

Connecting to the Division of Finance and Operations Remote Terminal Service

How to connect to the Terminal Service from a remote computer:

Information:

This is a Server hosted desktop environment that Division of Finance and Operations employees can use to access basic Division services. This connection accesses your own virtual desktop environment on a server where you can access your shared (H: and J:) drives, email, and basic connectivity functions like FAMIS and BPP.

Procedure:

- 1. Open a web browser and go the following link: <u>https://financeits.tamu.edu/resources</u>
- 2. Under Remote Connections Click the underlined link "Remote Terminal Service"
- 3. A dialog box will appear asking if you want to save or open the file, choose 'Open'
- 4. When the Remote Desktop Connection dialog box appears, click 'Connect'
- 5. You will be prompted to enter your log on credentials. When doing so, be sure to enter the domain name as in the example. **tamuds\username**

Windows Security	×
Enter your credentials	
These credentials will be used computers: 1. vpfngateway.tamu.edu (RD 0 2. vpfn-terminal3.tamuds.tamu	to connect to the following Gateway server) a.edu (remote computer)
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6. Once you have logged on, you will see a Windows desktop environment. This is your individual computing environment. From here, you can access your Network Drives, Email, and additional Applications that have been installed. Note: This is not your office desktop but is a shared resource to be used in case your desktop is not available. Save your working files on the Network Drives, not on the C: drive.

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