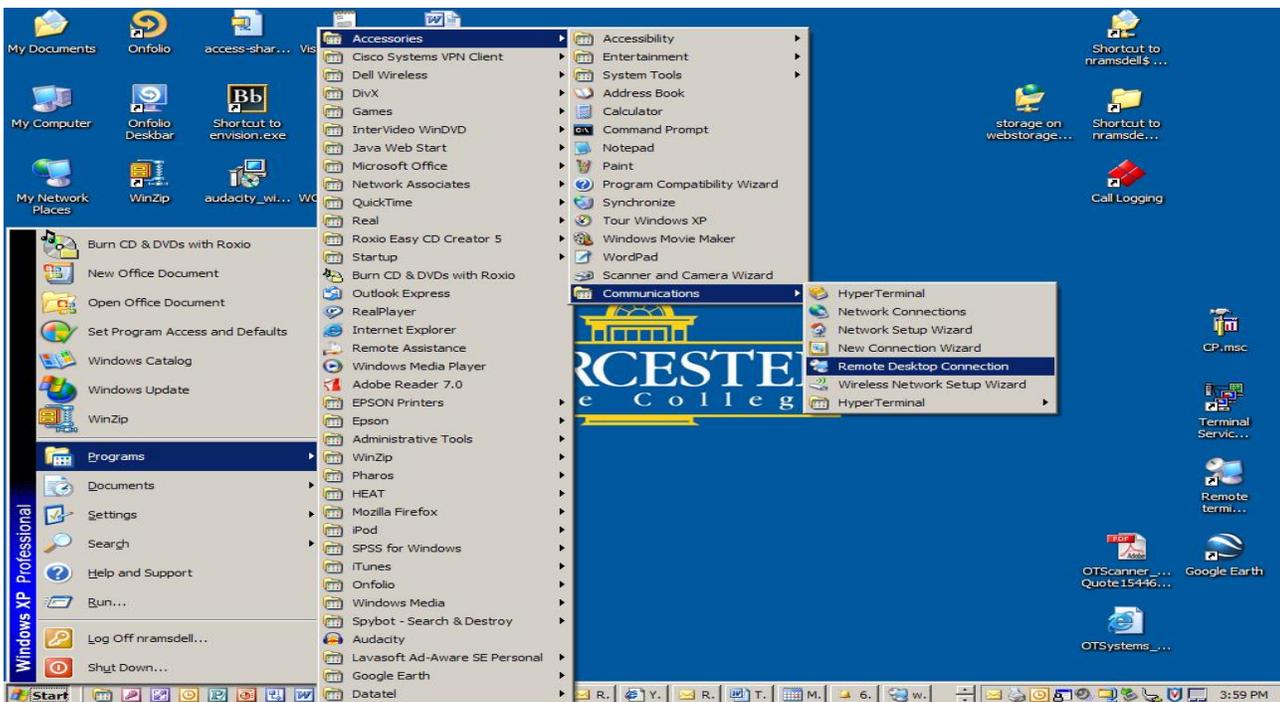


How To: Connect on or off campus using Terminal Services to access Software not otherwise available from your PC.

Use these instructions ...

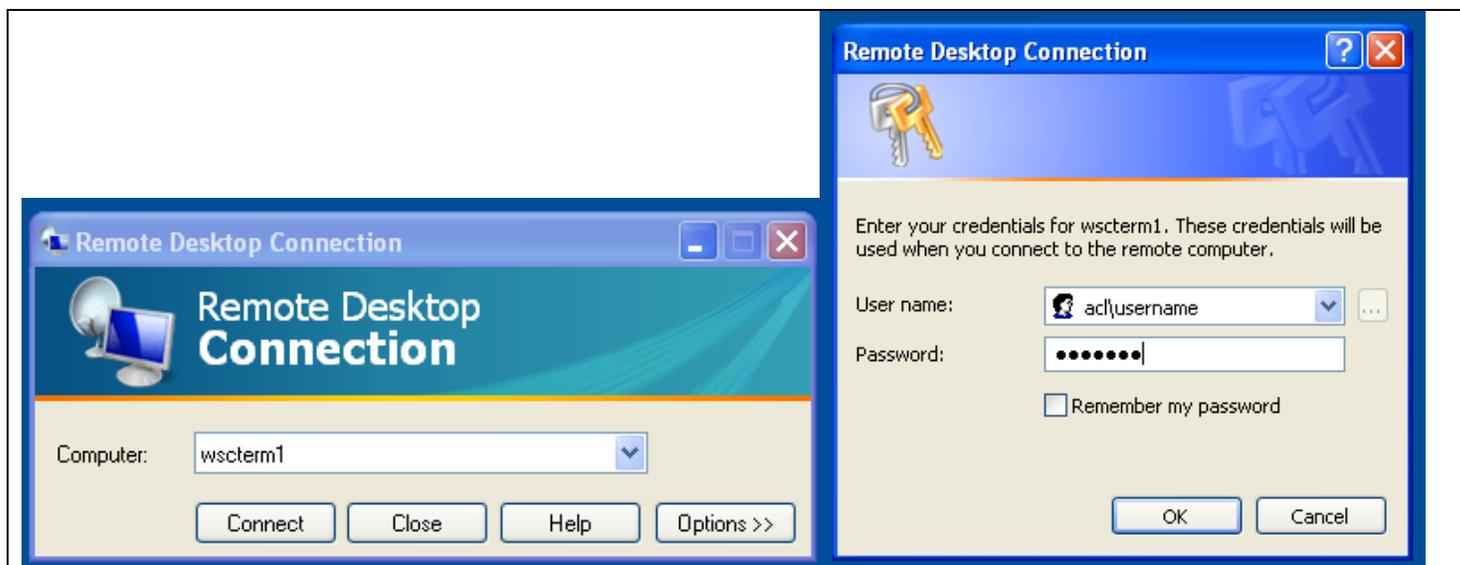
- If you do not have a specific application on your PC (i.e. InfoPath, Colleague, MSOffice Sharepoint Designer (aka Front Page) SPSS, Publisher etc.) and need to use a WSC standard application, these directions will provide access to an alternate resource;
- If you are off campus (using VPN) and wish to use an application only available on campus (SPSS etc.);
- These instructions will work from On-Campus if using a computer running Windows XP Professional (won't work from Win2000, XP Home or Vista);
- These instructions will also work from Off-Campus if you follow the VPN connection instructions first. Be sure you use the correct server for your role on campus Student, Faculty, Staff
- VPN won't work (and is not necessary) when on campus.

1) From your Windows desktop ~ Select Start > Programs > Accessories > Communications > Remote Desktop Connection

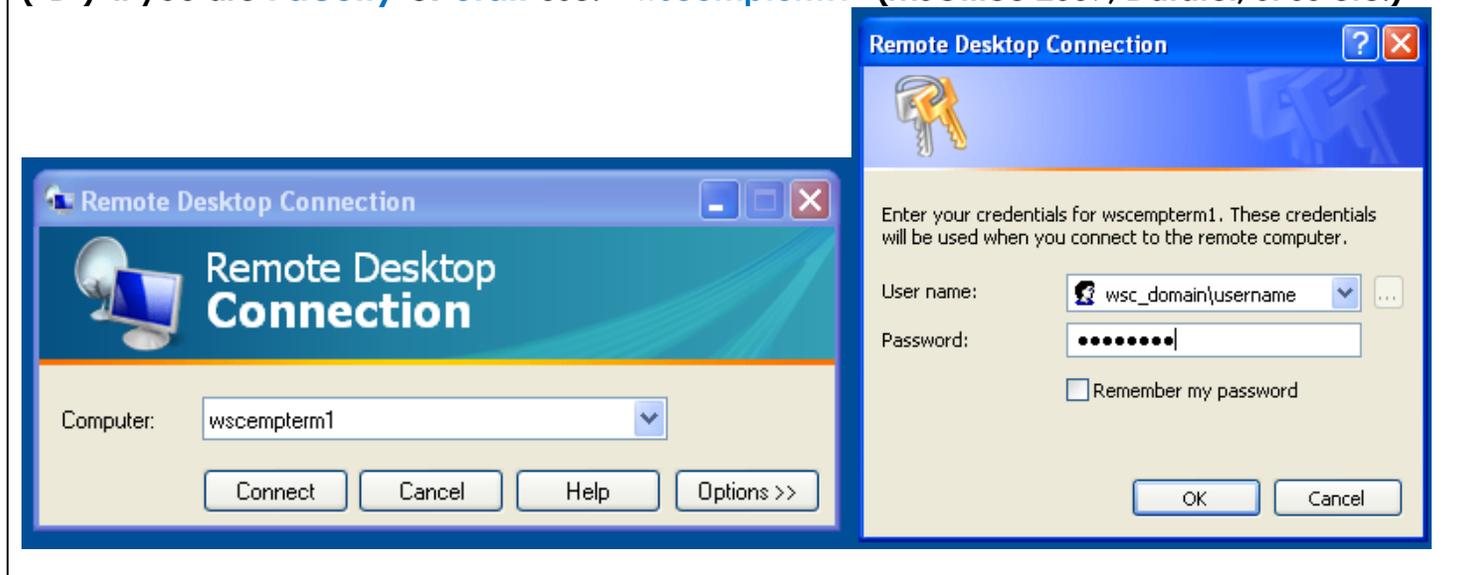


2) Type "wscterm1" (if **STUDENT**), - "wscemterm1" (if **FacStaff**), in the 'Computer:' field [see below] > choose **CONNECT** > then choose **OK**

("A") If you are a Student use: "wscterm1"



(“B”) If you are **Faculty** or **Staff** use: “**wscemterm1**” (MSOffice 2007, Datatel, SPSS etc.)



3) Login using your WSC Network credentials

User name: your username
 Password: your password
 Log on to: wsc_domain (if FacStaff) **or** ACL (if student)

Choose OK

This will open a connection to the remote server, allowing you to use software that is not otherwise available to you. When you are finished with your Terminal Services session **please**

be SURE to select Start > and Logoff (NOT SHUTDOWN). Simply disconnecting (i.e. 'x') leaves a valuable session 'open' and is discouraged.

How To: Terminal Services Instructions for access to WSC facstaff applications from a LAB/PODIUM computer.

Click on START > Programs > Accessories > Remote Desktop Connection

In the "COMPUTER" field type in "**wscemterm1**" then > select CONNECT > user will need to login with their DOMAIN credentials (ACL if Student or WSC_DOMAIN if FacStaff). Once on the server the desired program will be available by accessing the Start Menu >All Programs.

This will open a connection to the remote TServer, allowing you to use software that is not otherwise available to you. When you are finished with your Terminal Services session please be SURE to select Start > and Logoff. Simply disconnecting (i.e. 'x') leaves a valuable session 'open' and is discouraged.