
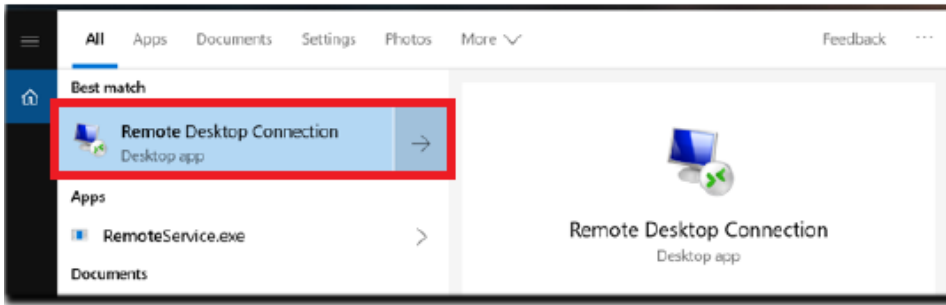


Connect to Your Computer Using Remote Desktop

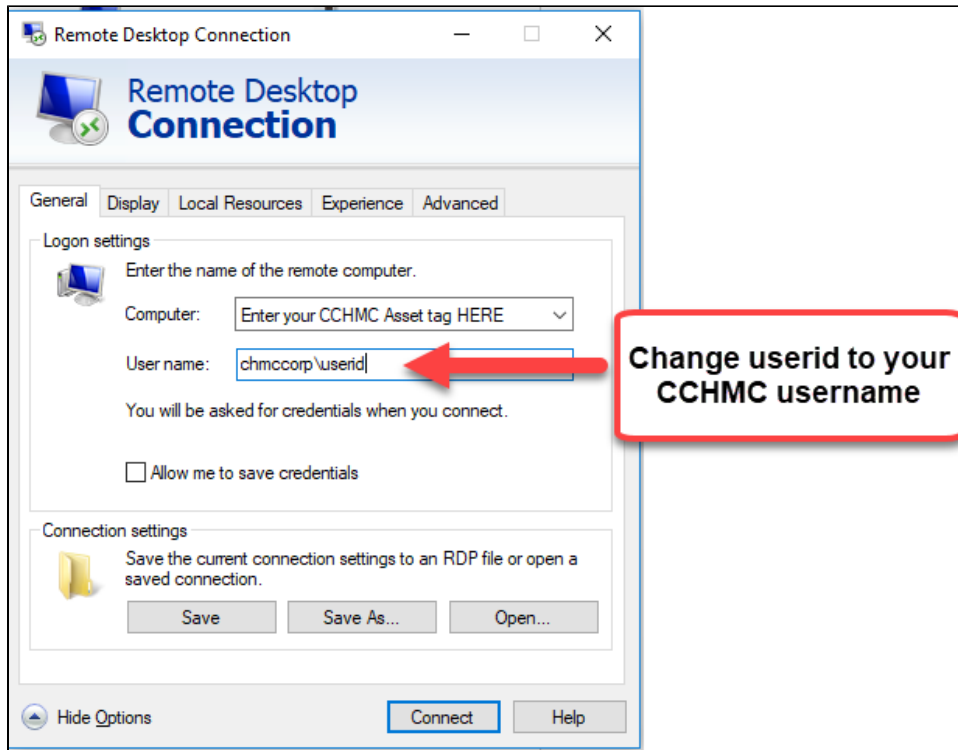
When working off-site, you can use Remote Desktop Connection (RDC) to connect to a computer on-site that is turned on and connected to the CCHMC network. You can use these instructions to connect from a personal computer or from one CCHMC computer to another. You must be connected to the CORP VPN or RES VPN first.

Windows Guide

1. For **Windows 7** go to the search box on the taskbar; for **Windows 10** go to the magnifying glass icon  on the bottom left in your system tray.
2. Type **Remote Desktop Connection**
3. Select **Remote Desktop Connection** from the list.



4. In Remote Desktop Connection, type the asset tag of the CCHMC computer (ex. P18-1234, EW20-12345) in the **Computer** field
5. Click **Show Options**
6. Use the format below to enter your User name; **you will need to replace userid with your CCHMC username.**
 - **chmccorp\userid**



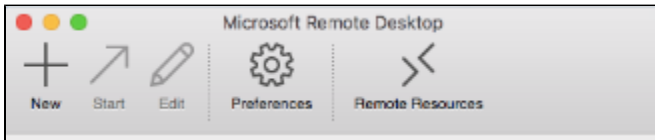
7. Click **Connect**
8. Log in to your CCHMC computer using your CCHMC credentials.

Mac Guide

1. You may need to first download Microsoft Remote Desktop from the App Store. If unable to download, please contact the **I.S. Service Desk** at **51 3.636.4100** for assistance.
2. Once downloaded, search for **Remote Desktop** in Finder



3. Click on **Microsoft Remote Desktop**
4. In the below window, click on + to add a new connection



5. Click on **Microsoft Remote Desktop**.
6. In the next window:
 - a. for **Connection name** – enter **My Work Desktop**
 - b. for **PC name** – enter the asset tag of your CCHMC desktop computer
 - c. For **User name** (Domain\user) - use the format below; **you will need to replace user with your CCHMC username.**
 - **chmccorp\userid**
7. No need to enter a password. You will be prompted for a password whenever you start a remote connection

Change userid to your CCHMC username

8. To start the connection, just double click it.

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