

# Remote Access to AUT Computers

To assist with remote learning, AUT students can remotely access AUT computers (off-campus).

## Getting Started

Students must have Multi-Factor Authentication (MFA) enabled on their network login to access our online services remotely. AUT employs **Duo Mobile** which is an MFA app to enhance the security of logging into our systems. This added layer of security ensures that only you can access your network login, even if someone else knows your password.

If you don't already have Duo activated on your network login, you can request it via the link below:

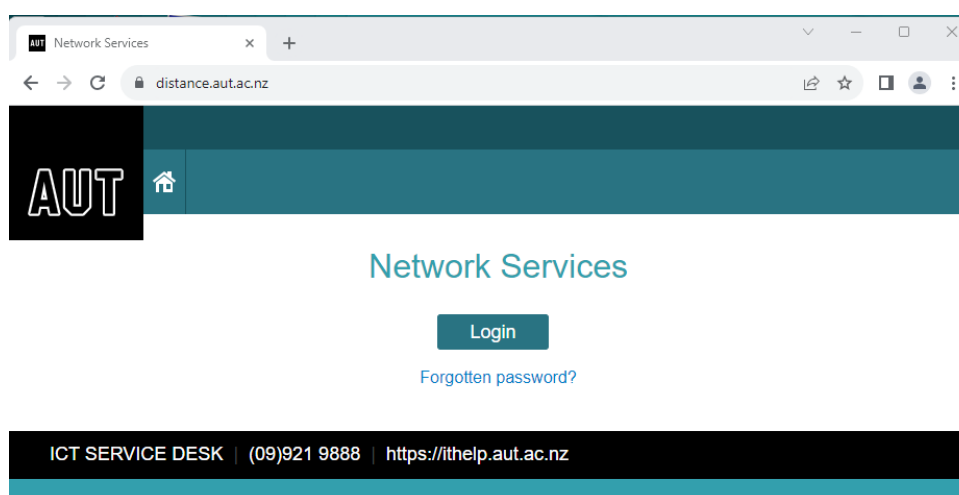
[Duo Activation Request Form for Students](#)

Once Duo is activated, you will need to register your device with Duo following the guide below:

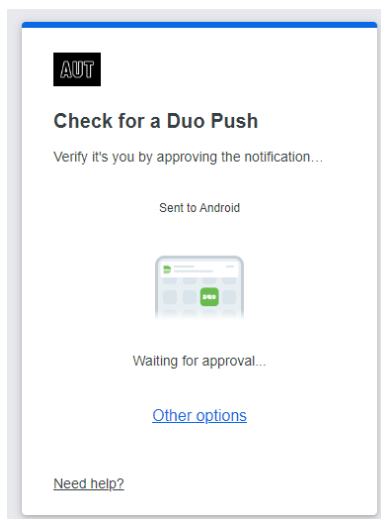
[Duo Registration for Students](#)

## Remotely accessing an AUT computer using Windows PC

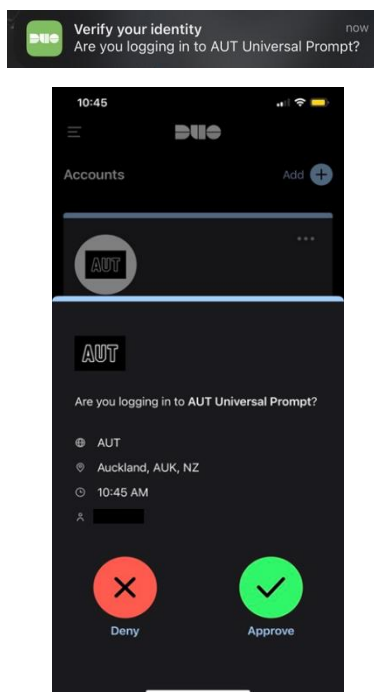
- Open a web browser
- Login to [Network Services](#) using your AUT network login and password



- You will be requested to verify yourself using the **Duo Mobile** app



- On your registered device, tap the **push notification** to open the **Duo Mobile** app. If you don't receive a push notification, you will need to open the app manually.



- Tap **Approve** and you will be logged into the **Network Services** page.

- Wait for **Remote Access to Secure Systems** to change to **connected**.

Remote Access to Secure Systems

CONNECTED

- Next, click on **Book a Computer**:

## Computer Bookings

1. Book a computer by clicking [Book a Computer](#)
2. Once booked, your new booking will appear in '**My Bookings - Remote Access**' within a few minutes. **Note:** Logging out of your booking once accessed will cause your booking time to be ended (regardless of the end-time mentioned)

Date	Start time	End time	Resource Type	VNC or RDP	Availability
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No bookings found

- A new tab will open, and you will be directed to the PC booking website. Login using your AUT network login and password.

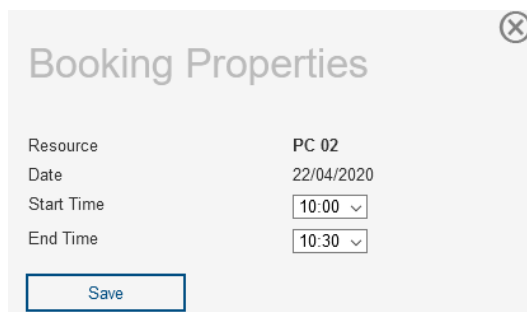
A login form with a light gray background. It contains two input fields: the top one has the text 'abc1234' and the bottom one has ten black dots representing a password. Below the password field is a blue button with the text 'Sign In' in white, which is highlighted with a red rectangular border.

- You will be presented with the booking page.
- Select **Remote Access Computers** as the **Site**.
- Select the **Resource Type** and when you would like to make the booking:

The booking page interface is shown in three overlapping panels. The top panel, titled 'Where', has a 'Site' dropdown menu set to 'Remote Access Computers' and a 'Location' dropdown menu set to 'All'. The middle panel, titled 'What', has a 'Resource Type' dropdown menu set to 'All' and a 'Resource State' dropdown menu set to 'All'. The bottom panel, titled 'When', has a date selector set to 'Today' and '03/08/2020'. Below these panels, a table shows booking slots with times like 03:00, 04:00, 07:00, and 08:00. A dropdown menu is open under 'Resource Type', listing options: 'All', 'ArtDigi', 'Business', 'COMMS STUDIES GEN', and 'Computer Science / Engineering'.

**Note:** Resource type determines which software is available on the PC. Select resource type according to your software needs.

- Click on an available time slot and complete the booking by choosing a start and end time:



Booking Properties

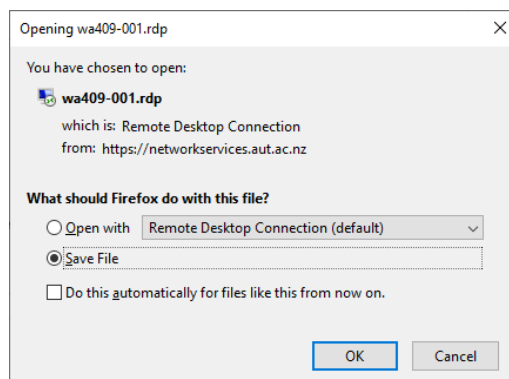
Resource: PC 02  
 Date: 22/04/2020  
 Start Time: 10:00  
 End Time: 10:30

Save

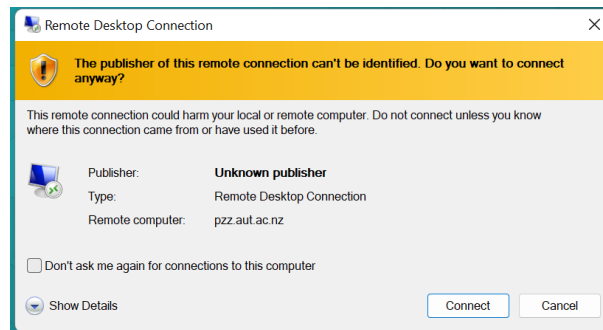
- You will now see your booking under **My Bookings – Remote Access** on **Network Services** page.
- Click on **Click to Access** to download the remote access file.

Date	Start time	End time	Resource Type	VNC or RDP	Availability
12/10/202 3	03:55 pm	05:15 pm	Business	RDP	<a href="#">Click to Access</a>

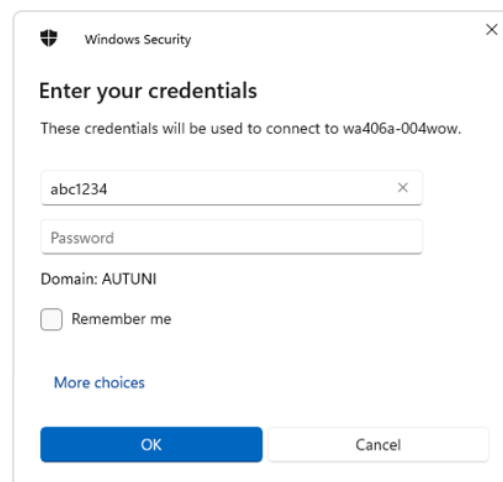
**Note:** *If you don't see your booking, please refresh the page. You must login within 15 minutes of your booking start time.*



- Open the downloaded file and click **Connect**.



- Enter your AUT network login and password, click **OK** to connect:



- You will now be connected to the remote AUT PC and can access all the applications.
- Once you are finished using the PC, simply sign out.

**Note:** *Once you logout your booking session will end. Disconnecting from the remote session will also cause your booking to end.*

## Remotely accessing an AUT computer using Mac

If you are using a Mac, you will first need to install the **Microsoft Remote Desktop** application from the app store. Then follow the same instructions as above and open the RDP file in the **Microsoft Remote Desktop** app.