

## Introduction

The purpose of this document is to help you use the Cisco VPN client, and the native Windows 10 Remote Desktop Connection, to connect to your workstation.

## Understanding Icons



= Cisco AnyConnect (VPN) Client Icon



= Remote Desktop Connection Icon

**Note:** *The Cisco client will not work if you are connected to the ACPS network. It can only function being connected to a different internet source such as your home network.*

## Using the Cisco VPN Client to Connect

The purpose of the Cisco client is to establish a secure connection between you the user and our VPN server. This is **part 1 of 2** of connecting to your workstation at your work location from a different location.

**Step 01:** Log into your laptop using your Active Directory (AD) login.

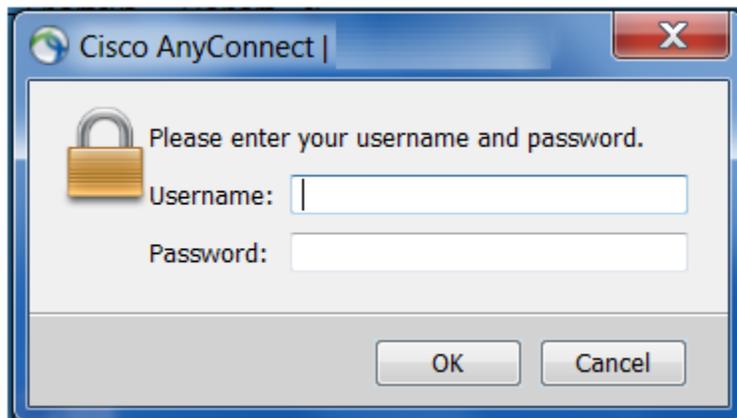
**Step 02:** As the screen appears you will notice two icons: **Cisco** and **RDP** (*Reference above Pictures*).

**Step 03:** Double click on the Cisco icon. A new pop-up window will open:



**Step 04:** Be sure that the address is listed as: **vpn.sbac.edu** and click **connect**

**Step 05:** It will then ask for your VPN **username** and VPN **password**.



**Note:** This password could be different from your AD password. This password is what you setup with when you contacted Wade Waltman for your initial VPN account creation. The Help Desk does not store passwords, so if you forget you will need to contact Wade Waltman to set it again.

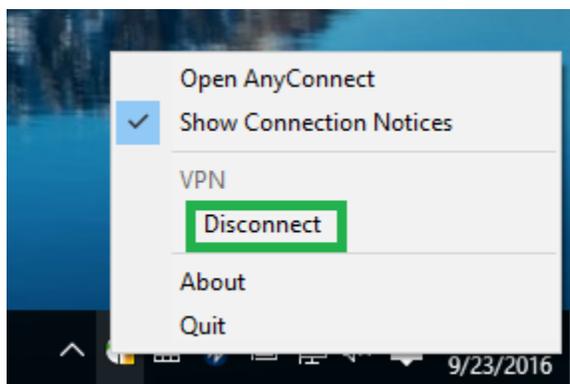
**Step 06:** Once you have typed in your username and password, click on **OK**.

**Step 07:** Once it successfully connects the icon will disappear into the background.

## Disconnecting from the Cisco VPN client

**Step 01:** Using a windows 10 operating system; Click the **Cisco AnyConnect** VPN Client icon in your system tray.

**Step 02:** Click **Disconnect**.

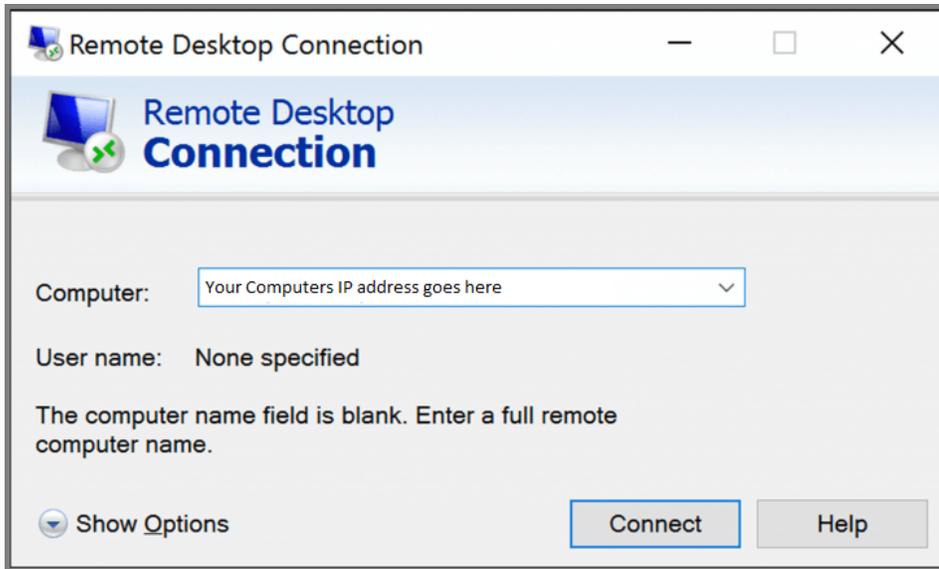


## Connecting to your Workstation using RDP

The purpose of using RDP allows you to connect to your work computer from another location. This allows you to see your work computer's desktop and interact with it as if it were local. This is **part 2 of 2** of connecting to your workstation at your work location from a different location.

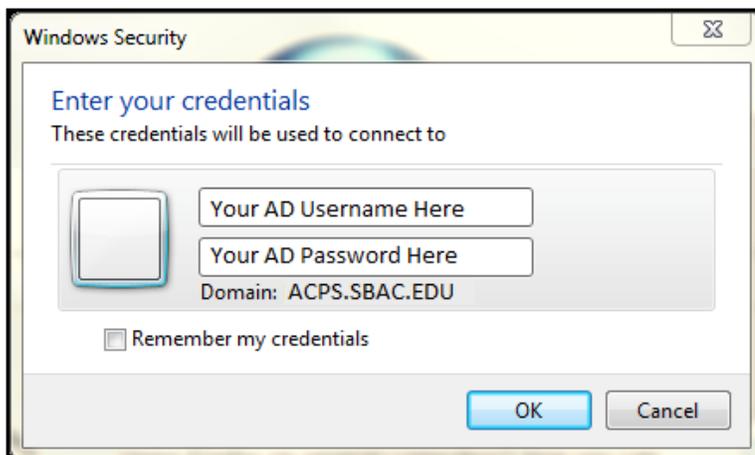
**Step 01:** Double click on the RDP icon (*Reference above Pictures*).

**Step 02:** Insert your computers **IP address** in the computer field when prompted.



**Step 03:** Click on **Connect**

**Step 04:** Type in your AD **username** and **password**



**Step 05:** Click on **OK**

**Step 06:** Let it authenticate and your screen will go black and then open up to a new window which will open your workstations desktop for you. Now you can work on your computer from another location as if you were sitting in front of your actual workstation from your worksite.

## Disconnect from RDP

**Step 01:** To disconnect from your work computer **log off** your computer as you normally would from your work location.

**Step 02:** Once you log off, RDP will be disconnected and your computer will revert back before you logged on using your RDP connection.

**Note:** Remember that logging off RDP does not disconnect you from the Cisco Client. Please refer to Disconnecting from the Cisco VPN section to disconnect from the VPN when you are done.

**YOUR IP ADDRESS IS:** 150.104.\_\_\_\_\_.\_\_\_\_\_