Resource

VPN and Remote Desktop Instructions

Your computer has been pre-configured to be able to securely remote in to your work computer. Follow the instructions below to gain remote access. These instructions were written for a computer running Windows 7 and may vary slightly if you are using a different version.

1. If it is not already running, launch the OpenVPN software using the icon placed on your desktop, or in your Start menu.

2. Locate the OpenVPN icon in your taskbar. It will look like this:
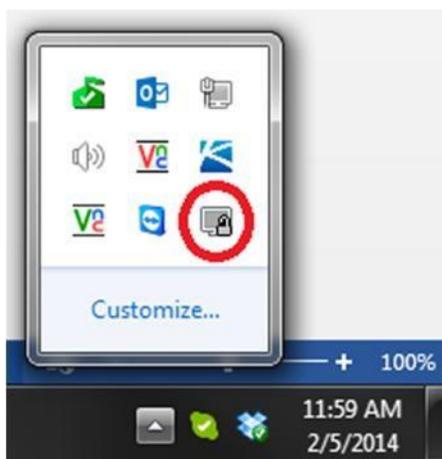
3. Right click on the icon and select "Connect." You will see a window open detailing the status of the connection. When it completes, that dialog will go away, and a bubble will pop up:
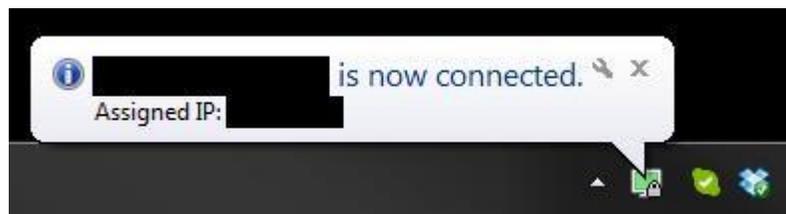
Notice that the OpenVPN icon has turned green. This indicates a successful connection.
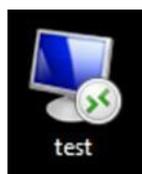
4. Next, double-click on your RDP session icon:
5. You will receive a password prompt:

Enter in the password you use to log in to your work computer at the beginning of each day.

6. An RDP window will then open. Inside it, you will have access to your work computer as if you were seated at it normally. You can then begin work.
7. When finished with your session, it is recommended you log off of the remote computer. This will close your remote session and bring you back to your home computer. You can also minimize your remote session if needed to bring it back up later. Keep in mind it will eventually time out and disconnect automatically.
8. Once you have logged out of the remote computer, right-click the OpenVPN icon again and select "Disconnect" to end your VPN session. You do not need to exit the program. Leaving it running will allow you to skip step 1 of this guide.

If you have any questions or issues, contact SmartPath at (270) 205-4709 and a support ticket will be made.