

## Terminal Services Remote Access

### Before you connect:

- You will need to connect to the UCLA VPN. This is a UCLA requirement to securely connect. <http://www.bol.ucla.edu/services/vpn/>
- UCLA BOL provides two methods to connect.

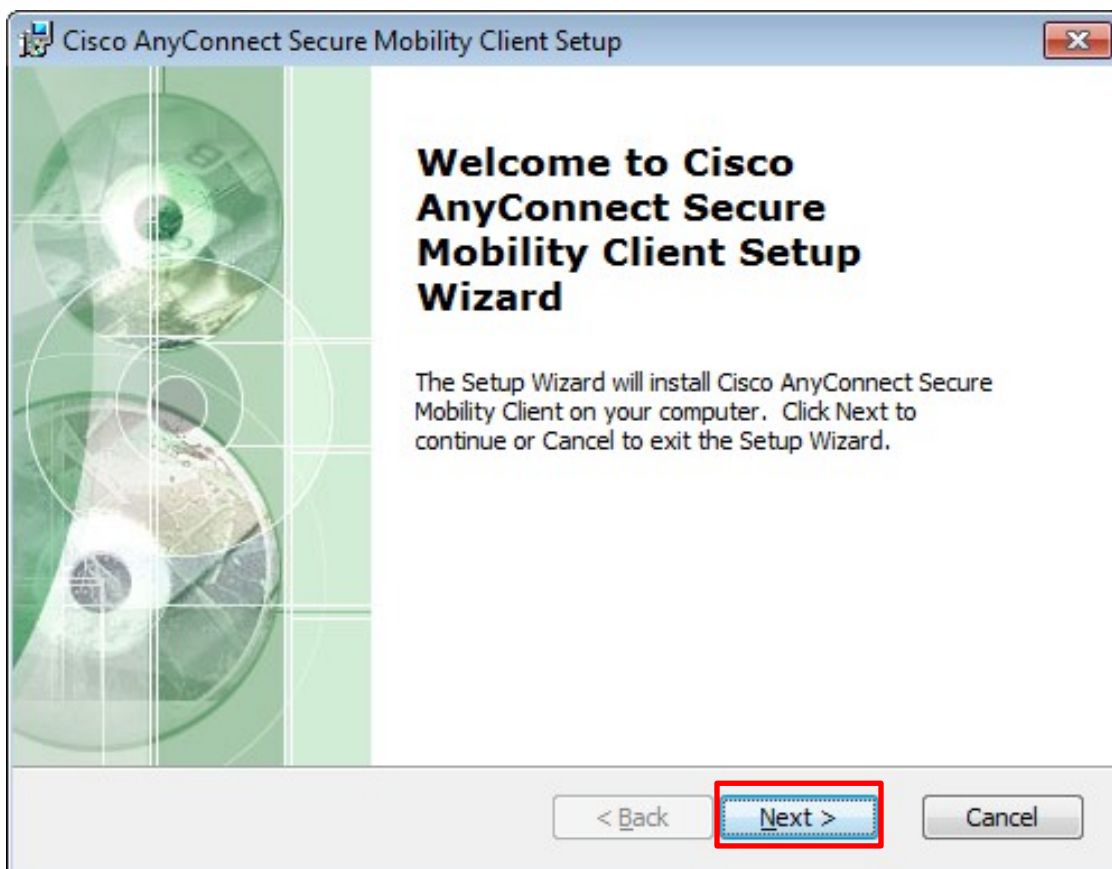
### Method 1 Steps:

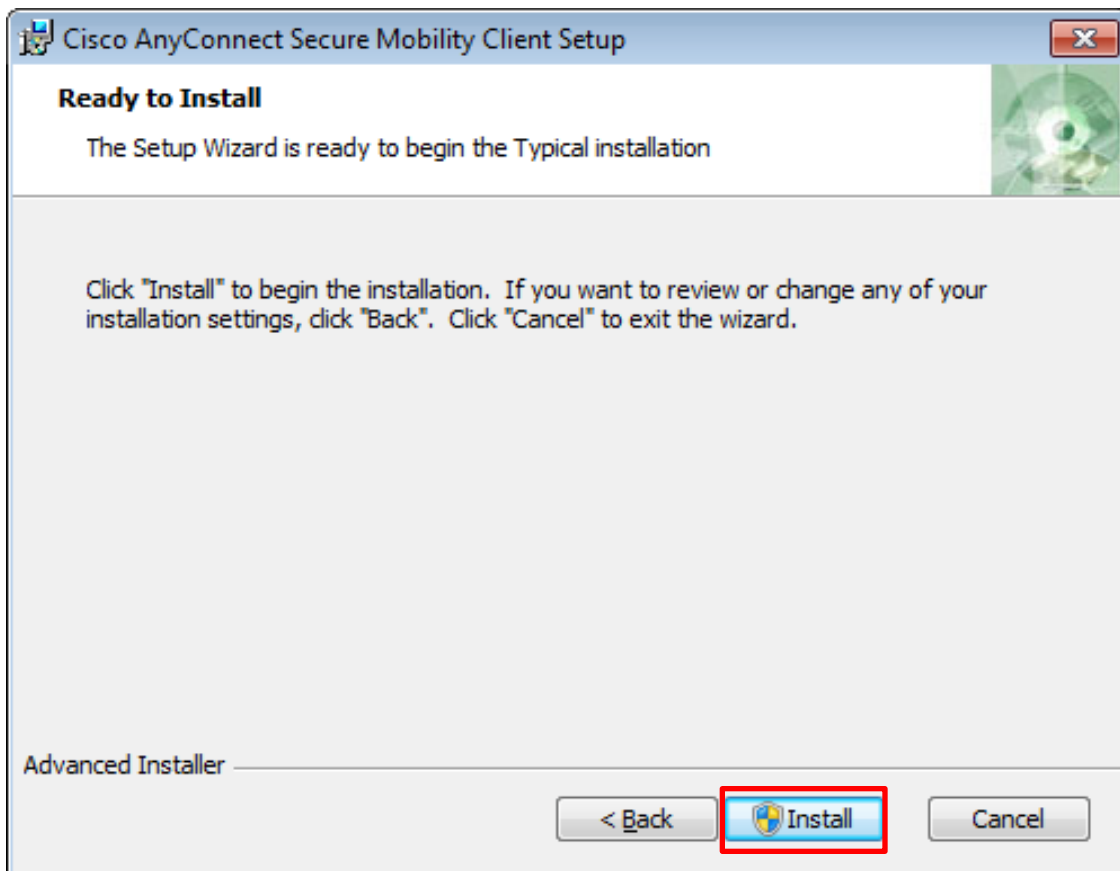
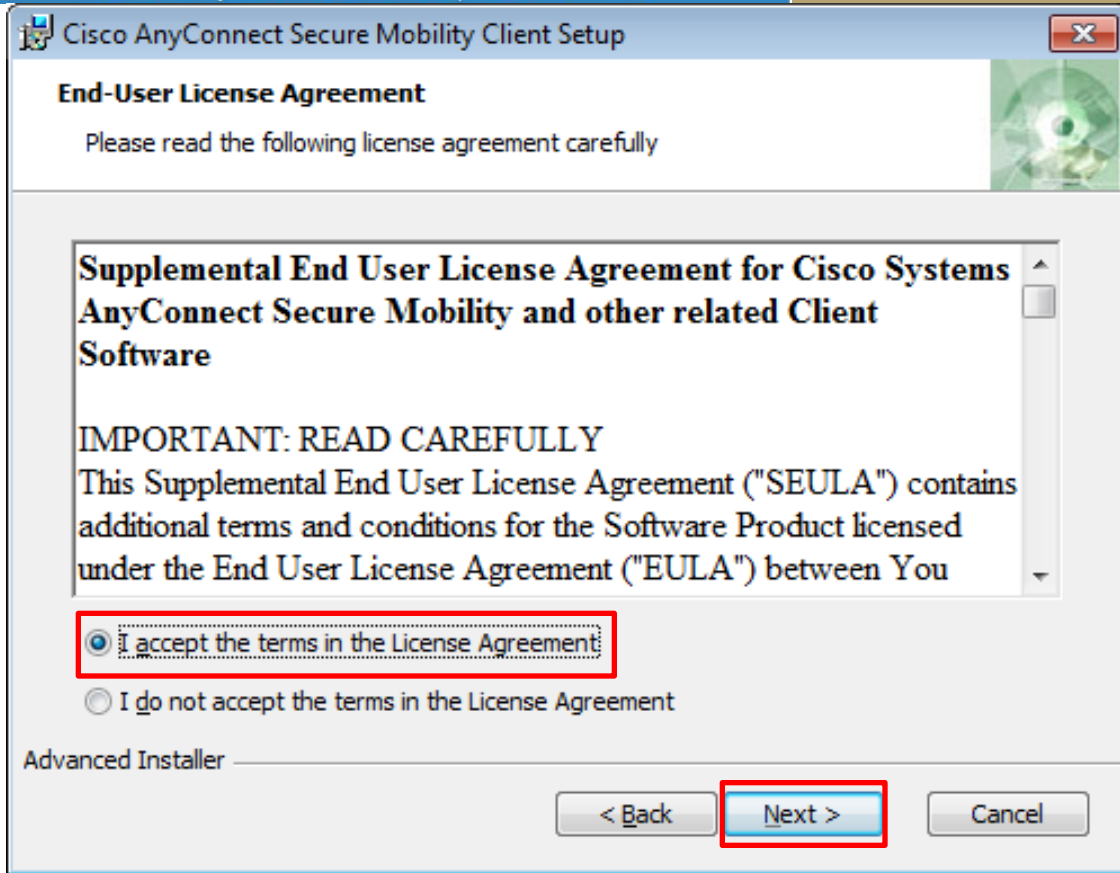
Install the **Cisco AnyConnect client**. Connect to the **UCLA VPN** using your **UCLA Logon ID**

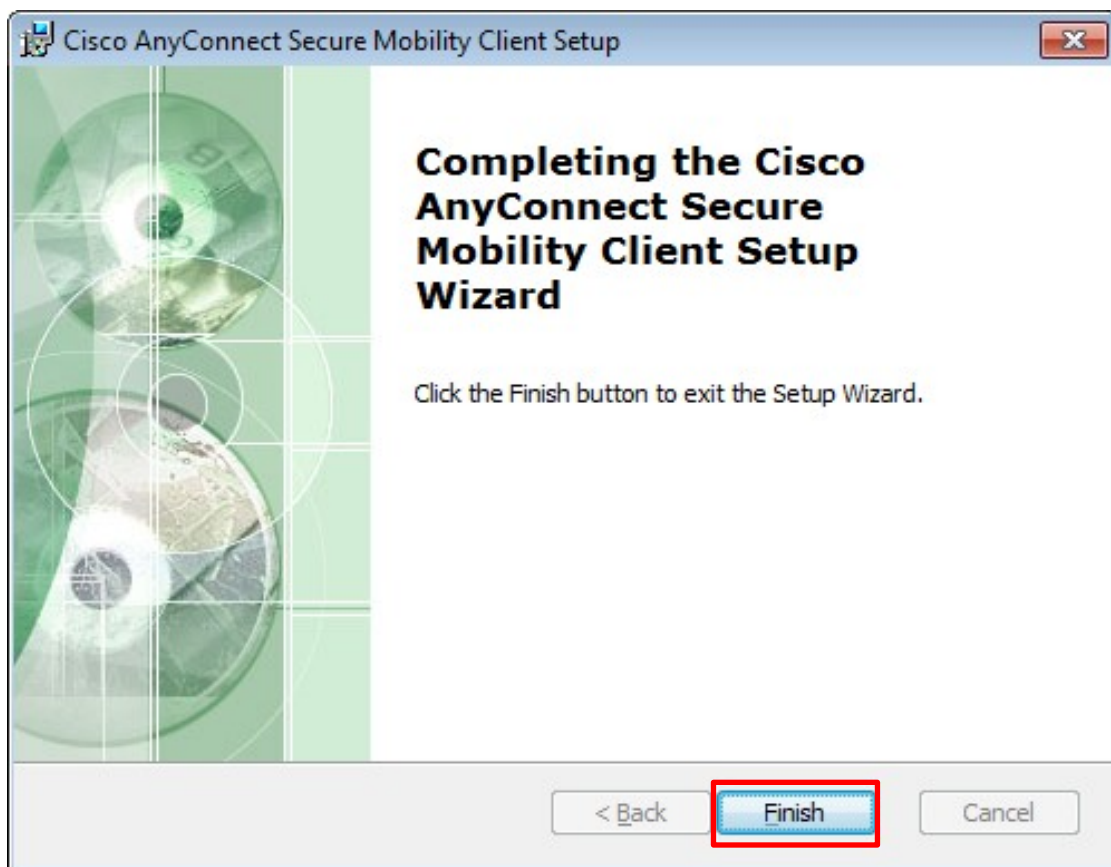
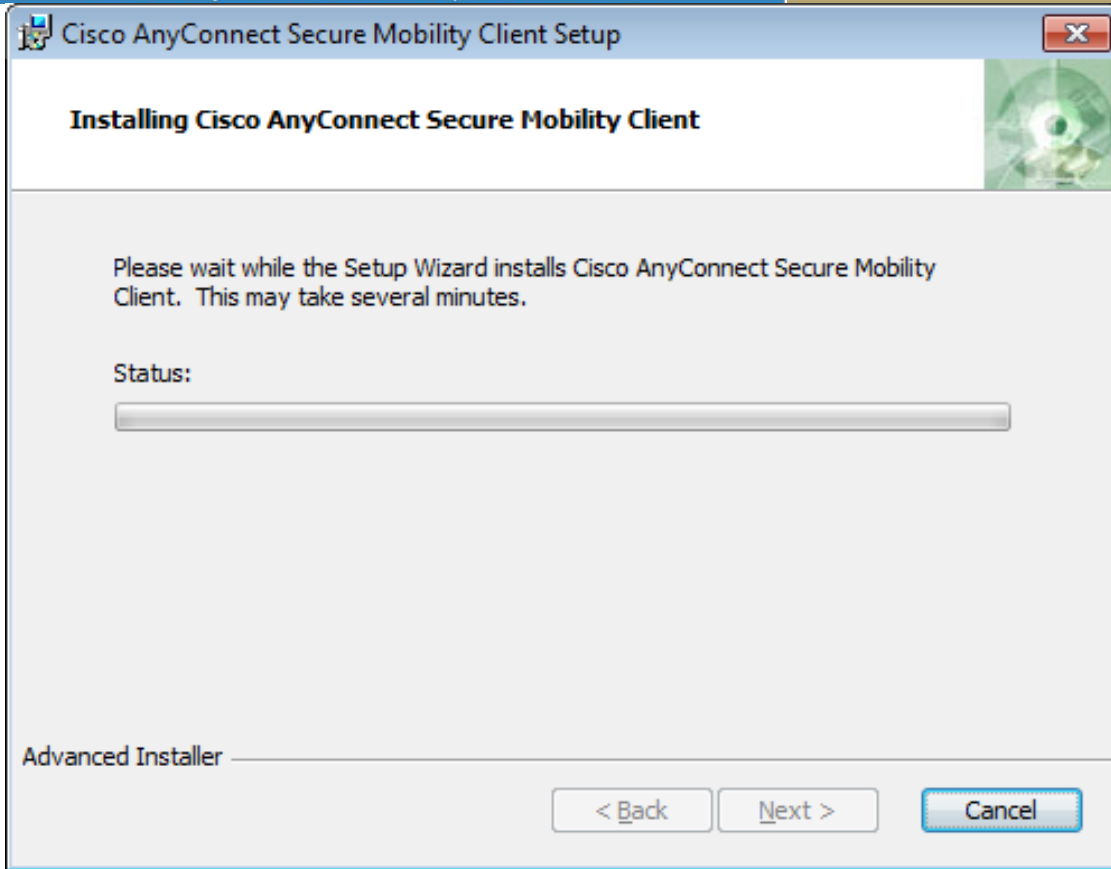
### Downloading and Installing the Cisco AnyConnect Secure Mobility Client

Before you begin, please **download** the [Cisco AnyConnect Client for Windows XP/Vista/7/8](#) or [Mac OSX](#)

Once you have downloaded the installer, double-click the installer file to start the installation. Please follow the on-screen prompts to complete the installation. Your computer may ask you to reboot at this time.

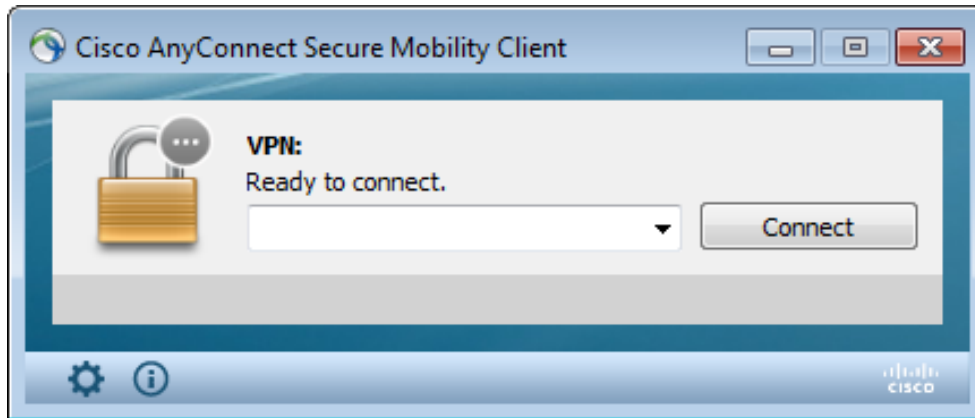




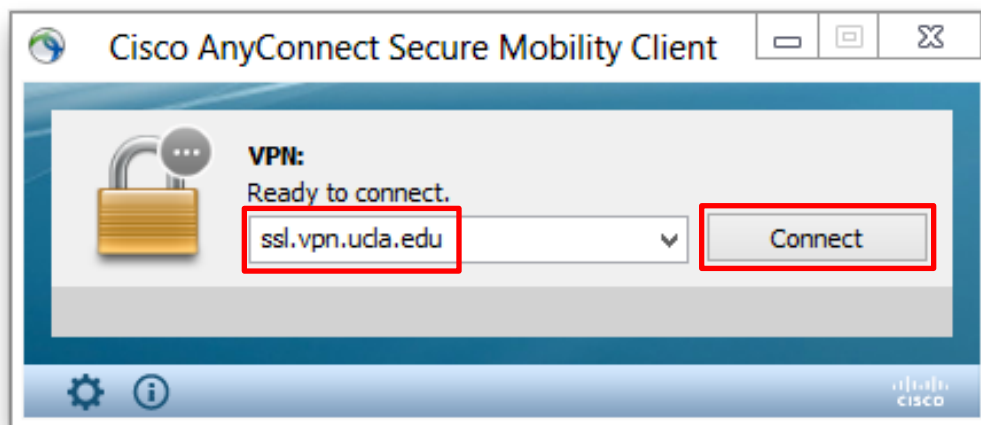


## Connecting to the BOL VPN

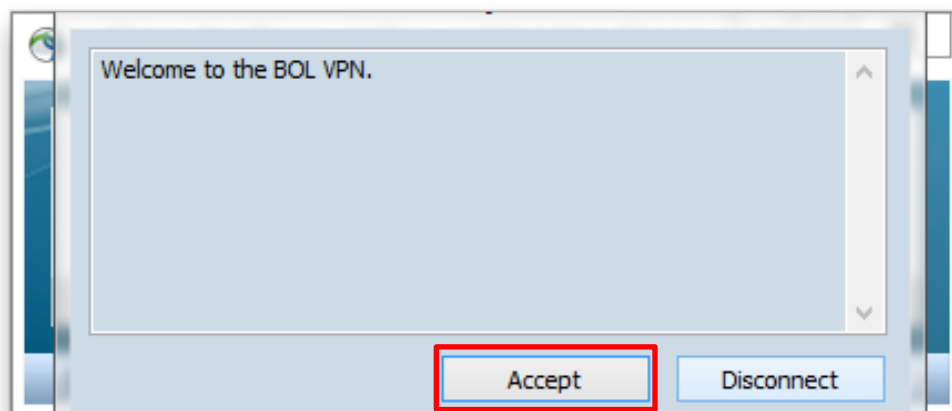
1. To run the client, click on **Start**, then **All Programs**, then **Cisco**, then **Cisco AnyConnect Secure Mobility Client**.



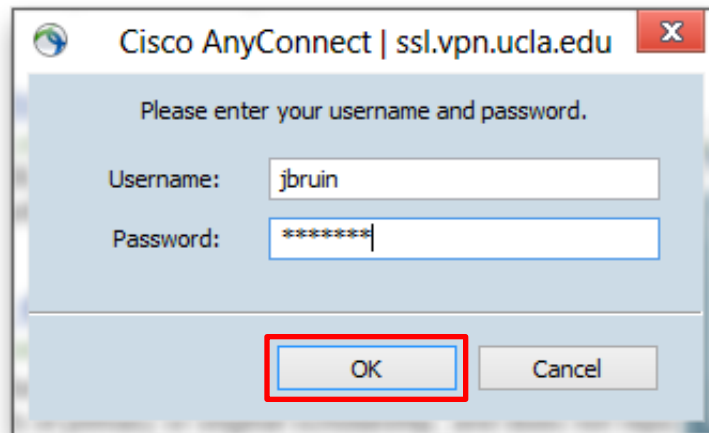
2. To connect, enter "**ssl.vpn.ucla.edu**" in the text field for the VPN connection entry, and then click **Connect**.



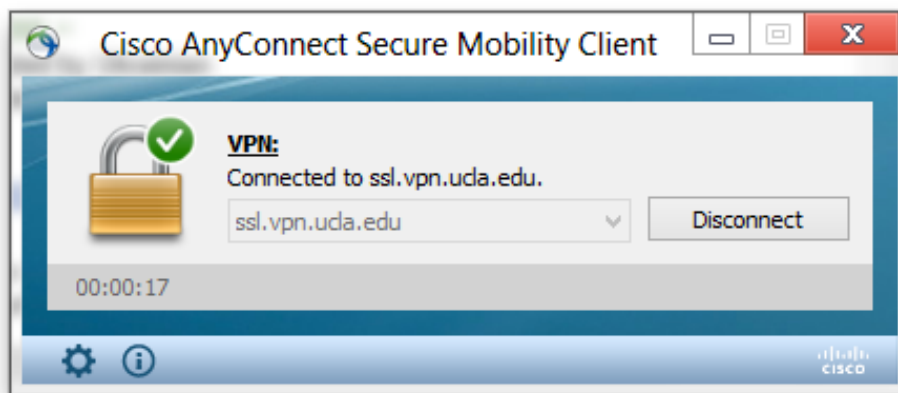
3. Click **Accept**.



- In the authentication prompt, type in your **UCLA Logon ID** and **password** in the appropriate fields, then click **OK**.



- You will then be connected to the VPN. When you are done with the VPN, click **Disconnect**.



### Method 2:

1) Set up a new connection using built in clients. Please follow instructions on their site:

Windows: <http://ucla.in/yMgxH5>

Mac: [http://help.bol.ucla.edu/app/answers/detail/a\\_id/1186](http://help.bol.ucla.edu/app/answers/detail/a_id/1186)

## ONCE CONNECTED TO THE UCLA VPN

Please note that you must have a current Luskin Computing Lab account.

### Windows 7

1) Open up the Remote Desktop software.

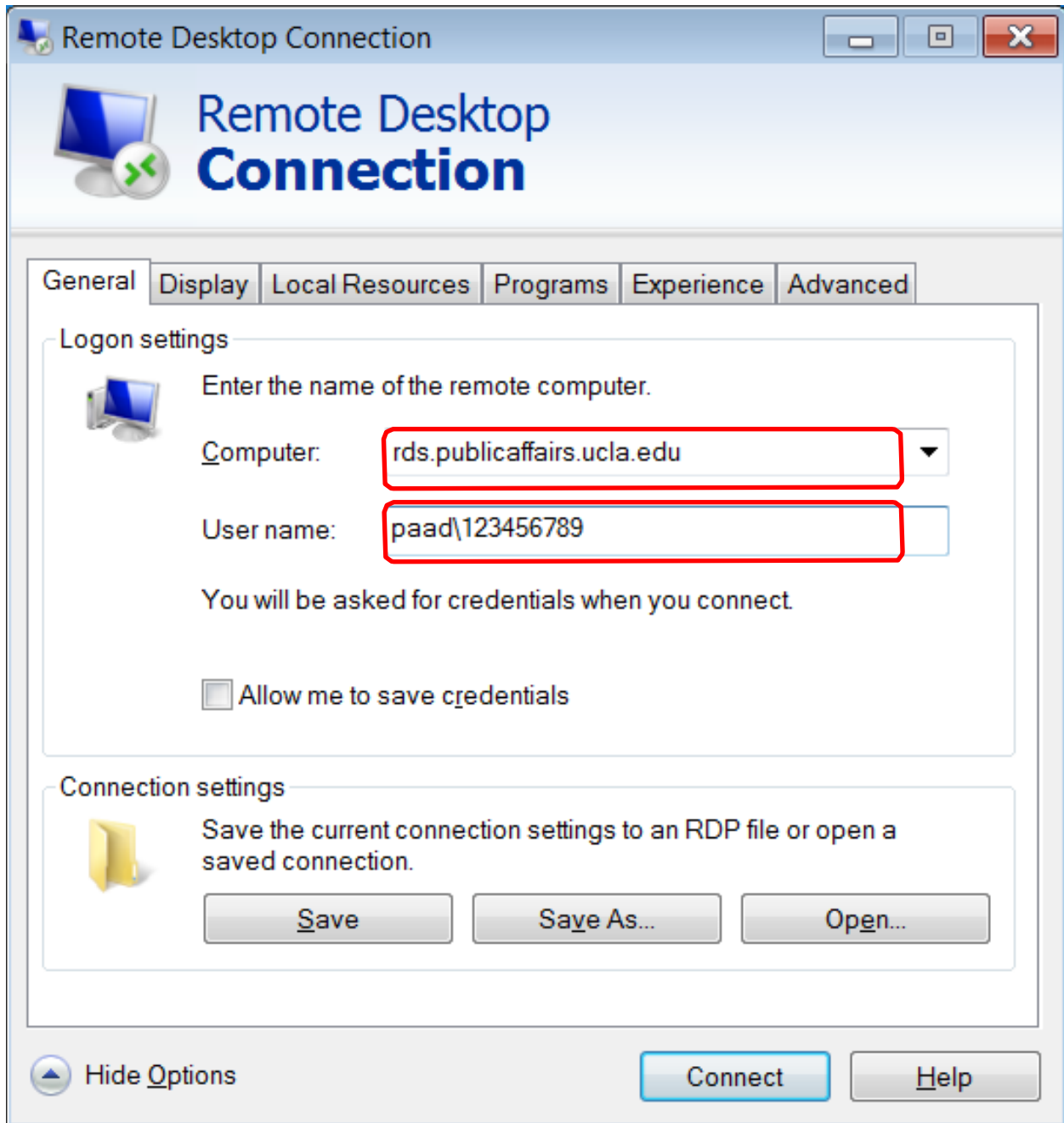
Click on **Start** → **Accessories** → **Remote Desktop Connection**



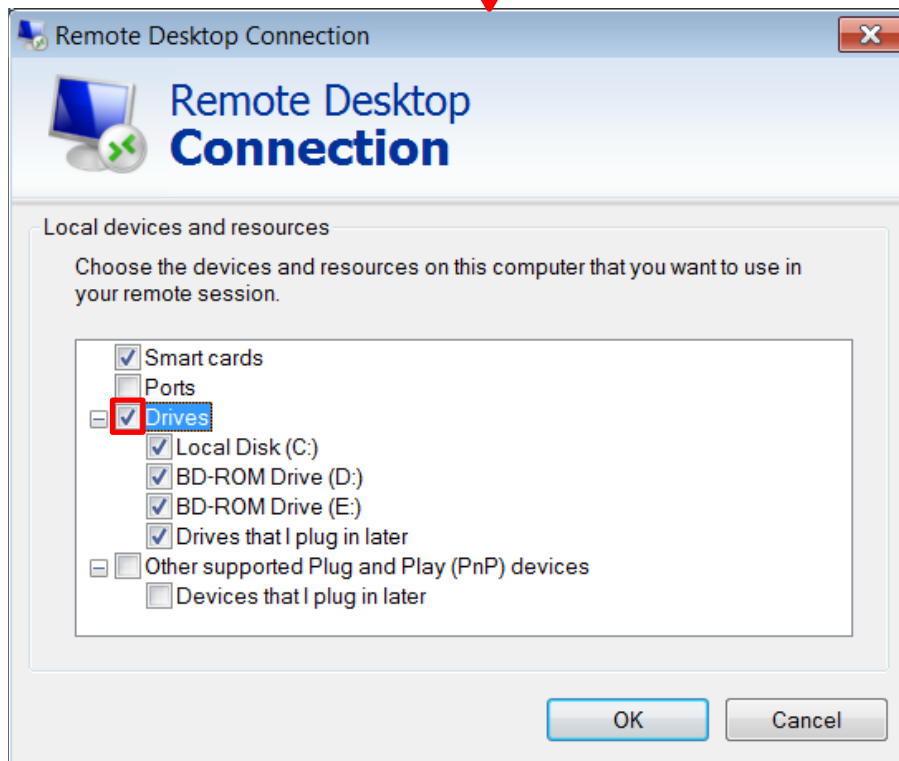
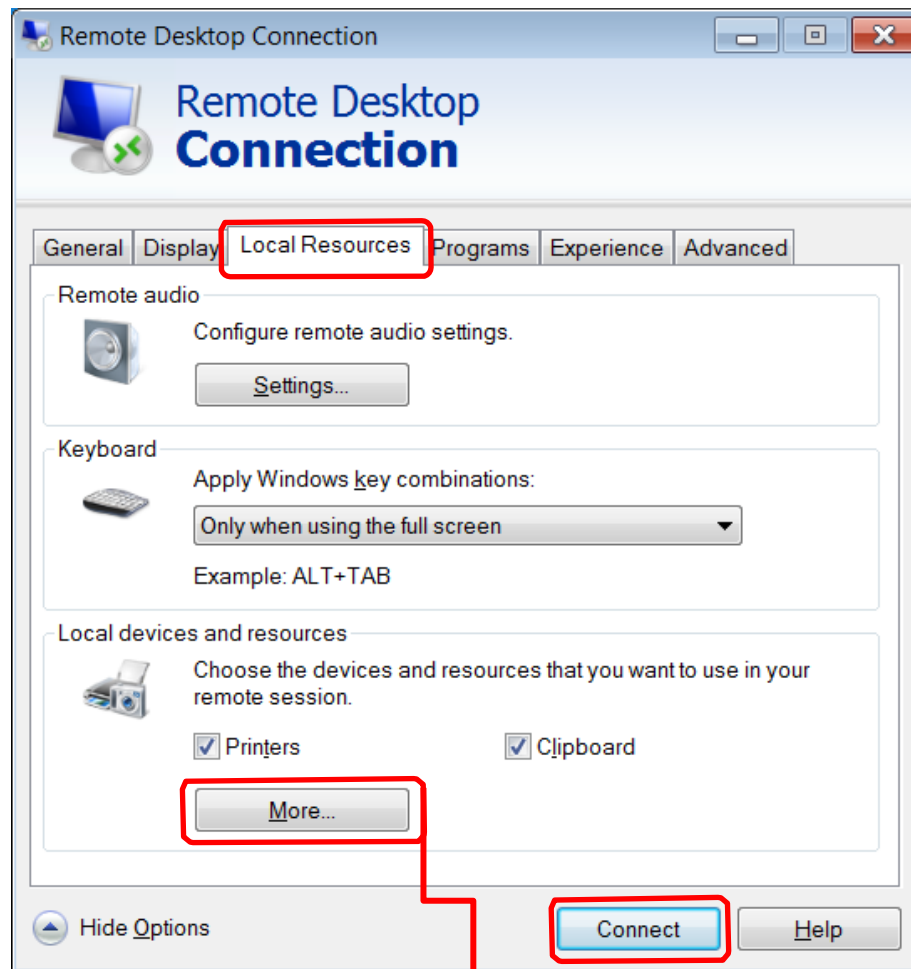
*Window XP SP3* – You must be on SP3 if you are on Windows XP. You will need to download and install this fix. It will prompt you to reboot your machine. Please take precautions when installing any software. We recommend you make a backup of your machine. <http://support.microsoft.com/kb/951608/>

After a successful reboot, click on **Start** → **Accessories** → **Remote Desktop Connection**

2) In the Remote Desktop Connection, **enter the server name, rds.publicaffairs.ucla.edu**. Then, **enter the domain name “PAAD\”** followed by your **username**; for students, your username is your nine digit university identification number (UID).

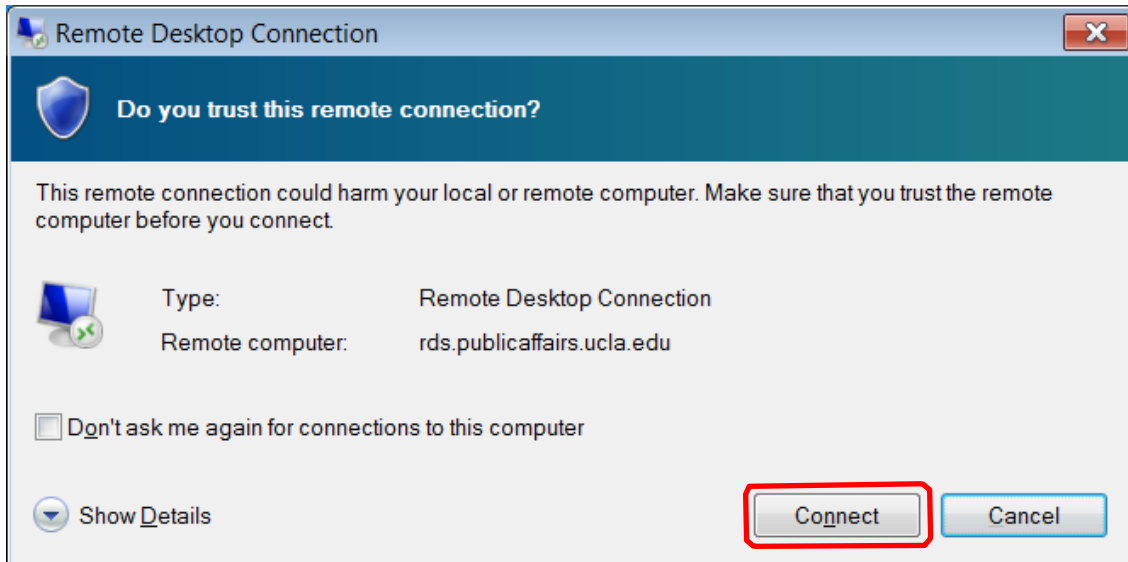


If you plan to use your laptop's local storage space, devices, or printers, **select the Local Resource** tab. **Click on More...** another window will appear, **check** the boxes corresponding to the local resources you want to connect to your RDS session. **Click Connect** to continue.



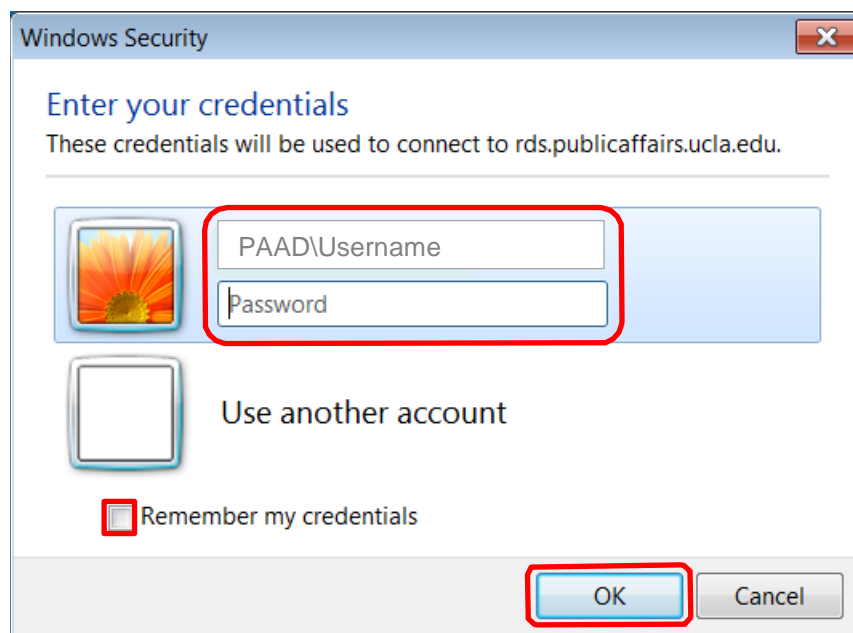


If you get this warning, click **Connect**. You may also **check the box**: Don't ask me again for connections to this computer.



### 3) Enter Username\Password

Your username and password are the same credentials you use in the Luskin Computing Lab:



**Enter** your username as:

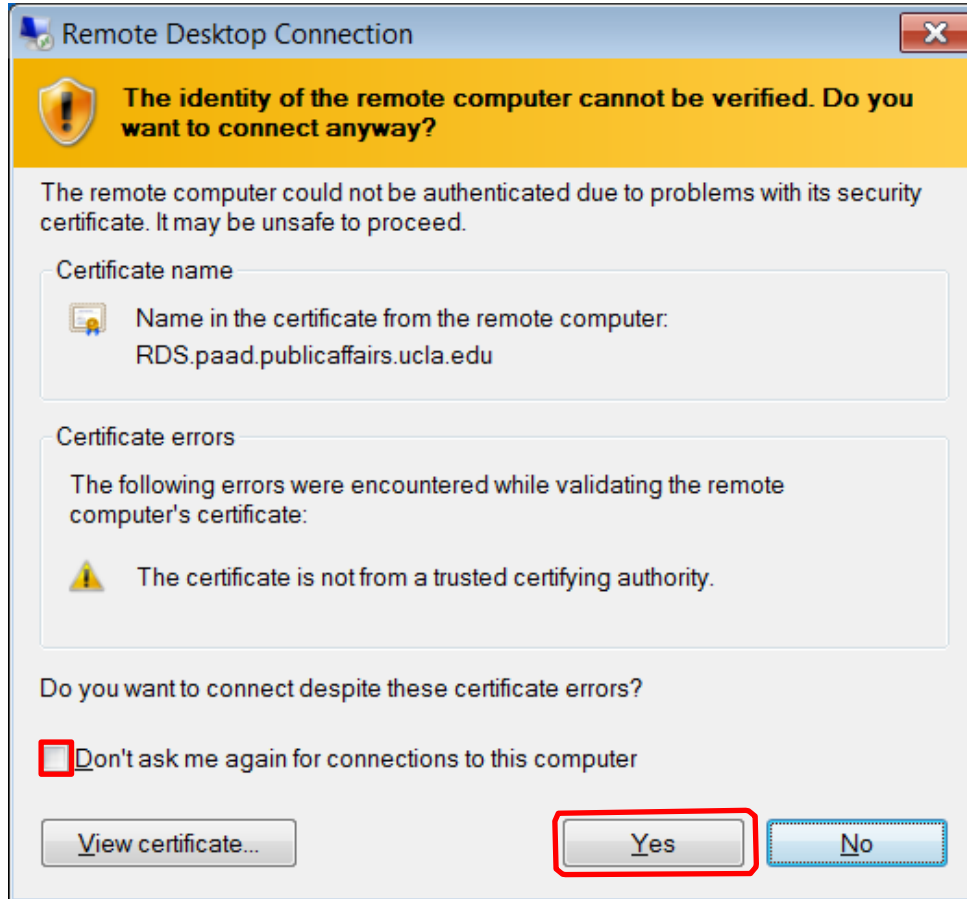
Username: **PAAD\username**

Password: **(your password)**

**\*\*For Students this is your UID\*\***

If you would like your computer to remember your logon credentials, **check** the box **Remember my credentials**.

If you get this warning, click **Yes**. You may also **check the box** next to “Don't ask me again for connections to this computer.”



As with any software you install on your computer please be sure to have a current backup before you proceed and be warned that you proceed at your own risk.

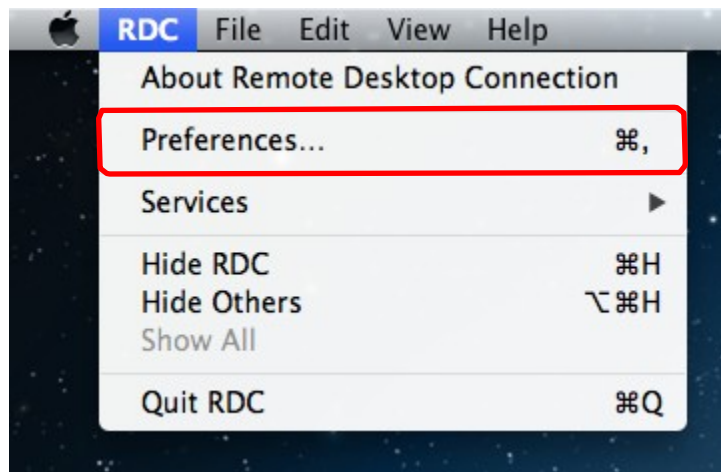
## Mac OS X –

Type in **Remote Desktop Connection** in **Spotlight**, if you do not have it installed; **Download** the Remote Desktop Connection Client for Mac Software at, <http://www.microsoft.com/en-us/download/details.aspx?id=18140>

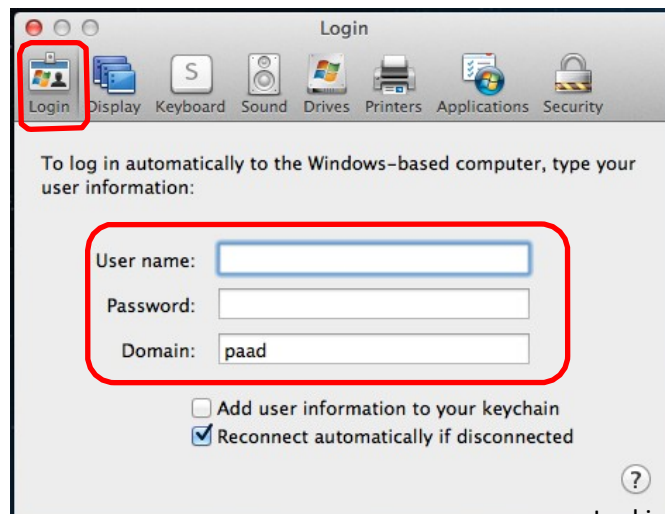
Note: Regardless of Microsoft's disclaimer that, "Microsoft Remote Desktop Connection Client for Mac (version 2.1.1.) is not supported for use with Mac OS X v10.7 (Lion) or later," you are still able to run this installation and connect to our Remote Desktop Services.



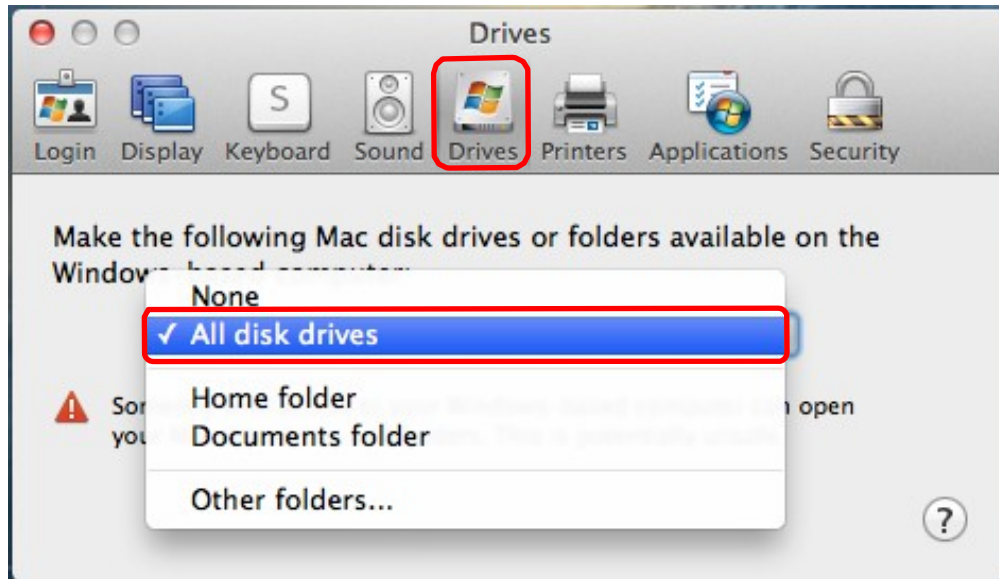
Run Remote Desktop Connection Client then go to the top toolbar and select **Preferences**.



This window will appear. Enter your **username, password, and domain (PAAD)**. Your username and password are the same as those you use in the Luskin Computing Lab.



Select the drives that you would like available on your RDS session such as **All disk drives** or specific drives like your home folder, documents folder, or other folders. This will allow you to save files locally to your computer and to a flash drive.



Go back to the Remote Desktop Connection window; **enter the server name (rds.publicaffairs.ucla.edu)** and then **click Connect**.



You can bypass this message and connect to RDS by **clicking Connect**.



## How to Properly Log off

Go to **Start** on the bottom left hand corner and then **click Log off**. This will properly end your Remote Desktop session and prevent any issues with future log in instances.

