

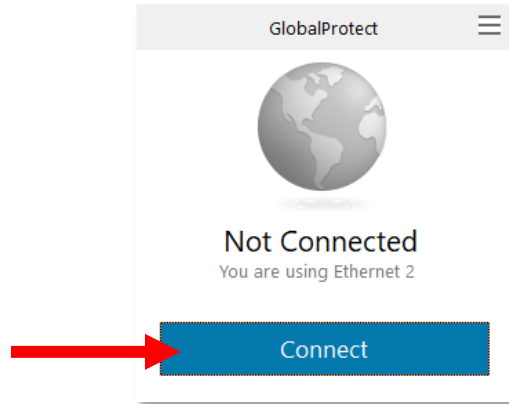


Remote Desktop & VPN Instructions

Remote Desktop can be used to access your on campus computer from an SP2 supported home or laptop computer. If this is the first time using Remote Desktop, please first contact SP2 Information Services so the service can be enabled.

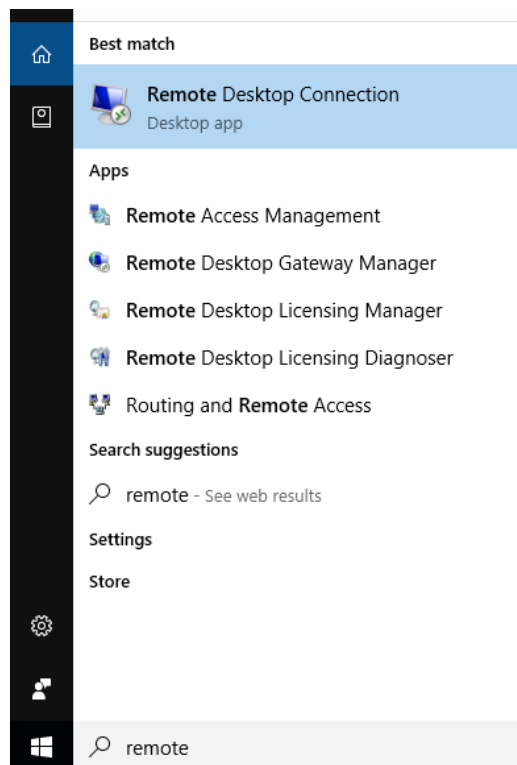
CONNECT TO THE PENN VPN

1. **Launch the GlobalProtect VPN app.** (If you do not have the GlobalProtect app, go to <https://vpn.upenn.edu/> and download & install it. When it asks for the “Portal Address”, type in *vpn.upenn.edu*)
2. **Click “CONNECT” and then Login using your Pennkey credentials.**

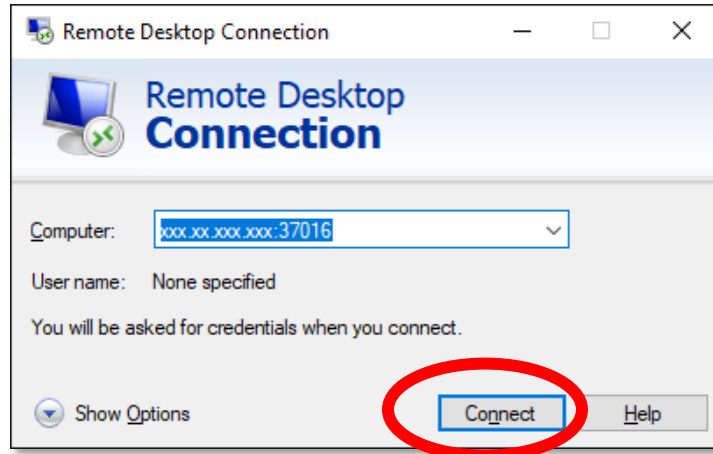


REMOTE DESKTOP APP

3. **From your Home computer or laptop (Windows):**
Open Remote Desktop Connection (You can find this by typing *Remote Desktop* in the Windows search bar or in the Start menu under “Windows Accessories”.)

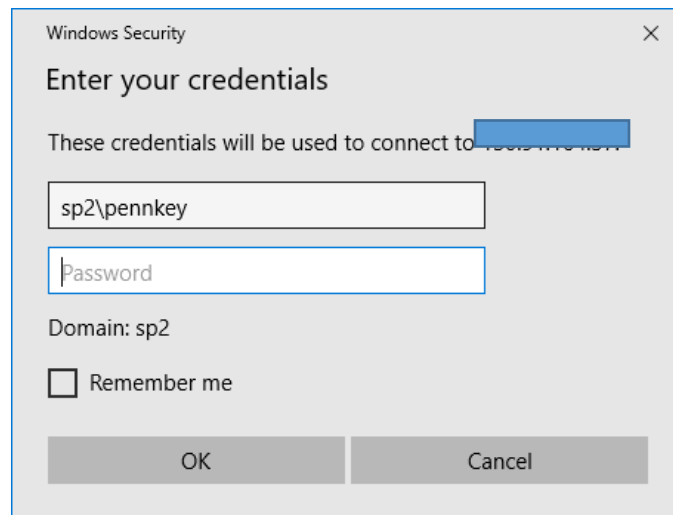


4. In Remote Desktop Connection app, type your work computer's IP address in the Computer field. **Please see the figure below and replace the x's with your IP address.** (You can obtain your IP address by contacting SP2 Information Services, sp2help@sp2.upenn.edu or 215-898-5750.)



5. Click Connect.

6. In the **Enter your credentials** dialog box, type **"sp2\pennkey"** (no quotes) where **Pennkey**=your actual Pennkey name. Enter your SP2 domain password and click **OK**.



*If you see the warning message below, you can simply check the “Don’t ask me again” box and click Yes.

