

1 Remote Access

ACT Remote Access is an online service that allows you to log in to your network profile when off campus. This way, you will be able to take advantage of all the services offered exclusively when on campus without having to be there (your personal Z: drive on the server, the online subscription library databases etc.) All you need is a computer with an internet connection.

The procedure of connecting to the ACT server, **login.act.edu**, employs the **Microsoft Terminal Services Client** on Windows 2000 or **Remote Desktop** as it is called in the Windows XP/Vista operating systems. There is a version of the Remote Desktop Connection Client for the Macintosh, too.

The **Remote Desktop Connection** can be run from the Windows XP Start menu by following this path:

START > All Programs > Accessories > Communications > Remote Desktop Connection

Computers that have older operating systems must have the software installed. This is a free program and can be downloaded from the Microsoft website :

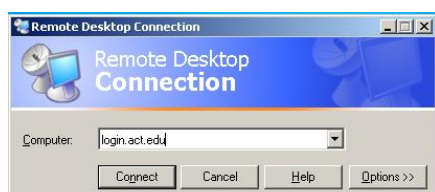
For Windows:

<http://www.microsoft.com/windowsxp/downloads/tools/rdclientdl.msp>

For the Mac:

<http://www.microsoft.com/mac/otherproducts/otherproducts.aspx?pid=remotedesktopclient>

1.1 Using Remote Desktop Connection on Windows XP



In the field labeled “**Computer**”, type **login.act.edu** then click the **Connect** button.

If you wish to change options such as **Screen Size**, click the **Options** button **before** you connect.

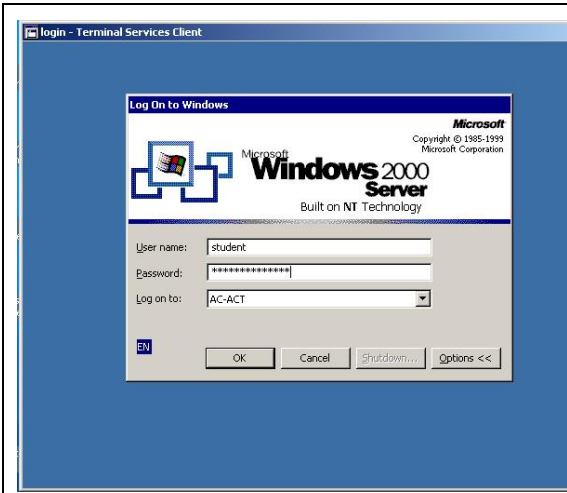
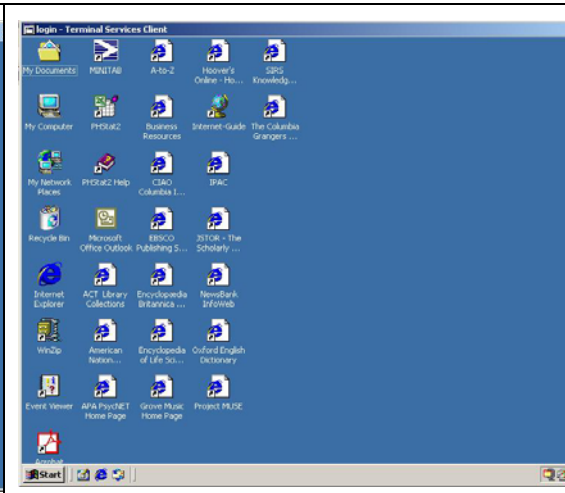
1.2 Using Remote Desktop Connection on Windows 2000, Me, 9x



In the field labeled **Server** in other Windows versions, you type **login.act.edu** then click **Connect**.

What follows is the same for all versions of Windows.

1.3 Using Remote Desktop Connection on Windows (Common)

	
<p>On the next screen, enter your username and password in the respective fields.</p>	<p>After successfully logging onto the system, you will be able to use the server to see files such as your network folder (Z:) and the on-line databases and other information made available only through the Library.</p>

You will not be able to transfer files directly to your home computer, but you can send small files to yourself as email attachments, using the WebMail service.

ATTENTION: This procedure is for remote use ONLY. It cannot be used from a computer on campus (there is no need).

FOR WINDOWS VISTA: The user name must be in the following form: **AC-ACT\user** instead of just **user**.