Before you begin:

- You must have access to the campus VPN and have the Pulse Secure software from Virginia Tech’s website downloaded and installed.
- Remote Desktop must be enabled on your office computer running Microsoft Windows.

1. After connecting to the campus VPN using Pulse Secure, open the **Remote Desktop Connection** program.

   **In Windows 7**
   
   Start > All Programs > Accessories > Remote Desktop Connection

   **In Windows 8 & 10**
   
   Start > All apps > Windows Accessories > Remote Desktop Connection

2. In the text box labeled **Computer**, enter your office computer’s name. Your computer name should look something like this:

   computer.cntrlsrvs.w2k.vt.edu

   If you don’t know your office computer’s name, contact NVC Information Services at nvccomputerhelp@vt.edu or 703-538-8444.

3. Click the **Connect** button.

   When you are prompted for a username and password:

4. In the **User name** text box enter, *Hokies\Your PID.*

5. If you are unable to change the username, click on “**More choices**”, then “**Use a different account**”.

6. In the **Password** text box, enter your hokies password.

7. Click the **OK** button.
8. After a few moments, you will be connected to your office computer.

9. If you receive a “computer cannot be verified” warning message, put a check in the box next to “Don’t ask me again for connections to this computer”.

10. Click on the Yes button.