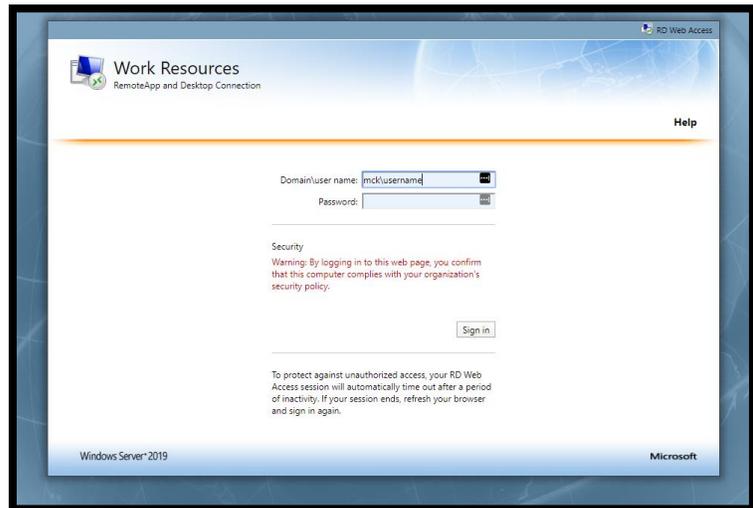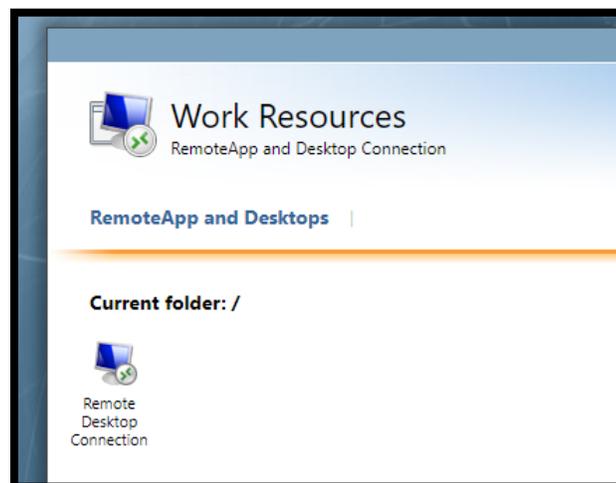# Remote Access w/VPN

Windows

One-time actions

1. Open a browser and navigate to MyMcK, sign in and click on **Remote Apps & Desktop**

2. Log into the site using McK credentials:
   a. **Username:** mck\username
   b. **Password:** your McK password
3. The next page could display multiple items, but click on the **Remote Desktop Connection** icon.
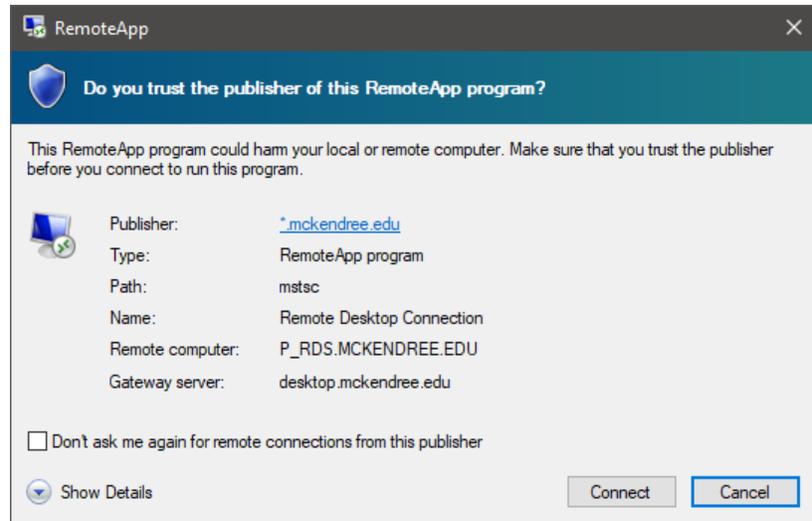

4. Your computer will ask you to save this file. IT suggests saving it to your Desktop, as this file will be used to reconnect you to your office computer.
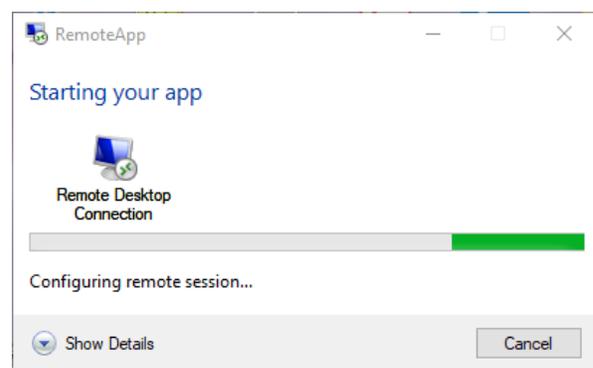
Remote Access w/VPN

To connect & reconnect to your computer

1. Double click the saved icon from previous steps
2. Click **Connect** (you can check the box to skip this window the next time you launch it.)

You will be asked to enter your McK credentials.
The app will begin to configure your session, it may take a moment

3. Once successfully connected you will see the Remote Desktop Connection box:

Remote Access w/VPN

4. Type the name of your office computer and hit **Connect**
   a. IT will need to provide you with your office computer name
5. The last login box will appear, again, enter your McK credentials.

It will once again configure a remote connection, once successful you will be logged into your McK workstation.

Closing out of the Remote Desktop window will end the session and connection. Rebooting or logging out of your computer will do so as well.

To re-connect simply re-run the downloaded file, no need to log back into the website.