

Setting Up On & Off-Campus Devices for Remote Use

Last Modified on 03/23/2020 2:39 pm CDT

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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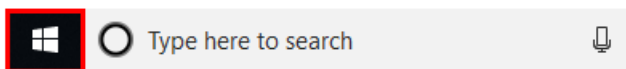
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On-Campus Set-Up

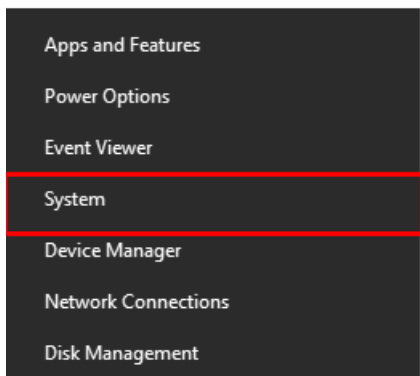
To connect to an on-campus computer from off-campus, these steps below need to be completed while still on-campus.

Windows on-campus

1. **Contact the LTS Help Desk to have the Remote option ability turned on.**
2. You now need to learn the full name of your computer:
 1. Right-click on the **Windows Start** icon



2. Click **System**



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

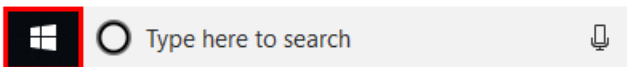
Device specifications



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

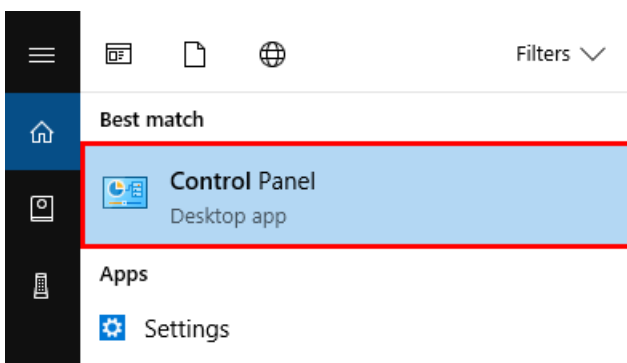
or

1. Click on the **Windows Start** icon



2. Type "Control Panel" into the search bar

3. Click **Control Panel**



4. Click **System and Security**



System and Security

Review your computer's status
Save backup copies of your files with File History
Backup and Restore (Windows 7)

5. Click **System**



System

View amount of RAM and processor speed | Allow remote access | Launch remote assistance |
See the name of this computer

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

Computer name:

3. Navigate to wakeup.uwec.edu

4. Click **Register**



5. Type full computer name

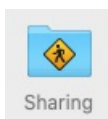
6. Click **Register**

Register

To register a computer that can later be awoken directly from [my computers](#), enter the exact name in the field below and then click the *register* button.

macOS on-campus

1. From your desktop Mac on campus, navigate to the Apple menu in the upper left-hand corner and select **System Preferences**
2. Click on the Sharing category



3. Make note of your computer name. You will need to reference it from your personal computer and provide it to the Help Desk
4. Contact the LTS Help Desk (715-836-5711 or helpdesk@uwec.edu) and let them know you'd like to have your Mac set up for remote connection. Provide them with the computer name from step three
5. Close System Preferences
6. LTS Apple Support will contact you and close the Help Desk ticket when configuration of your UWEC iMac is complete

Off-Campus Set-Up

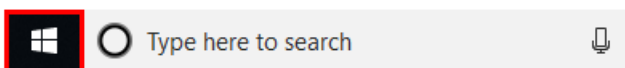
Follow these steps below to connect your personal machine to an on-campus device while off-campus. These steps may differ depending on Mac or Windows operating system.

Windows to Windows

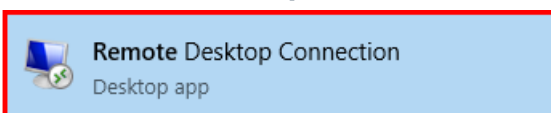
1. Turn on VPN
 - Navigate to this [webpage](#) to learn how to install a VPN.
2. Log in with UWEC credentials
3. Open Firefox browser
4. Navigate to wakeup.uwec.edu
5. Log in with UWEC credentials
6. If not registered with Web Wakeup, type full computer name (example: MATH1234567) into the box and click **Wake Up**
or
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.

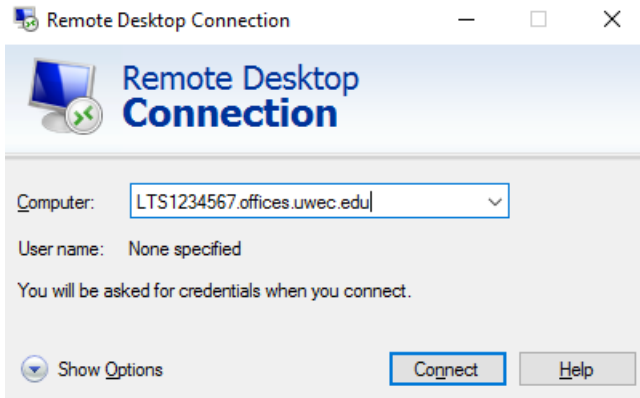
7. Click **Windows Start**



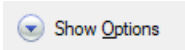
8. Type "remote" into the search bar
9. Click **Remote Desktop Connection**



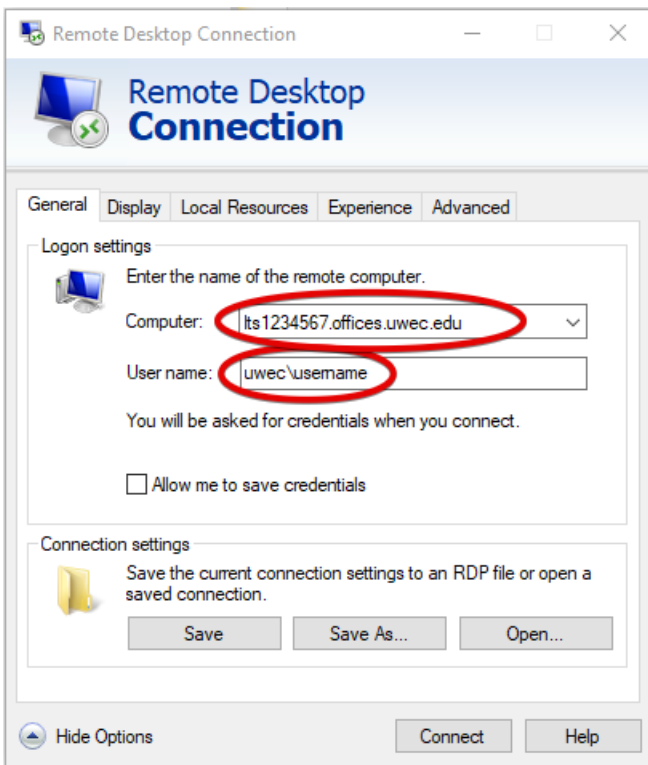
10. Type in full computer name (Example: LTS1234567.OFFICES.UWEC.EDU)



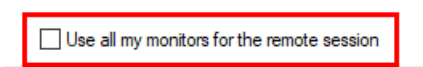
1. Click **Show Options**



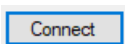
2. In the User Name field, type in: **uwec\username** or **username@uwec.edu**



- If you have multiple monitors at home:
 - Click **Display** and check the box if you have multiple monitors that you want to use all screens.



3. Click **Connect**

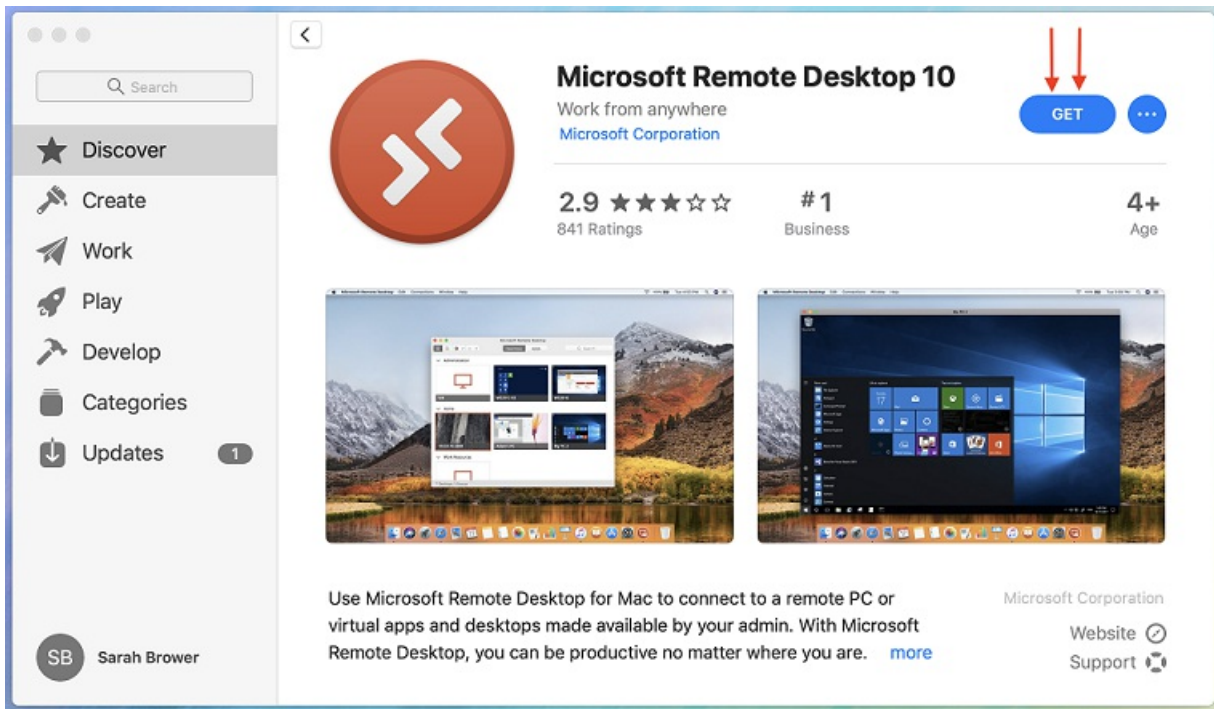


4. Type in UWEC credentials (if prompted).

1. Type in: **uwec\username** or **username@uwec.edu**

MacOS to Windows

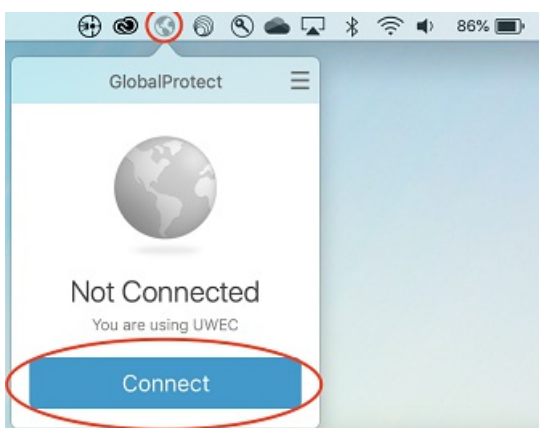
1. Download **Microsoft Remote Desktop** from the Apple App Store



2. Turn on **VPN** (GlobalProtect)

◦ Navigate to this [webpage](#) to learn how to install a VPN.

1. Log in with UWEC credentials



2. Open a browser

1. Navigate to wakeup.uwec.edu

1. Log in with UWEC credentials

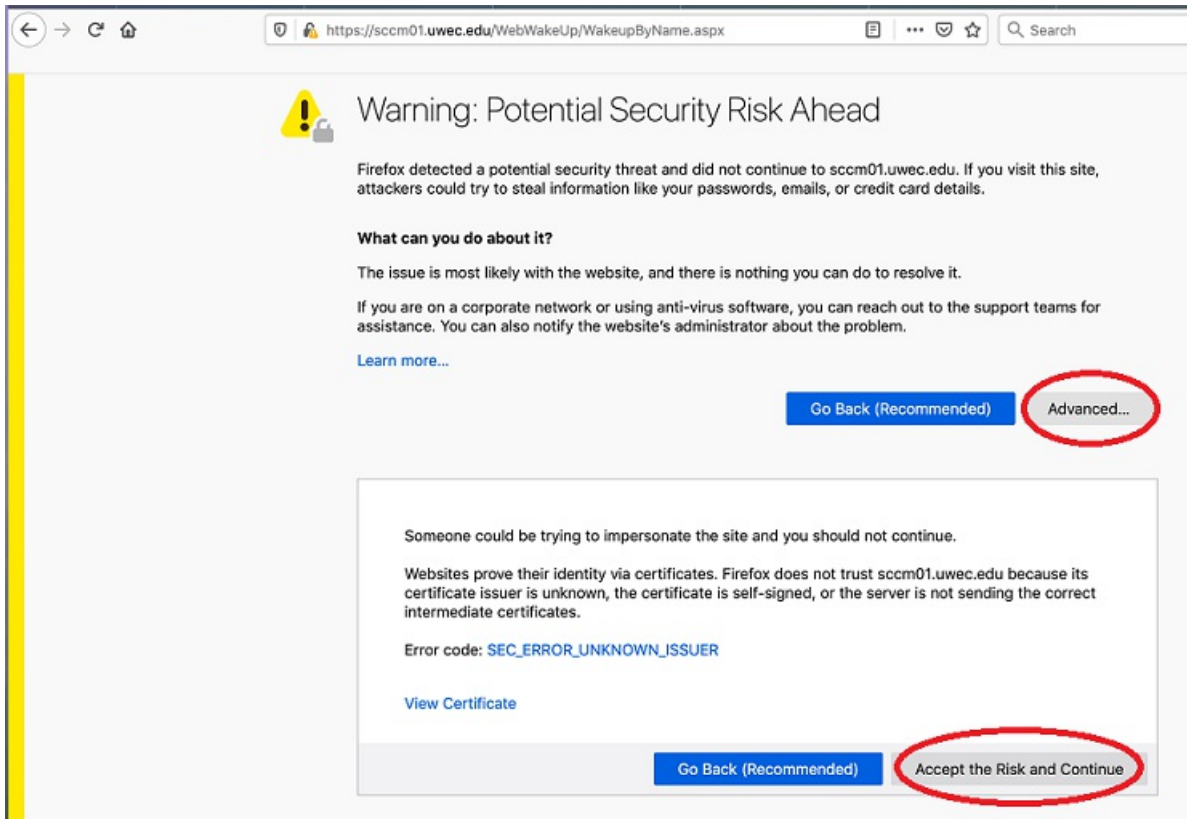
2. If not registered with Web Wakeup, type full computer name into the box and

click **Wake Up**

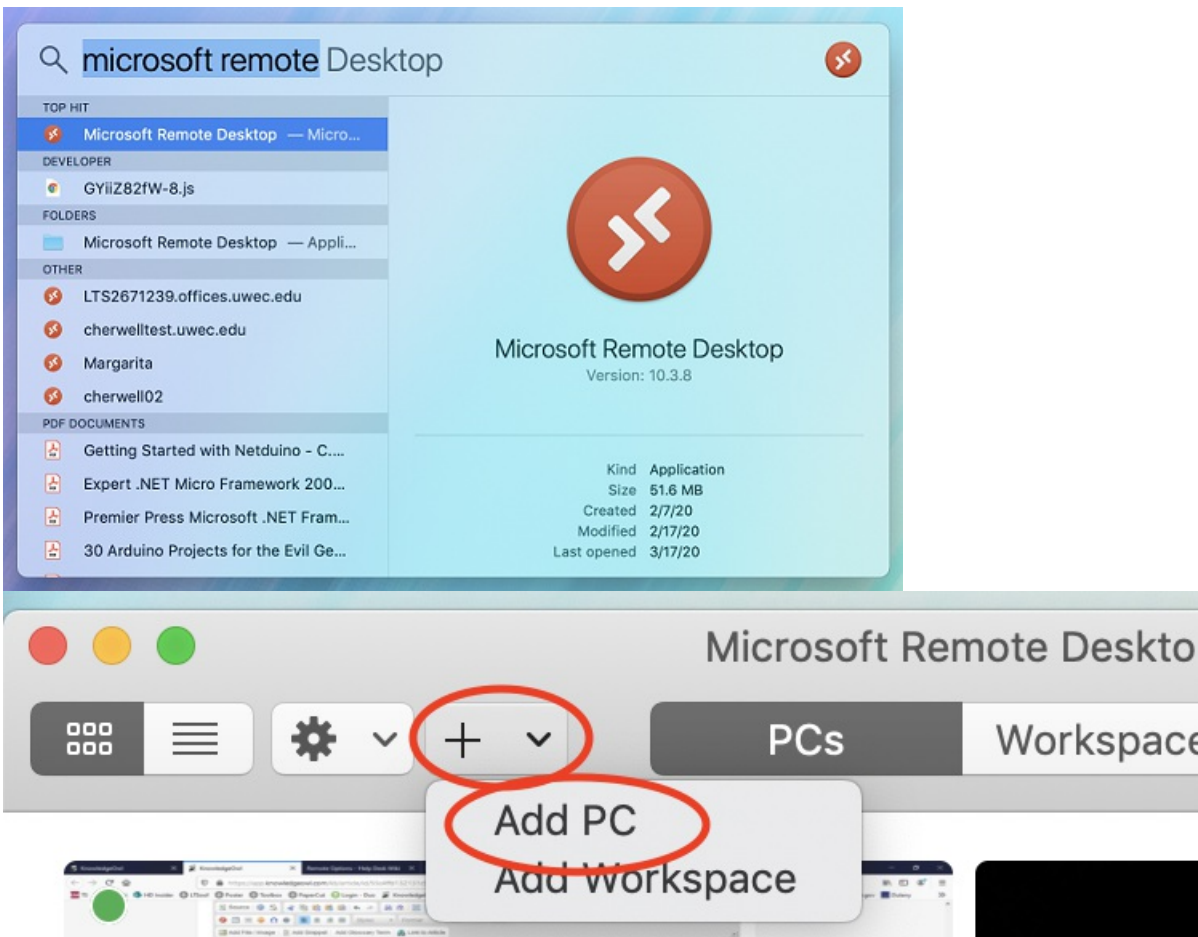
or

If registered already with Web Wakeup, Click **My Computers** and select your desired computer.

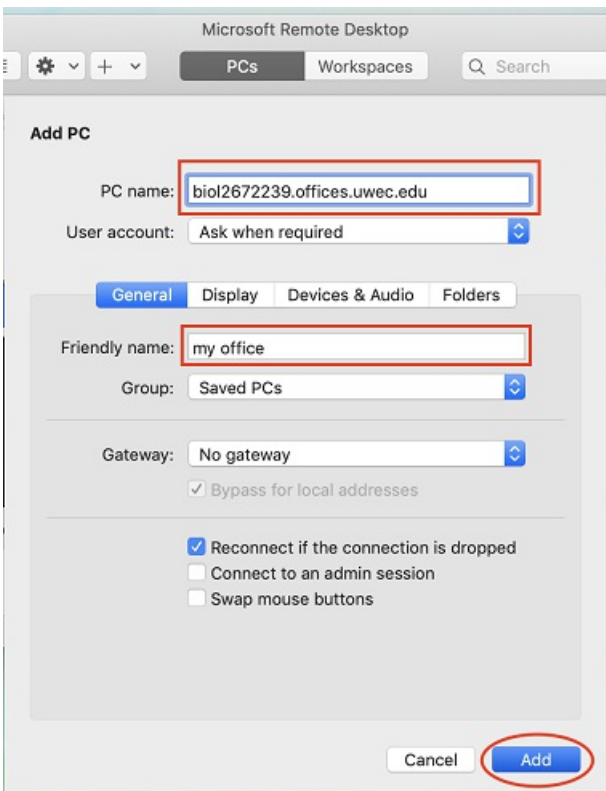
NOTES: A green check will appear by machine name when awake.



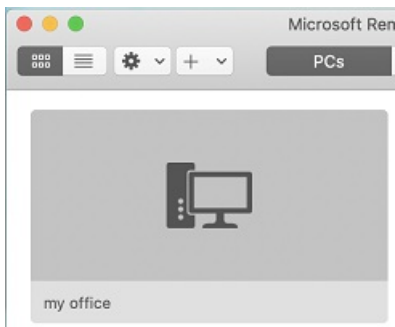
2. Open **Spotlight search** by pressing Command + Space Bar
 1. or Click on the **Spotlight menu** (spyglass icon) in the upper right-hand corner of your screen
3. Type "**microsoft remote**" into the search bar
4. Click **Microsoft Remote Desktop**



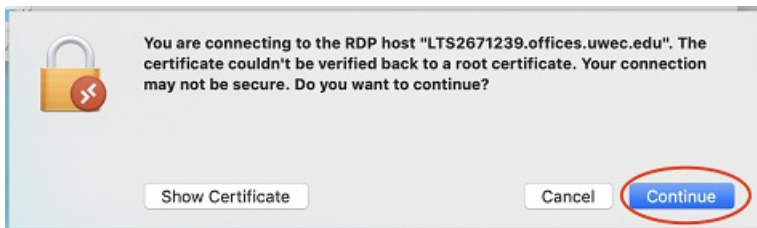
2. Type in full computer name example: `biol2672239.offices.uwec.edu`



1. When filled out, click **Add**



1. Double click on the new grey box it created



1. Type in: **uwec\username** when prompted.

MacOS to MacOS

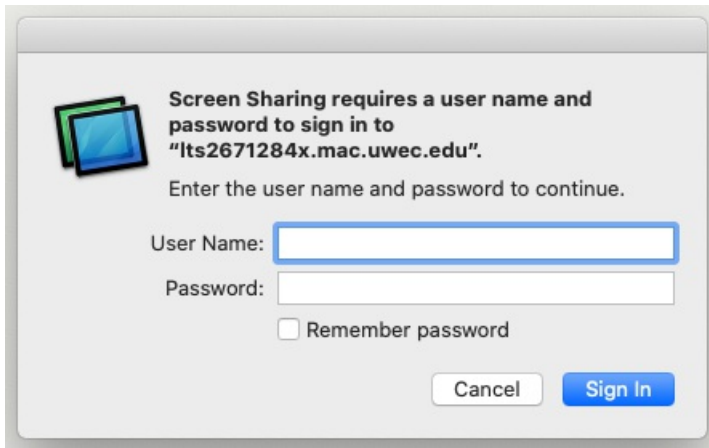
1. From your personal Mac from off-campus, download, install and configure the Global Protect VPN
 - <https://www.uwec.edu/kb/article/vpn-installation-and-use-globalprotect/#university>
 - You will need to connect to the VPN every time you wish to remotely connect to your campus Mac
2. Click on the Spotlight menu (spyglass icon) in the upper right-hand corner of your screen



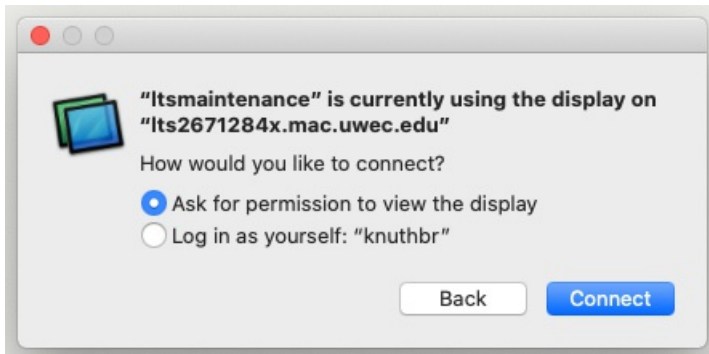
3. Search for Screen Sharing and click to select it from your search results



4. In the Connect To field and enter in your computer name followed by .mac.uwec.edu (ex. LTS2690000x.mac.uwec.edu where LTS2690000x is the computer name) and click the **Connect** button
5. When prompted, enter your username and password then click **Sign In**



6. If you are prompted that another user is logged into the computer, you'll be asked if you want to ask permission to connect to their session or login as yourself. Select the second option "Log in as yourself..." and click **Connect**



7. If you would like to save a connection shortcut for this remote computer, navigate to the File menu and select **Save As**