



Logging into the Remote Desktop

This documentation gives step-by-step instruction on how to remote into a work desktop computer in order access files and software from an off-site computer.

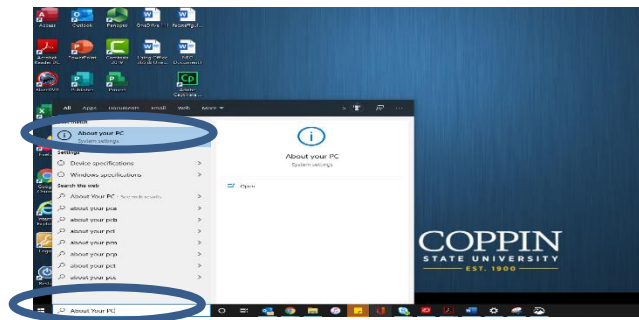
Note: To use Remote Desktop during telework, your office computer must be on. When leaving campus, restart your computer, but DO NOT shut it down or turn off computer.

Finding your PC Name

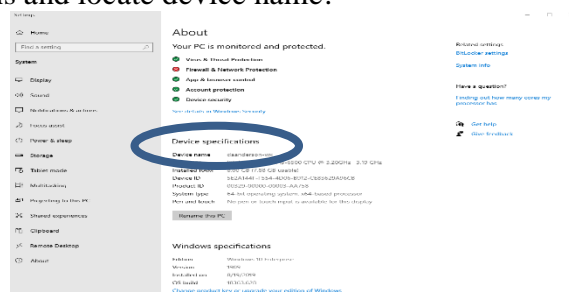
1. On your work computer, locate the “In the Type Here” to search bar type in the bottom left hand corner of the screen.



2. Type “About Your PC” and select the “About Your PC” system setting that appears.



3. Find device specifications and locate device name.

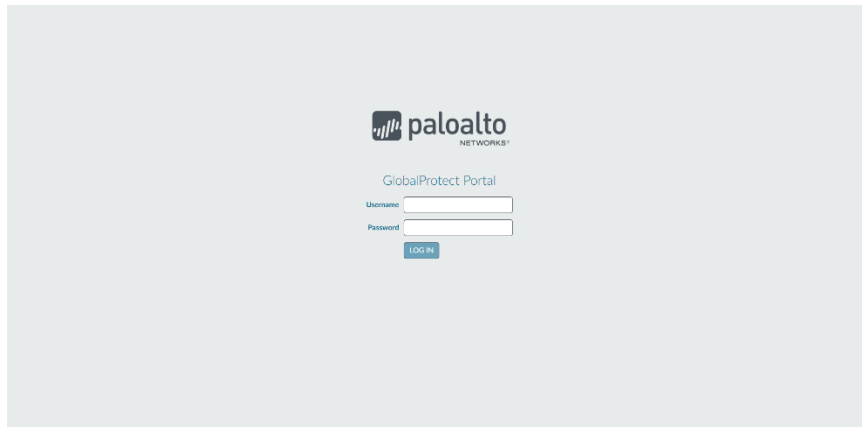


4. Make a note of Device Name. You will need it for Remote Desktop Connection.

Downloading the Remote Desktop Client on Off Campus Device

If the VPN client is already downloaded onto your computer, skip ahead to the [Accessing the Remote Client](#)” section of the document.

1. Access <https://vpn.coppin.edu> on your personal computer via the Google Chrome web browser.
2. Enter Coppin Username and Password.



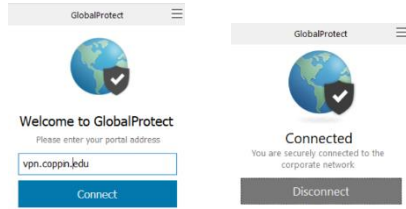
3. Select and download Global Protect agent.
 - For Windows select Download 64bit Global Protect agent for windows users.
 - For Mac select Download 32/64 bit Global Protect agent.
4. Click the file in the bottom menu to begin the download.



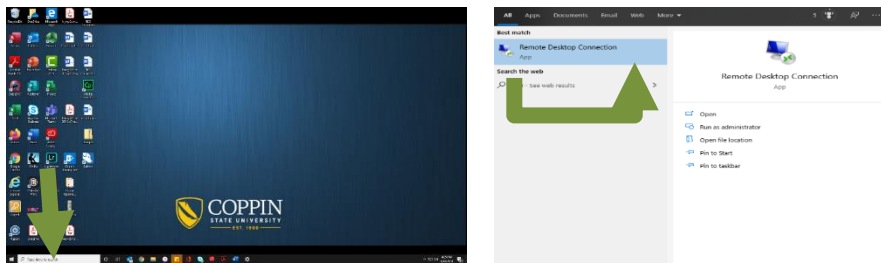
5. Once the Installation menu appears, continuously click NEXT until the installation begins.
6. Select CLOSE once the installations shows completed.

Accessing the Remote Client

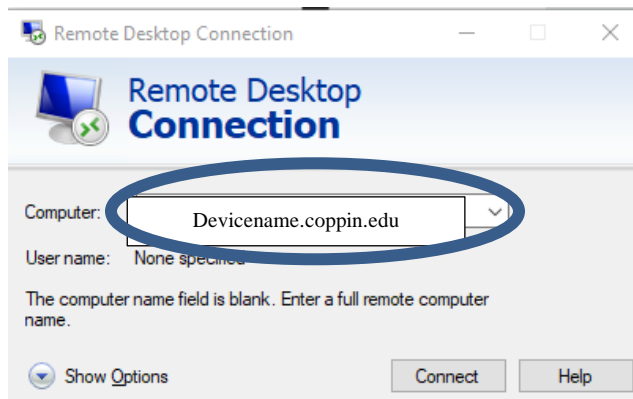
1. After installation, a GlobalProtect Client will appear in the bottom right hand corner of the screen.
2. Enter vpn.coppin.edu as the portal address and click Connect.
3. Input Coppin username and password.
4. Once the client shows connected, you are now ready to remote into your work desktop.



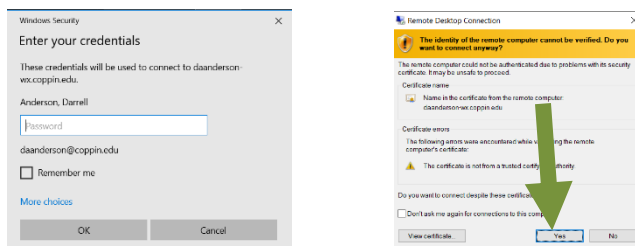
5. In your “Type Here to Search” bar. Type RDP and select Remote Desktop Connection



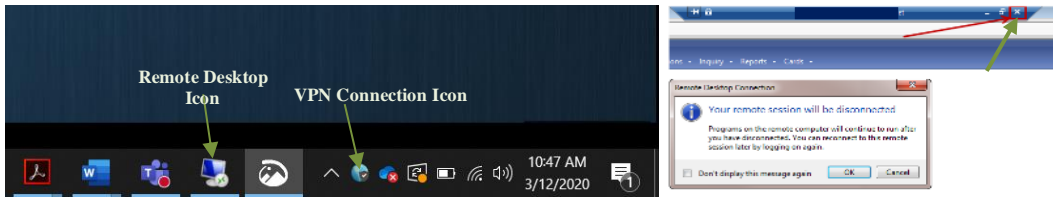
6. Enter your work desktop Device name in the Computer field as shown in the example below.
 - (devicename.coppin.edu)



7. Click Connect and your computer will begin to remote into your current work PC.
8. When prompted, use the username@coppin.edu format and password to connect.
9. Select yes for the secure connection prompt that appears for to allow connection.



10. The Remote desktop icon can be found below in your taskbar at the bottom of the screen.
11. Log into your desktop PC from the remote desktop using your Coppin username and password.
12. Once work is done, close the remote desktop client and disconnect from VPN by clicking on the icon in the system tray.



Reminder: To use Remote Desktop during telework, your office computer must be on. When leaving campus, restart your computer, but DO NOT shut it down or turn off computer.

Upon logging back into your home PC, start from the [“Accessing the Remote Client”](#) of this document.