

VPN from a non-Suffolk computer

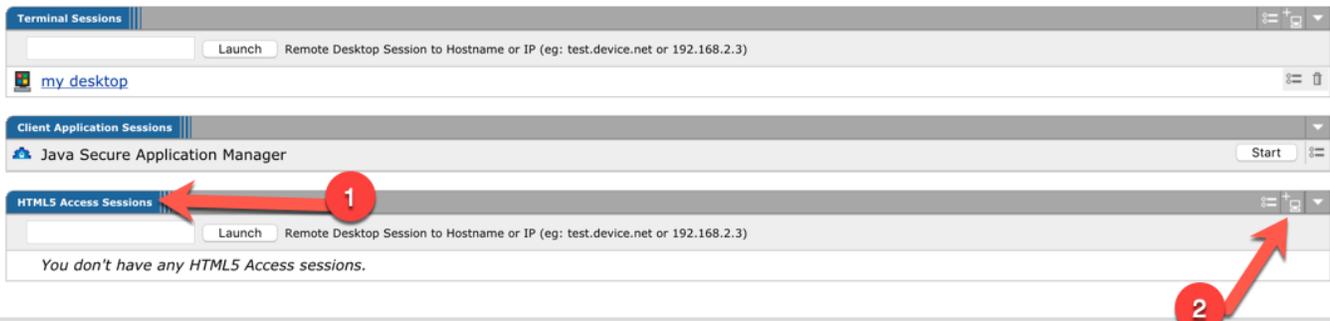
VPN (Virtual Private Network) allows employees to access their Office machine while working away from the office. Through Suffolk's VPN, employees securely access onsite Suffolk resources using their Suffolk credentials.

Prerequisite:

1. Must be a Suffolk University employee.
2. Must have completed security awareness training.
3. Must ensure that all University property is secured when unattended – that means you should logoff or lock your computer screen.
4. Make sure you use a strong password.
5. You must maintain the security of any Suffolk data you access. If you are using any Suffolk resource that contains confidential Suffolk data such as FERPA, the data must stay within the Suffolk network to maintain confidentiality.
6. You will need to know the **NAME OF YOUR COMPUTER**: _____
 - a. On a Windows 7 machine, click on the Start Menu > right click on Computer > Properties. Your name will be in the third section down.
 - b. On a Windows 10 machine, click search magnifier and type: computer name. Name will appear next to Device Name
7. In order to access your computer remotely, the computer must remain on and awake. You do not have to be logged into your machine to remote into it, the computer can be locked or signed out of. Make sure that you do not leave your computer signed in while unattended for security purposes.
8. Connecting via VPN on your phone or tablet, and connecting to an on-campus Mac is not currently supported.

Setup:

- 1) Log into vpn1.suffolk.edu and sign in using your Suffolk email credentials. Do not put the @suffolk.edu part of the email address. Leave the realm as ADM and sign in. You will be redirected to the VPN landing page.
- 2) To create and access a Remote Desktop session, scroll down until you see the section that says HTML5 Access Session and then click on the Add Session button, shown as number 2 below:



3) After clicking on the Add Session button, you will be prompted to configure the session.

Edit HTML5 Access Session

1 Session Type: HTML5 RDP bookmark ▾
Bookmark Name:* Desktop
Description:

2 Host:* yourcomputername.adm.suffolk.edu Name or IP address of remote host
Server Port:* 3389

Authentication - Single Sign On

3 Username: adm\username Username or <USER> for IVE session username
Password:

Screen Settings:

Color Depth: 24-bit ▾ Number of bits to indicate color
Width: Desktop screen width: 800 min, 1920 max
Height: Desktop screen height: 600 min, 1080 max
DPI: Dots Per Inch

Other Settings

Keyboard Layout: English (US) keyboard ▾
Encryption: Allow the server to choose ▾

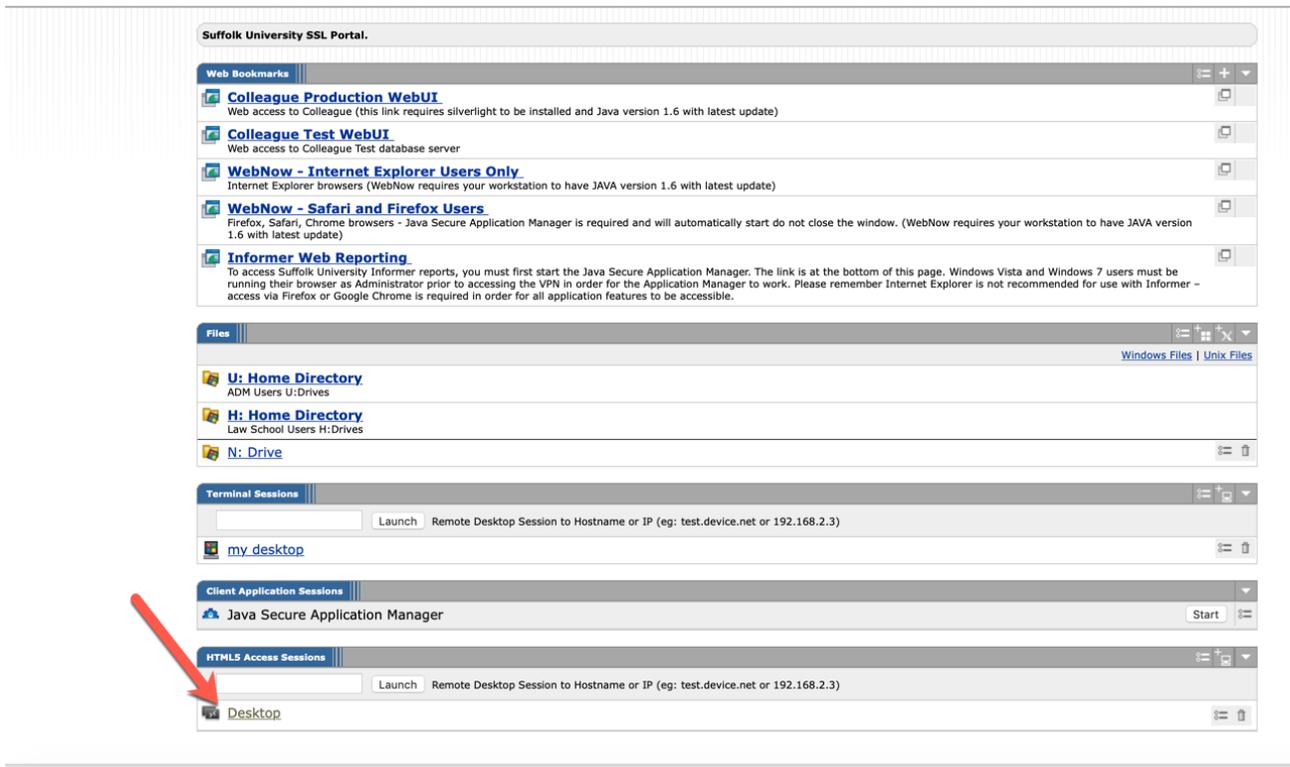
Remote Program Options

Start program on connection:
Remote App:
Remote App Dir:
Remote App Args:

4 **Save changes?**
Save Changes Cancel

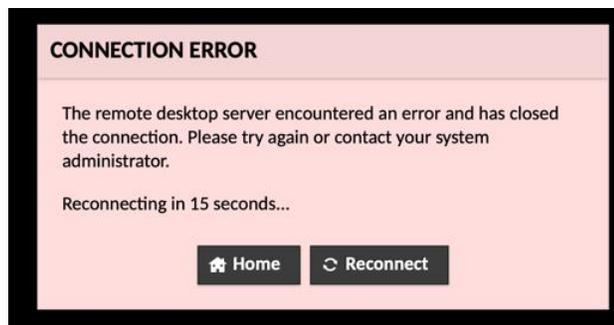
4) Fill out the information in the fields above, substituting with your info and then press Save Changes. Once you save the changes you will be redirected to the landing page of VPN.

Scroll down until you see the link for the Desktop Session that you created.



- 5) After clicking the link, your Desktop Session will open inside the browser, NOT in a new window.
- 6) Since you are now connected to your office computer, home printers will not be accessible. If you need to print at home, you will could email the document.

Finally, if you get the message below after clicking the link, click on the Home button to take you back to the home screen.



On the Home screen, make sure that your credentials are entered correctly by checking the Item Properties Link. To do so, click on the button next to the trash can, under the HTML5 access sessions.

Suffolk University ITS Service Desk at 617-557-2000.