

HOW TO ACCESS VPN USING UNIFIED WORKSPACE

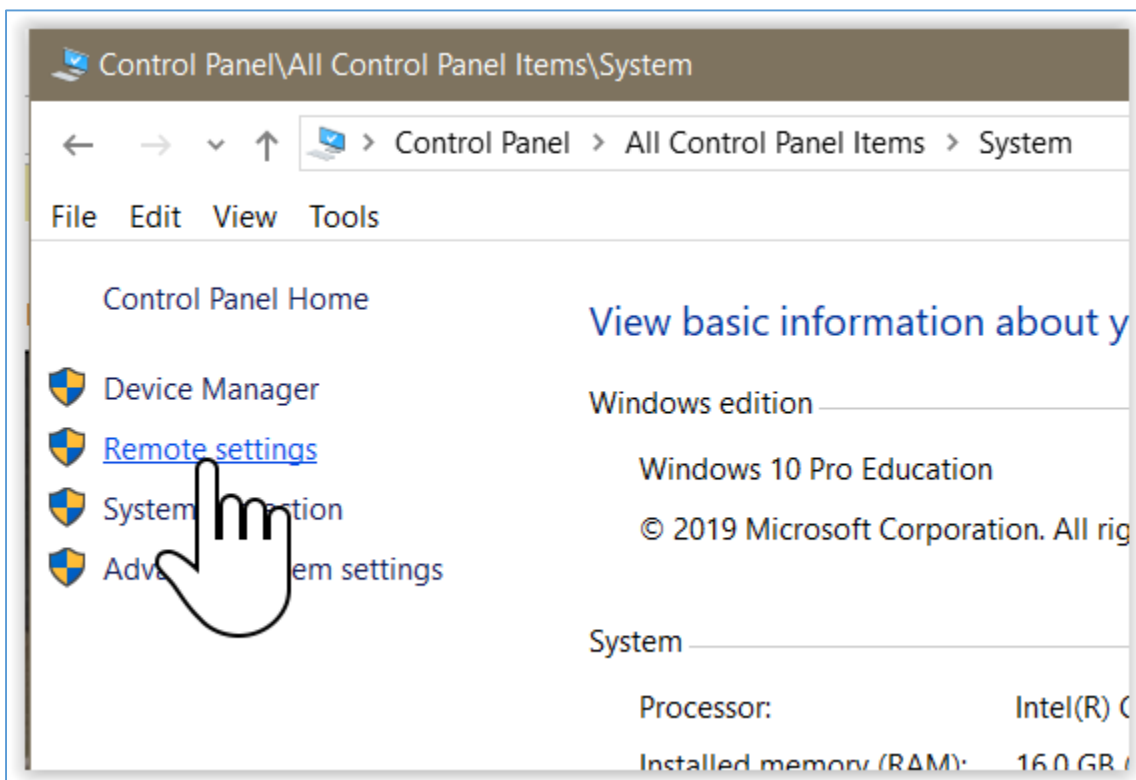
Steps 1-3: Follow instructions on your work computer before you leave

Step 4: Follow instructions on your home computer

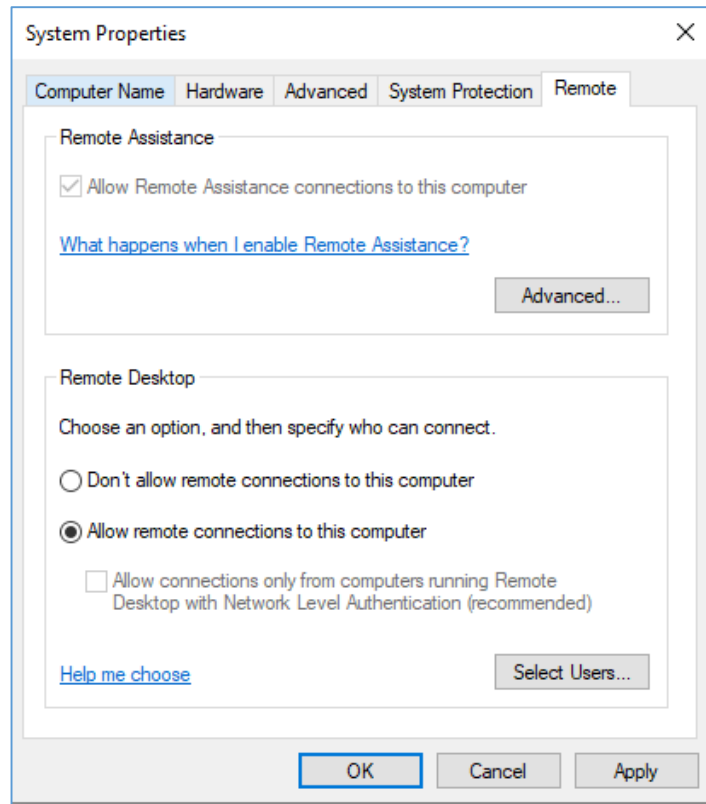
Compatible Browsers: Google Chrome, Internet Explorer

Step 1: Remote Settings

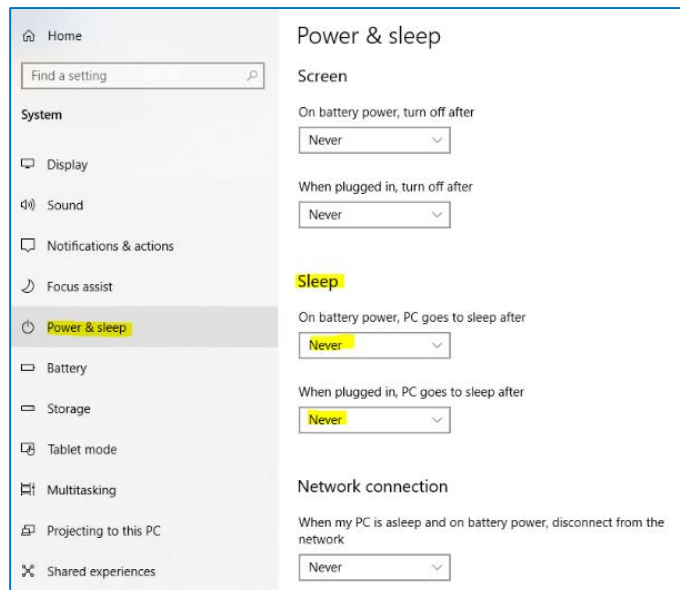
- Make sure your remote desktop setting is actively set on your work desktop before you leave work
 - Open Control Panel, click on “System” and then “Remote Settings” on the left hand panel



- Make sure “Allow Remote Connections to this computer” is **selected** and **uncheck the box** for “Allow connections only from...”.

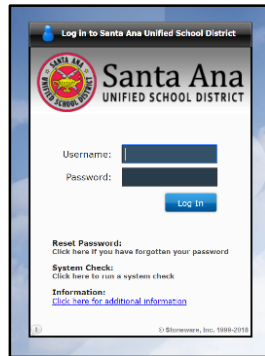


- DO NOT SHUT DOWN YOUR WORK COMPUTER. CHECK IF YOUR WORK COMPUTER IS SET TO GO TO SLEEP IN POWER OPTIONS. IF SO, CHOOSE **NEVER**. (Your settings may look different from the screenshot below)



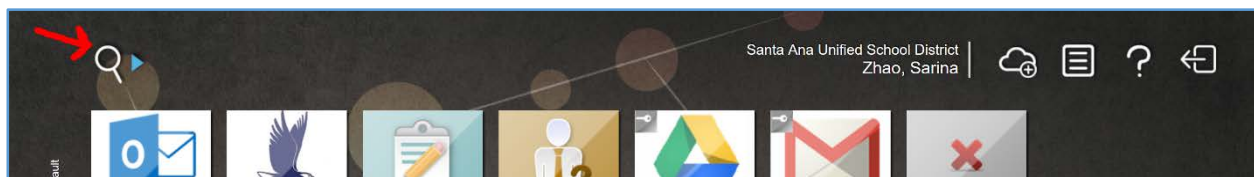
Step 2: Log into Unified Workspace

- Open either Google Chrome browser or Internet Explorer browser
- Go to <http://sacloud.sausd.us>
 - Log in using your Outlook credentials
 - Your username = firstname.lastname



Step 3: Find VPN Access

- Click on the Search icon located on the top left banner. Type in **VPN Access**.
 - Click on the VPN Access tile to launch



- If this is your first time, you will need to register your computer. Click **YES** when prompted.



- Make sure this page pops up. Click on **Register**.

Personal Desktop Registration

The following services were detected on your computer:

VNC Application:	none detected	Get UltraVNC
RDP Application:	detected	

Help Section

Instructions

1. You should register your corporate desktop from within the network and not from behind a firewall or similar device.

- If you have registered before, your computer IP address will be identified next to **RDP Host**. We recommend **Unsubscribe** and go through registration and **Subscribe** a second time to ensure connectivity.
- Now when you go home, follow the same instructions on your home computer, and you should be able to connect

Note: Only your WORK computer should be registered. DO NOT register multiple devices, otherwise error will occur. Steps 1-3 should be done ONLY on your work computer.

Step 4: Access VPN at Home

- Open up Google Chrome browser or Internet Explorer browser on your home computer
- Log into Unified Workspace using your home computer (Step 2)
- Launch VPN Access (Step 3)
- A countdown to accessing your work computer will start. You will be prompted to enter your password into your work computer.

