Connect to RU Software Using Terminal Services

Overview: This document explains how to connect to Radford University’s course software remotely through terminal services. There are separate instructions and screenshots for Windows XP and Vista respectfully. If you are off campus, you must login with Cisco VPN client first.

**XP Instructions:**

<table>
<thead>
<tr>
<th>Screenshots</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image1.png" alt="Remote Desktop Connection" /></td>
</tr>
</tbody>
</table>

To access the Remote Desktop Connection, go to Start | All Programs | Accessories | Communications | Remote Desktop Connection. (On some systems it will be located under Accessories.)

Types in RU-TERM for the Computer name then click “Connect”.

You will see a screen that says “Welcome to the Radford University Computer System.” After you have read the window, click the OK button.

**IMPORTANT:** If you DO NOT see this screen next, go to the second step in the Windows Vista instructions in this document.

Type in your RU username and password and make sure that the domain (Log on to:) is RADFORD. If not, choose RADFORD from the drop down box. At this point you are connected to the remote server.

Selective RU software packages are located under Start | Programs | Radford University Course Software. To log off, follow the instructions at the end of this document.
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### Vista & Logoff Instructions:

To access the Remote Desktop Connection, go to **Start | All Programs | Accessories | Communications | Remote Desktop Connection**. (On some systems it will be located under Accessories.)

Types in RU-TERM for the Computer name then click **"Connect"**.

Type in your RU user name preceded by **RADFORD\** and your password. After you have entered this information, make sure that **radford** is listed after **Domain** underneath the username and password boxes and click **OK**.

If you or someone else has used a remote connection before, this is the window you will see. If your username is listed, all you need to do is put in your password; otherwise, choose use another account and follow the directions from the step above.

### Screenshots

![Remote Desktop Connection](image1)

![Windows Security](image2)
**Connect to RU Software Using Terminal Services**

You will be given a message stating that your computer cannot identify the computer you are trying to connect to. The message will ask if you want to connect anyway. Click “Yes” to continue.

Sometimes XP will use a version of the Remote Desktop Connection that is similar to the Vista version. If you are using XP, you will not see this window.

You will see a screen that says “Welcome to the Radford University Computer System.” After you have read the window, click the OK button.

Any other logins to this system will be done automatically with the information you provided.

Selective RU software packages are located under **Start | Programs | Radford University Course Software**. To log off, follow the instructions at the end of this document.

To log off from the remote desktop, go to **Start | Log Off** and click Log Off.