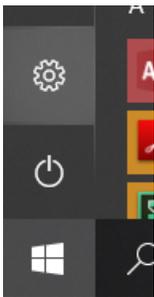


## Adding HTML5 Access Sessions

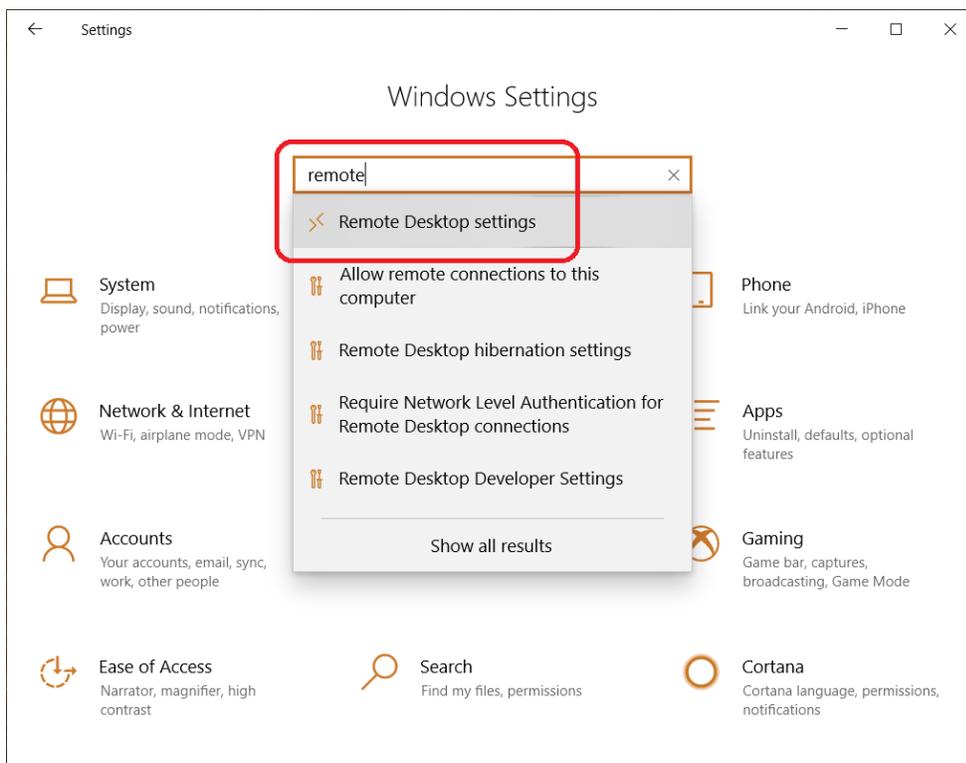
This document is to provide instructions on how to add your Windows 10 office machine on campus as an available HTML5 Access Session.

**\*\*\* The following needs to be done while at your desk at on campus. \*\*\***

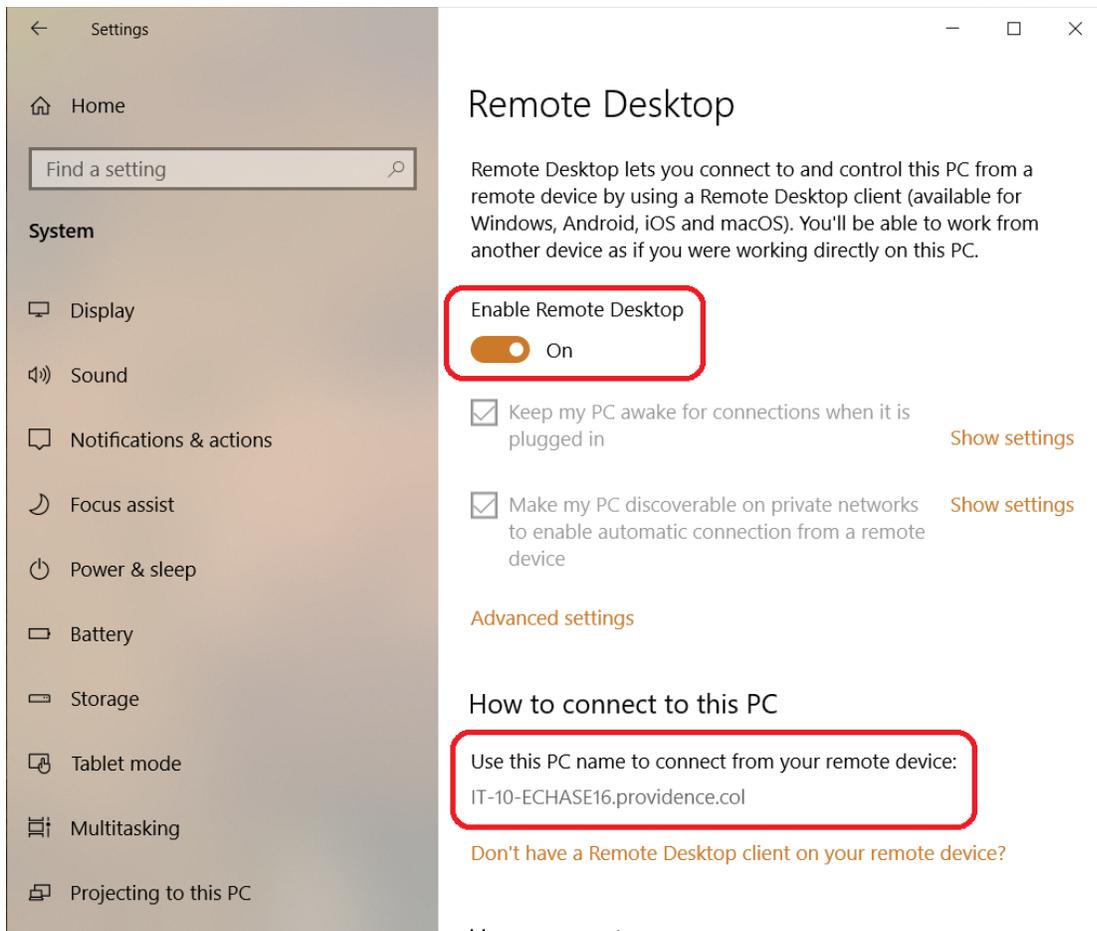
First, your campus office machine will need to be configured to allow remote desktop connections. To do so, click on the Windows logo in the lower left corner of your screen. Next, click on the Settings “Gear”.



Once Windows Settings open, search for “remote”. Select “Remote Desktop settings”.



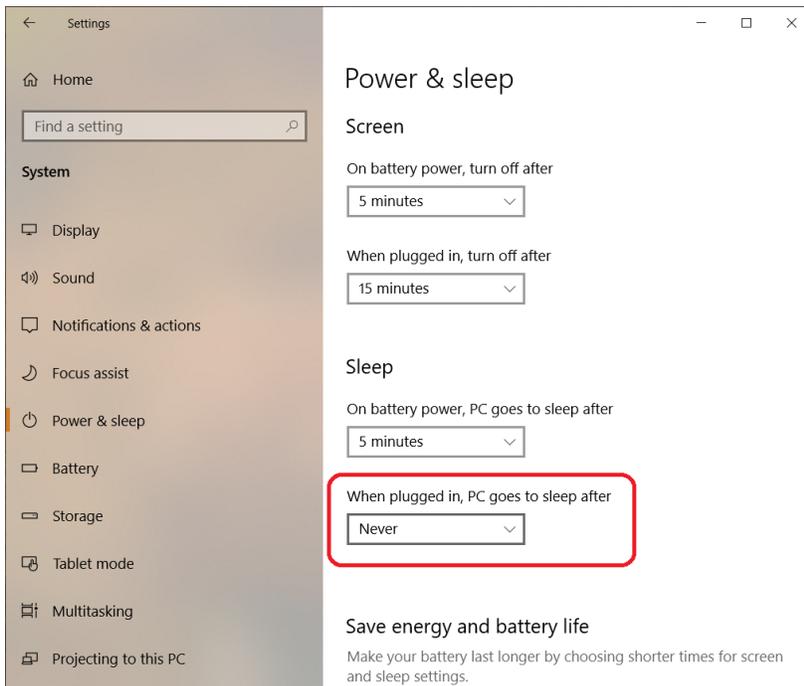
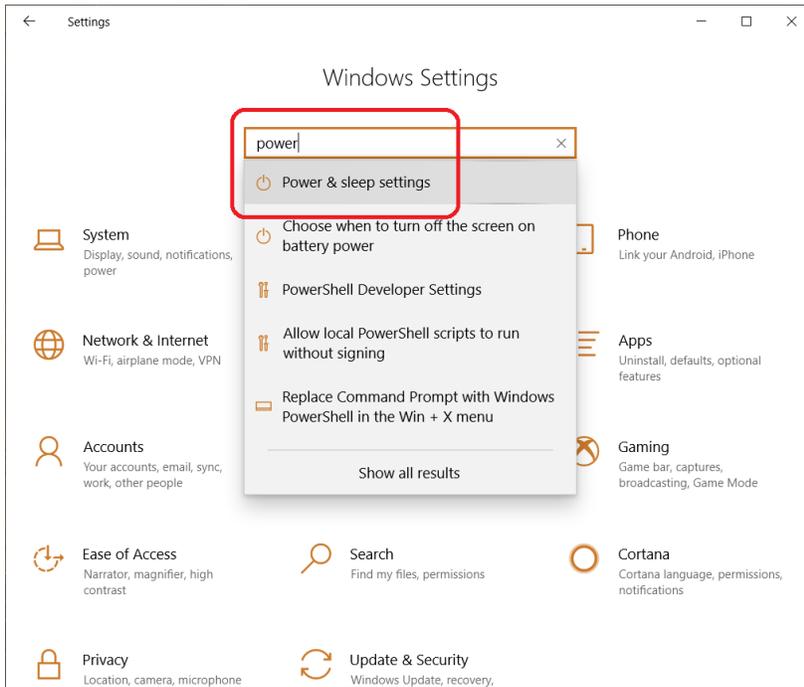
Next, move the slider to Enable Remote Desktop.



**Also make note of the name of your PC for use later.**

**Write it below if you need to.**

Now go back to the Settings Home, search for “power” and select “Power & sleep settings”.



Change the Sleep setting so that your machine **Never** goes to sleep when it’s plugged in. You cannot remotely connect to a machine when it is in sleep mode.

Once the above steps are complete, you may add an HTML5 Access Session for your office machine to your VPN access choices.

**\*\*\* The following can be done on-campus or off-campus. \*\*\***

Logon to your VPN access as you normally would via <https://secure.providence.edu/>

Once logged on, you should see your current HTML5 Access Session list.

Click small icon that allows you to add sessions.



This will open up a to a new screen.

A screenshot of the "Add HTML5 Access Session" form. The form has a title "Add HTML5 Access Session" with a computer icon. Below the title are several input fields: "Session Type:" with a dropdown menu showing "HTML5 RDP bookmark"; "Bookmark Name:\*" with a text box containing "Office machine" and a small icon; "Description:" with an empty text box; "Host:\*" with a text box containing "it-10-echase16.providence.col" and a tooltip that says "Name or IP address of remote host"; and "Server Port:\*" with a text box containing "3389". At the bottom of the form is a button labeled "Display options".

The only things here that need to be edited are the "Bookmark Name" and "Host". The bookmark name is purely descriptive. The host needs to be the full name of the machine you wish to connect with. This name should have been obtained when you were enabling your computer to allow the remote desktop connection.

Scroll down to the bottom to add the session.

A screenshot of a dialog box titled "Add HTML5 Access Session?". At the bottom of the dialog box, there are two buttons: "Add" and "Cancel".

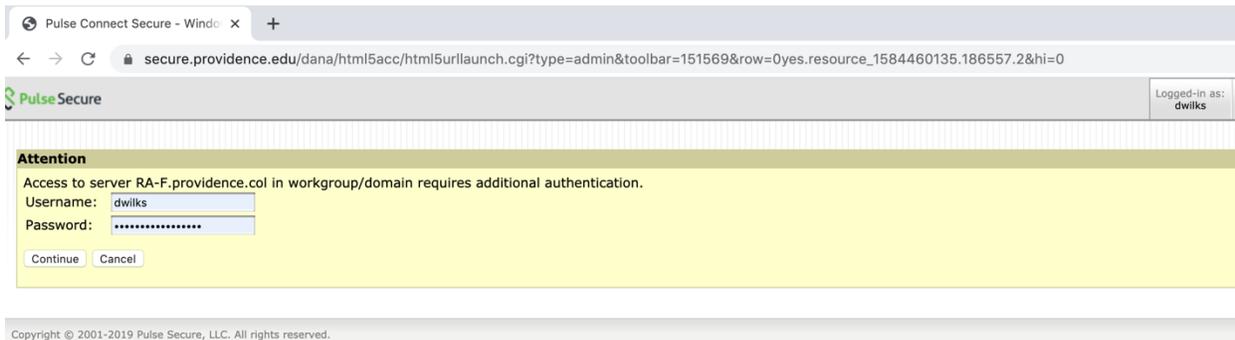
\* Indicates required field

After the session has been added, you should see it in your list of available HTML5 sessions.



Select your newly created session to logon to your "Office machine".

Supply username/password then click Continue.



At this point, your "Office machine" should appear in your browser window.

You will see all the program shortcuts and files you have on your desktop. Use this one tab in the browser labeled "secure.providence.edu" to access your desktop, remote network drives, Banner and any other program you have on your office computer.