnect from BC-VPN**

3. Right click on the BC-VPN icon on your off campus computer.
4. Choose Disconnect from the menu.
5. You are now totally disconnected from your BC Remote Connection.