Connecting to CBA Terminal Services – Windows 7

If you are not on a campus network please ensure that you have a VPN connection. Consult “How to set up VPN” in [http://support.uakron.edu](http://support.uakron.edu) to get instructions on setting up the VPN. 

(Connect to “rootown”)

Steps too remotely connect to CBA Terminal Services for Windows 7.

1. Click the Start button >Enter “Remote Desktop Connection” in search bar. >Click on “Remote Desktop Connection”.

2. The Remote Desktop Connection dialog box will appear, just as in Picture 1. Next you will need to click on “Show Options” (Picture 2) and type in “uacbats3.uanet.edu” as the Computer name. For the Username you will enter UANET\UANETID.

3. Click “Connect”.

4. The Windows Security dialog box will then appear asking you to enter your password.

5. Once connected you will see a Warning box. Click OK. (Picture 3)

6. The terminal server will automatically log you in and will be brought to the desktop as shown in Picture 4.

7. Once you are connected, you will be able to use the programs available on the computer.

8. Log off once you are done and the terminal services connection will be automatically disconnected.

Note: Access is updated each semester and only permitted while enrolled in a CBA class.