

Connecting To Your Desktop From a Remote Location

NOTES:

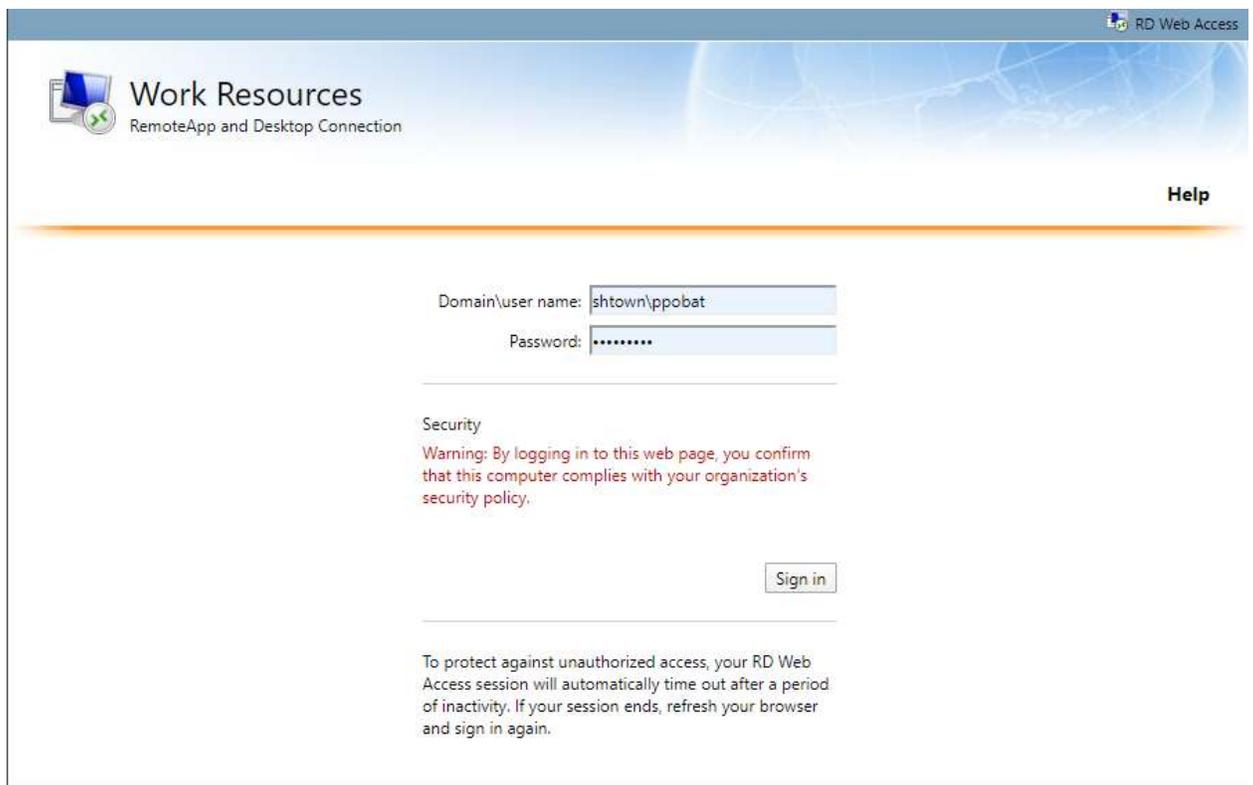
You must first enroll your personal phone in DUO via the email you received before these steps

In addition to the places listed below, you may be asked for your credentials several times through the process

There will be limitations for printing to your local (home) computer

To access your desktop from your home computer:

- Open a browser on your computer
- Go to <https://shapps.southamptontownny.gov>
- You will get the following login screen. Enter your Town user name and password. Be sure to put shtown\ in front of your user name. Click Sign In:



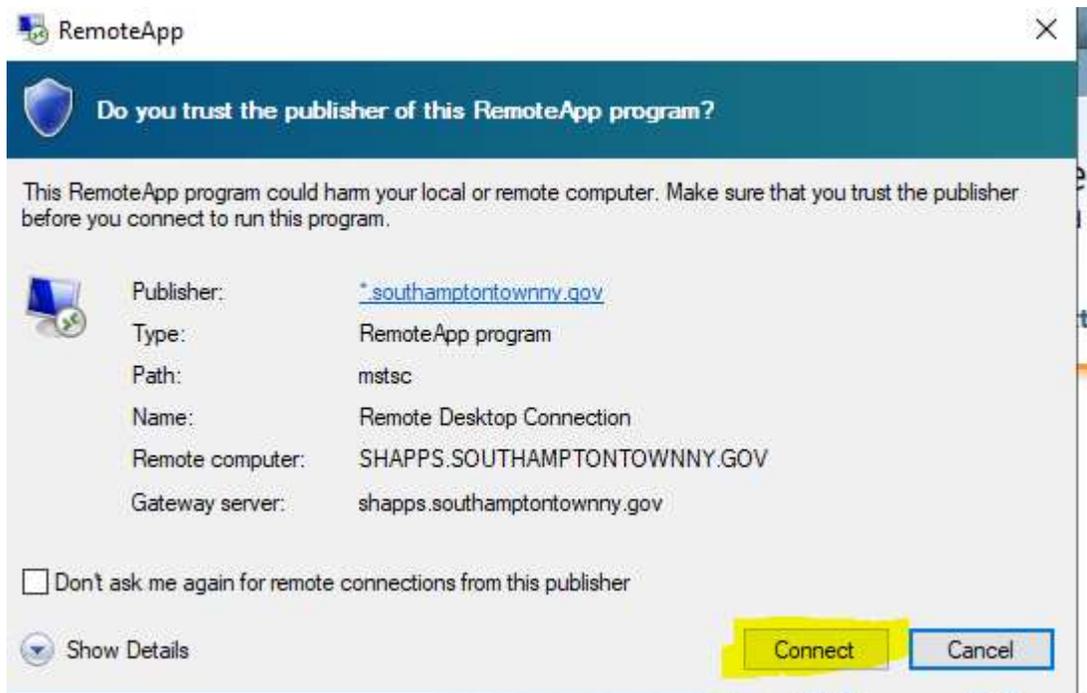
The screenshot shows a web browser window with a blue header bar. In the top right corner of the header, it says "RD Web Access". On the left side of the header, there is a logo for "Work Resources" with the subtext "RemoteApp and Desktop Connection". On the right side of the header, there is a "Help" link. Below the header, there is a login form with two input fields: "Domain\user name:" containing "shtown\ppobat" and "Password:" containing "*****". Below the password field is a "Security" section with a warning message: "Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy." At the bottom right of the form is a "Sign in" button. Below the form, there is a paragraph of text: "To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again."

- You will see an icon that looks like this – Click it once:



- You will get a DUO push notification on your phone to authenticate. Click “Approve” on your phone
- You will either get a pop up box or a notification in your bottom bar. If you get the pop up box, click connect. If you get the notification, click on the notification and click connect once the box comes up:

Connection Box:



Bottom Bar Notification:



- You will get a Remote Desktop Connection box. For Computer: enter your computer name (IT will supply this information):



- You will be prompted for your windows credentials. Enter your windows user name and password and click OK. You will be connected you to your Town computer desktop.