Setting up work/home computers for remote access using the University of Otago VPN service

University of Otago staff can use the University's VPN (Virtual Private Network) to access their work computer from home or another remote location.

- VPN can be used to connect directly to on-campus only services, such as Finance One, Business Objects reporting and central file storage
- VPN is not the same as logging into web-based applications, such as Blackboard or eVision via the University website as these are available both on- and off-campus without VPN

VPN requires:

- departmental approval
- your staff username set up for access to the VPN service.
- that you follow the Remote Access Procedure (including VPN).
- setting up the remote access/desktop features securely on your work computer to connect to it remotely.
- the download and installation of AnyConnect VPN client software to create a secure connection to the VPN service.

Step 1: Find your computer's name

You need to know your work computer's fully qualified domain name so you can locate it on the University network.

See: Fully qualified domain names for VPN on AskOtago.

Step 2: Check your computer settings

Make sure that your work computer is left on and that it won't switch itself off, go on standby, or go to sleep during the period you need to access it.

Step 3: Set up your work computer for remote access

How to enable remote connections for VPN access if your work computer uses Windows 7:

You will need to be logged in as an administrator to change these settings, or ask your departmental IT support staff to do it for you.

1. In the **Control Panel**, click on **System and Security** > **System**.
2. Click on **Remote Settings** in the left-hand menu.
3. In the window, select the **Allow Remote Assistance connections to this computer** checkbox.
4. Click on the radio button for the **Remote Desktop** option you prefer, then click **OK**.

See: Windows Remote Desktop setup on AskOtago

AskOtago | **UiaŌtākou**

How to enable remote connections for VPN access if your work computer uses Mac OS X:

1. Go to the **Finder** menu, then select **System Preferences**
2. Click on **Sharing** and make sure the following options are checked on:
   Screen Sharing
   File Sharing
   Remote Login
   Remote Management
3. Specify which users can log in: **All users**, or **Only these users** (you can add any people you wish to allow access to your computer). You can also set up a password for authorised users to control your computer
4. Click the lock to prevent further changes

See: [Remote access for Mac OS](#) on AskOtago.

You may also require a remote desktop programme such as Microsoft RDC, available from the App Store.

To set up remote access to your Windows work computer from a remote Windows computer, please follow these steps:

1. Using the search box in your **Start** menu, look for **Remote Desktop Connection** on your remote computer (it should also be available under **Accessories**)
2. In the connection window, enter the fully qualified domain name of your work computer on the network as the **Computer**, and click **Enter**.
3. You will be prompted for your University username and password. Enter your username in the format **registry\yourusername** to access your desktop.
4. You will see a login screen as you would normally on your work computer, and when you are logged on, your work desktop will appear as a new window.

To set up remote access to your Windows work computer from a remote Mac OS X computer, please follow these steps:

1. From your **Finder** menu, click **Go** and select **Connect to Server**.
2. Enter the fully qualified domain name of your work computer in the following format: **vnc://xxxxxxxxxxxxxx** where the x's are your fully qualified domain name. Click **Connect**.
3. You will be prompted for your University username and password. Enter your username in the format **registry\yourusername** to access your desktop.
4. You will see a login screen as you would normally on your work computer, and when you are logged on, your work desktop will appear as a new window.

Step 4. Request access to the University of Otago VPN service

Complete a VPN Network Access for University Staff request via Ask IT (use your University credentials to log in) to request access to the VPN service.

Step 5. Install AnyConnect VPN

AnyConnect VPN software:

- creates a secure remote access connection
- enables you to access electronic tools and services as if you were using the University of Otago staff network on campus
- allows your computer to connect to the University of Otago's VPN service from off-campus.

Instructions for installing AnyConnect:

- Windows
- Mac OS
- Linux
- Android
- iOS

If you have problems with setting up and accessing your work computer remotely?

Contact AskOtago by phoning 64 3 479 7000 or 0800 80 80 98 or email askotago.it@otago.ac.nz