

## Remote Desktop Instructions

You will receive an email notifying you that permissions have been granted for you to begin using Remote Desktop. This email will contain instructions on how to use this tool.

**Please note: Remote Desktop Access will be granted only for users requiring the use of:**

- Image Now
- Web Now
- Access Databases
- Student Manager
- Anything else requiring Oracle Client
- If the user has an extensive amount of files saved on their desktops that are vital to working or providing online instruction remotely, they may qualify for remote assistance access.



### Try It Out

1. You must first connect to VPN. This will allow the shortcut icon “TCTC Remote Desktop” to be deployed to your laptop.



This may take a few minutes. If you need assistance with logging into VPN, please see the FortiClient VPN Instructions located on the “Working Remotely” page.

- 2.) Once the shortcut appears, to start a remote session with your desktop on campus, you will double click the icon and use your TCTC credentials to sign in. At this point, the remote session will start, and you will have access to your applications, files, and shared drives. Please disconnect from the remote desktop session when work is completed.