Setting Up Off-Campus Devices

Campus faculty and staff may connect to an on-campus computer by following the steps below. Certain steps need to be completed on-campus before deciding to use devices off-campus. The use of Firefox is urged for best results.

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On-Campus Set-Up

To connect to an on-campus computer from off-campus, these steps below need to be completed while still on-campus.

1. Contact the LTS Help Desk to have the ability turned on.
2. You now need to learn the full name of your computer:
   
   1. Right-click on the Windows Start icon
   
   ![Windows Start Icon](image)

   2. Click System
3. The computer name will be listed as "Device Name"

Device specifications

Device name  LTS2675745

4. Full name of your computer: Device Name + offices.uwec.edu

or

1. Click on the Windows Start icon

2. Type "Control Panel" into the search bar

3. Click Control Panel
4. Click **System and Security**

5. Click **System**

6. The name will be listed under "Full Computer Name"

3. Navigate to **wakeup.uwec.edu**

4. Click **Register**
Off-Campus Set-Up

Follow these steps below to connect your personal machine to an on-campus device while off-campus. These steps may differ depending on Mac or Windows operating system.

**Windows**

1. Turn on VPN
   - Navigate to this [webpage](#) to learn how to install a VPN.
2. Log in with UWEC credentials
3. Open Firefox browser
4. Navigate to [wakeup.uwec.edu](#)
5. Log in with UWEC credentials
6. If not registered with Web Wakeup, type full computer name into the box and click **Wake Up**
   - If registered already with Web Wakeup, Click **My Computers** and select your...
desired computer.

NOTES: A green check will appear by machine name when awake.

7. Click **Windows Start**

![Windows Start](image)

8. Type "remote" into the search bar

9. Click **Remote Desktop Connection**

![Remote Desktop Connection](image)

10. Type in full computer name

   1. Click **Show Options**

   ![Show Options](image)

   2. Type in: uwec\username

11. Click **Display** and check the box if you have multiple monitors that you want to use all screens.

   ![Use all my monitors for the remote session](image)

12. Click **Connect**

   ![Connect](image)

13. Type in UWEC credentials