

# How to Use VPN & RDS to Access Your Workstation & Network Drives Remotely

*Rio Salado  
Information  
Services*

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## Overview

Did you know that many Rio Salado systems do not require the use of VPN or RDS? These systems include:

- Rio's Employee Portal (SharePoint)
- Matrix
- Gmail
- Google Drive
- Jive (AKA GoTo Connect)
- Zoom

**VPN** stands for **Virtual Private Network**. VPN software is a tool that allows a secure, encrypted connection over the internet to RSC applications and other IT resources.

**RDS** stands for **Remote Desktop Services** which allows you to both take control of your office workstation and access files on the RSC network drives remotely.

**VPN** and **RDS** are different services that operate independently of each other but need to be used in combination in order to provide the desired remote access to RSC IT resources.

## Preparation

There is some preparation required before you can begin using these services; they must first be installed and configured to access your workstation and your network drives. This guide provides instructions on the installation, setup, and use of both the **VPN** and **RDS** services.

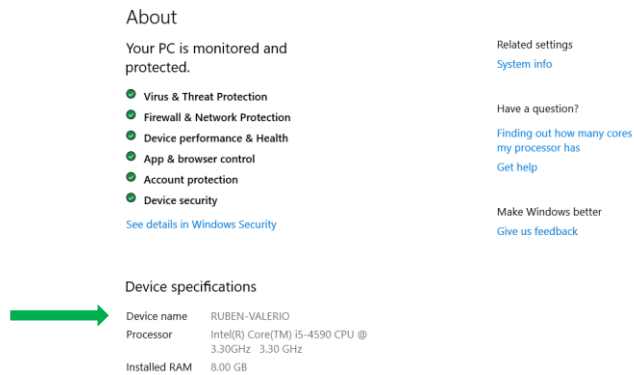
**NOTE:** You must have the computer name of your office workstation in order to setup the VPN software and establish a connection to your office workstation. **This step must be performed from your workstation at the office.** See instructions below on how to identify your workstation's computer name.

## How to Identify a Workstation's Computer Name

1. To view a computer's name, simply type "**computer name**" into the bottom left desktop search bar and press the **ENTER** key.



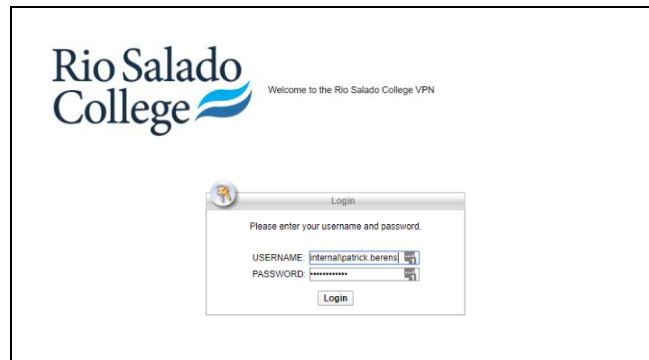
2. The following screen will appear which will provide the computer (device) name of the workstation.



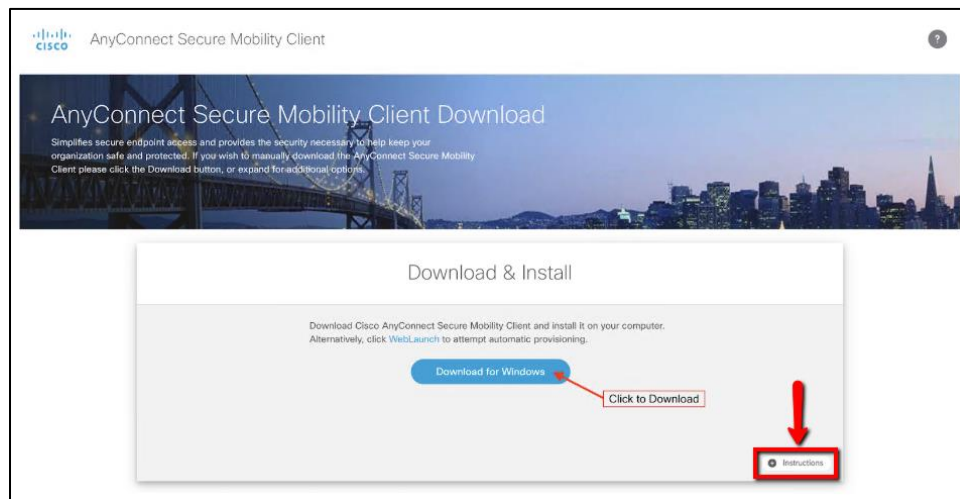
## Installation & Setup of VPN Software

To establish a secure remote connection from a home computer to a work computer, please take the following steps:

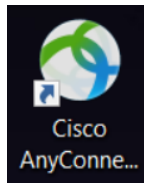
1. Using a web browser on a home computer, navigate to [vpn.riosalado.edu](http://vpn.riosalado.edu). This will begin the downloading and installation of **Cisco's AnyConnect Secure Mobility Client** software.
2. When presented with the following screen, login using your RSC credentials.



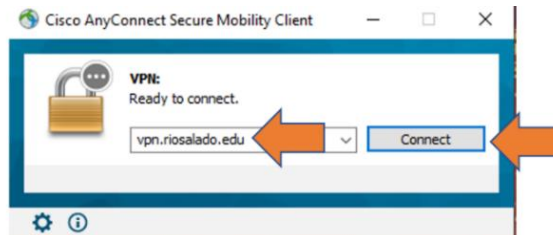
3. When presented with the following screen, click the **Instructions** button display the instructions on how to download and save the installation package. After reviewing the instructions, click the **Download** button.



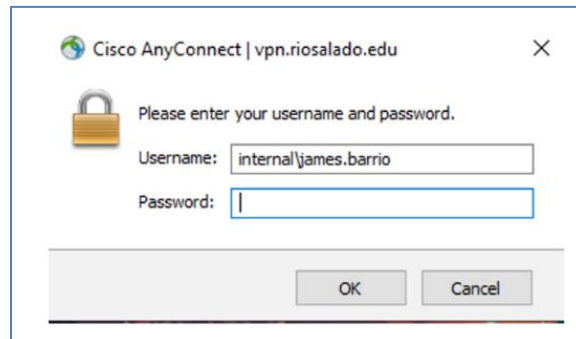
4. After installation of the client software is complete, launch the **Cisco AnyConnect Secure Mobility Client** software by clicking on the icon on your Windows desktop.



5. The following pop-up window should appear. Enter **vpn.riosalado.edu** and click the **Connect** button.



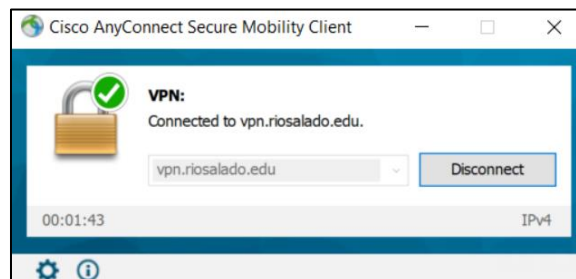
6. When prompted with the following pop-up window, sign in with your RSC employee credentials:



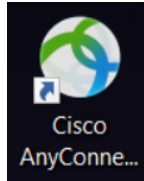
**Username:** internal\firstname.lastname

**Password:** The same password used to log into your work computer

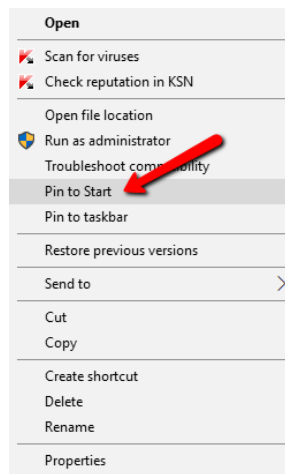
5. Once the secure connection is established, the following pop-up window should appear.



6. When the above pop-up window appears, the installation and configuration are complete.
7. To complete the setup of the VPN software, we recommend pinning the icon to the taskbar.  
To do so, perform the following steps:
  - a. Right-click the icon on the desktop and a pop-up menu will appear.



- b. From the following pop-up menu, click Pin to Start.



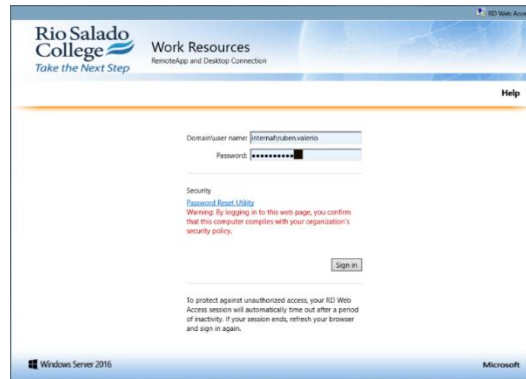
- c. When the VPN icon is pinned to the taskbar it will appear like the following image.



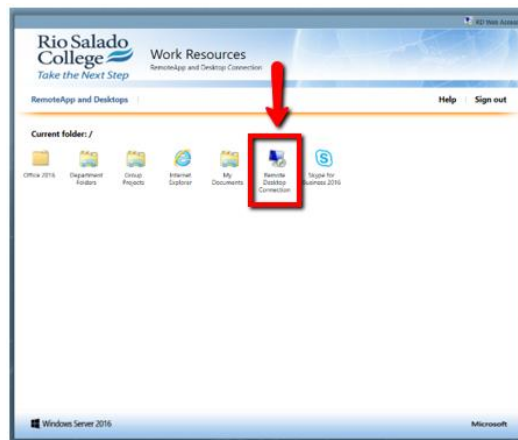
8. The setup of the VPN software is now complete.

## Installation & Setup of RDS Software

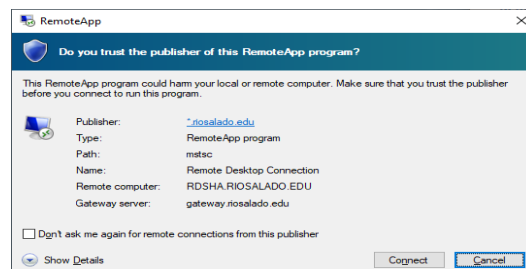
1. Open a web browser using a home computer.
2. Navigate to <https://rds.riosalado.edu>. The following screen should appear.



3. Enter your username as **internal\firstname.lastname** and your RSC password, then click the **Sign In** button.
4. After signing in, the following window will appear. Click the **Remote Desktop Connection** icon and wait for it to finish downloading and installing the RDS client software.



7. The following window may appear, if so, click the **Connect** button.

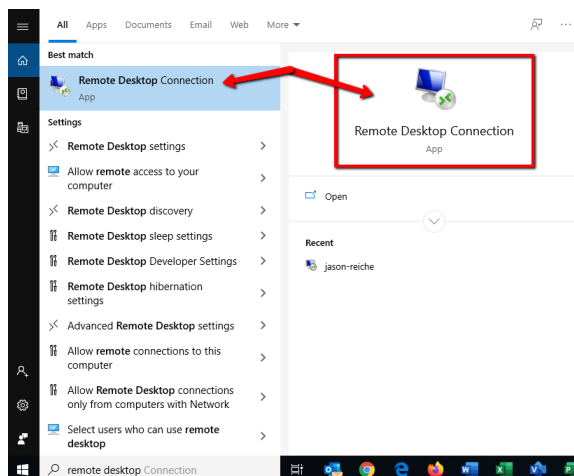




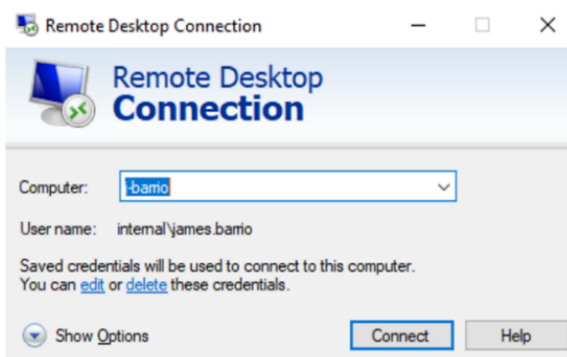
- At the bottom left desktop search bar, type “Remote Desktop” and press the ENTER key.



The following will appear in the lower left corner of your screen.



- Click the **Remote Desktop Connection** icon or text, and the following pop-up window will appear.



- Type in the **name of the work computer** and click the **Connect** button. This should establish a connection to your work computer and allow you to take control of your workstation and use it as if you're sitting at it in the office.

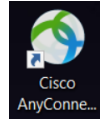
**NOTE:** Many RSC computers are named after the user (e.g. firstname-lastname) or named after departments or teams. Instructions on how to identify a computer's name are provided at the beginning of this document.

If you are at home and unable to identify your workstation's computer name, please contact the Technology Help Desk @ 480-517-8900 and they will provide you with the computer name.

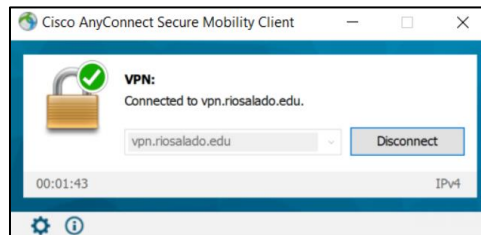
## Using the VPN & RDS Software to Access Your Office Workstation

Once the VPN & RDS software has been installed on your home computer and configured to connect to your office workstation, you may begin to use these software tools to take control of your office workstation as if you were sitting at it. The following are instructions on how to do so.

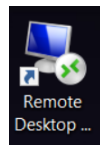
1. Establish a secure connection with RSC's network by launching the VPN software by clicking on the **Cisco AnyConnect Secure Mobility Client** icon on your desktop or taskbar.



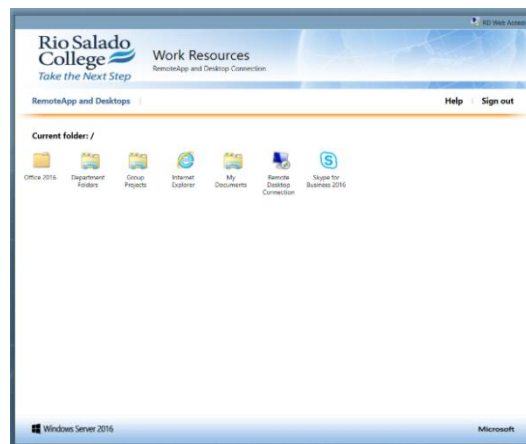
1. The following pop-up window should appear once a secure connection has been established.



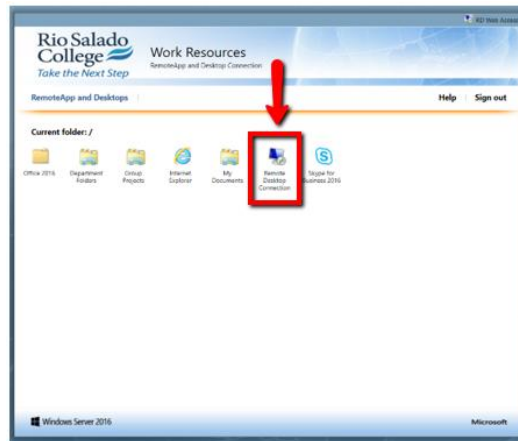
2. When the above pop-up window appears, you may now load the RDS software. To do so, simply click on the **Remote Desktop Services** icon on your desktop or taskbar.



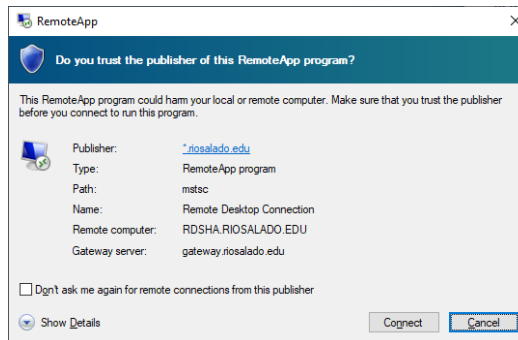
3. The following window should appear indicating that Remote Desktop Services is available for use.



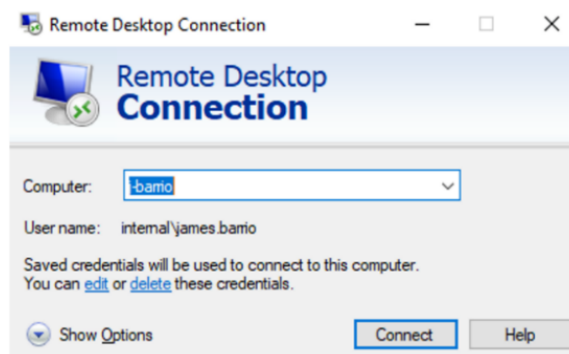
- Once both the VPN and RDS are loaded and running, you may now use RDS to access your office workstation remotely. To do so, simply click the **Remote Desktop Connection** icon in the following window.



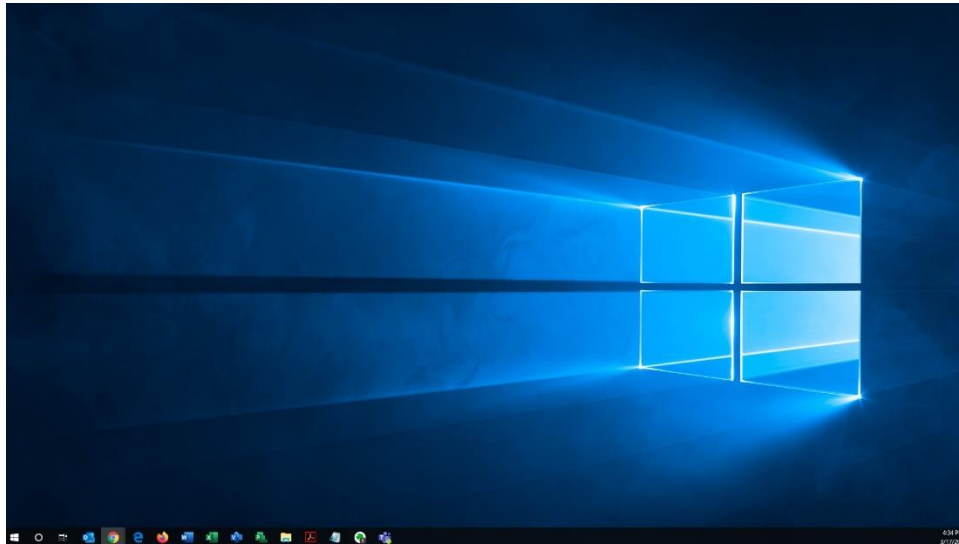
- The following prompt may appear. If so, click the **Connect** button.



- The following pop-up window should appear. Your computer name should be provided in the Computer field. If not, enter the computer name of your workstation.



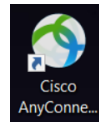
7. A window which contains an image of your office workstation's screen should appear and you should be able to operate it as if you were sitting at it in the office.



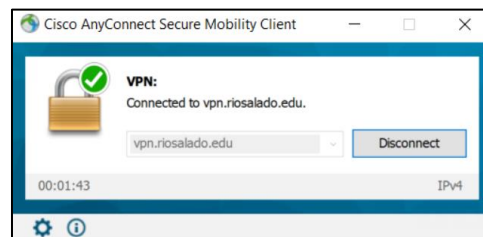
## Using the VPN & RDS Software to Access Network Drives

Once both the VPN and RDS software have been installed on your home computer and configured, you may begin to use them to access files on the RSC drives. The following are instructions on how to do so.

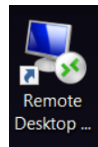
1. Establish a secure connection with RSC's network by launching the VPN software by clicking on the **Cisco AnyConnect Secure Mobility Client** icon on your desktop or taskbar.



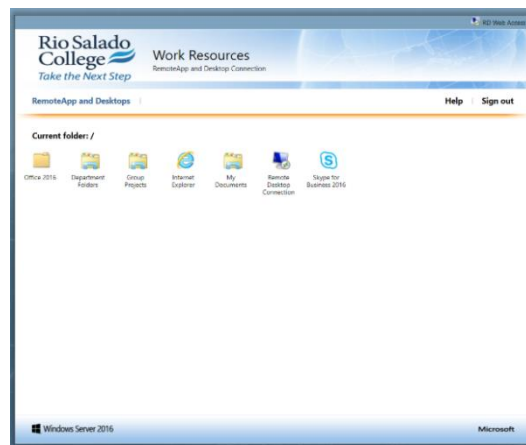
2. The following pop-up window should appear once a secure connection has been established.



3. When the above pop-up window appears, you may now load the RDS software. To do so, simply click on the **Remote Desktop Services** icon on your desktop or taskbar.



4. The following window should appear indicating that Remote Desktop Services is available for use.



- Once both the VPN and RDS are loaded and running, you may now use RDS to access your office workstation remotely. To do so, simply click the My Documents or Department Folders **Desktop Connection Remote** icon in the following window.



- A window which looks very much like Windows Explorer will appear and you should be able to access the files at the location you selected.

