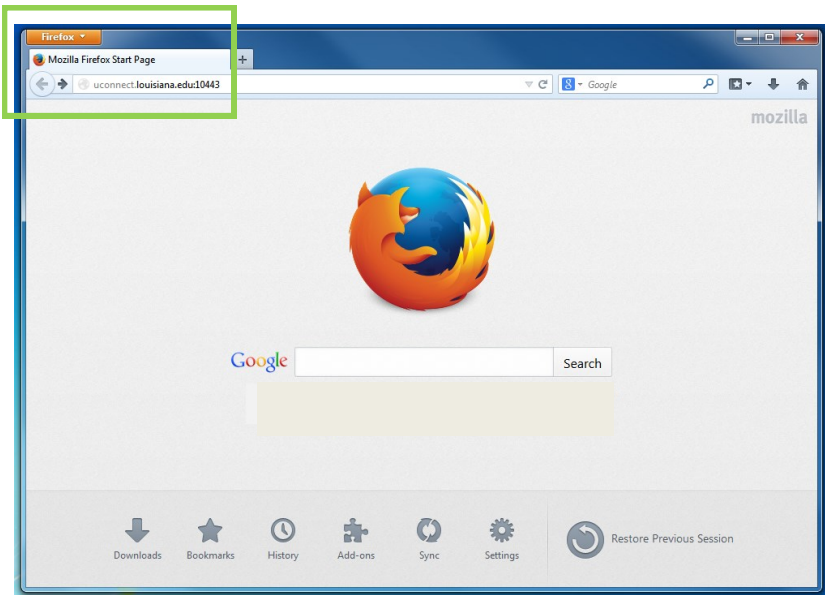
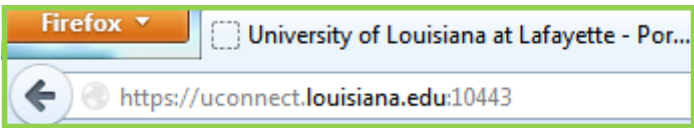


Before you can log in to UConnect, you will need to complete a [UConnect Account Access Form](#). All requests must be approved by the requesting employee's department head.

Logging In

Type the below address into the address bar in your web browser. (Firefox is recommended)

<https://uconnect.louisiana.edu:10443>



Please Login

Name:

Password:

Log in to the portal using your CLID and password.

How to Use the Portal

The UConnect web portal provides access to files stored on your own computer and to the shared files stored on servers.

The area you will be using in the portal is the **Bookmarks** section.

You can create bookmarks to access your Remote Desktop or Fileshare connection .

Help Desk SSL VPN Portal

Session Information

Time Logged In: sar5404 (0 hour(s), 14 minute(s), 51 second(s))
HTTP Inbound/Outbound Traffic: 0 bytes / 0 bytes
HTTPS Inbound/Outbound Traffic: 0 bytes / 0 bytes

Connection Tool

Type: SMB/CIFS
Host:

Bookmarks

NetReg

Request Tracker

Help Desk File Share

Tunnel Mode

plugin.) The plugin is required for the tunnel mode function of the SSL VPN client. You need to have administrator right to do the first time install. Once it is installed, it works under normal user privilege and can be upgraded to newer version without administrator privilege.

[Click here to download and install it.](#) After the installation, please restart the browser so that the plugin will be fully loaded.

When you log in to the portal for the first time, you will see some pre-configured Bookmarks. These are assigned by department and may not be deleted.

Bookmarks

NetReg

Request Tracker

Help Desk File Share

Remote Desktop

M Drive Travel Dept

Once your bookmarks are created, they will appear in the lower half of the Bookmarks section.

You can click on the bookmarks to access the desired fileshare or Remote Desktop Connection.

The following pages contain detailed instructions for creating bookmarks and accessing fileshares.

Creating Bookmarks

You can create bookmarks that will allow you to access your desktop and fileshares.

Create a Remote Desktop Connection bookmark (Windows to Windows)

Use these instructions if both computers are running Windows.

- Click the **Add** button



- In the **Name** field, type a descriptive title for your bookmark, such as "My Office" or "Remote Desktop".
- From the **Type** drop-down menu, select **RDPNative**.
- In the **Location** field, type the name of your computer* in the following format: **name.win.louisiana.edu**
- Click **OK**.

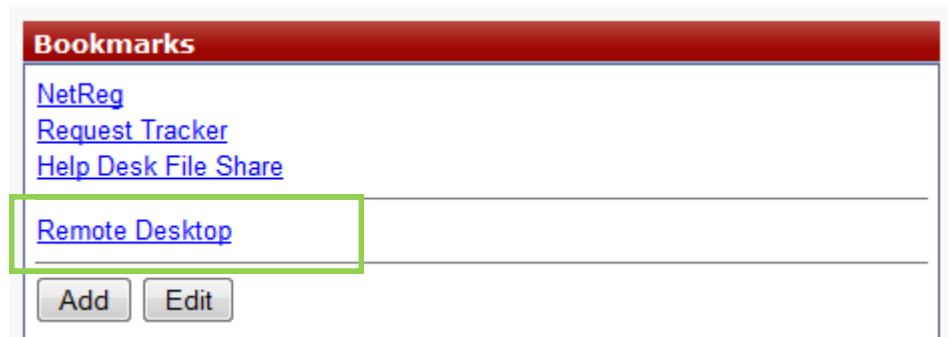
**To find your computer name:*

Click the Start button.

In the "Search programs and files" field, type, "computer name" and press the Enter key on your keyboard.

Your Computer name will be listed under "Computer name, domain, and workgroup settings"

Your Remote Desktop bookmark will appear in the Bookmarks section of the UConnect portal.



Create a Remote Desktop Connection bookmark (Mac users)

Use these instructions if either your home computer and/or your office computer is a Mac.

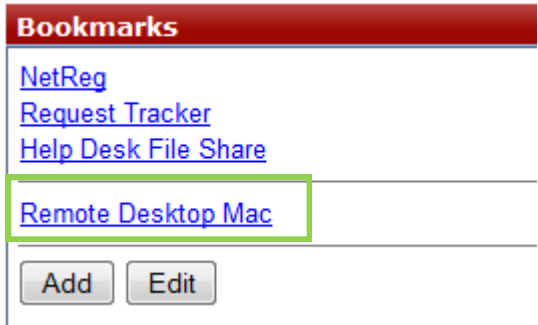
- Click the **Add** button



- In the **Name** field, type a descriptive title for your bookmark, such as "My Office" or "Remote Desktop".
- From the **Type** drop-down menu, select **RDP**. *(Be careful not to select RDPNative - RDPNative will not work with Mac computers.)*
- In the **Location** field, type the name of your computer in the following format: **name.louisiana.edu**
- Click **OK**.

A screenshot of the 'Bookmarks' dialog box with the following fields filled out: 'Name' is 'Remote Desktop Mac', 'Type' is 'RDP' (selected from a dropdown), 'Location' is 'name.win.louisiana.edu', 'Screen Width' is '1024', 'Screen Height' is '768', 'Logon User' is empty, 'Logon Password' is empty, 'Keyboard Layout' is 'English, US' (selected from a dropdown), and 'Description' is empty. There is a checkbox for 'Full Screen Mode' which is unchecked. At the bottom are 'OK' and 'Cancel' buttons.

Your Remote Desktop bookmark will appear in the Bookmarks section of the UConnect portal.



Create a Fileshare bookmark

- Click the **Add** button

Bookmarks

[NetReg](#)
[Request Tracker](#)
[Help Desk File Share](#)

Add

Edit

- In the **Name** field, type a descriptive title for your bookmark, such as "M Drive" or "Admissions Fileshare".
- From the **Type** drop-down menu, select select SMB/CIFS .
- In the **Location** field, type the name of your fileshare in the following format:
winsrv4.win.louisiana.edu/nameofyourshare
(Your department head will provide you with the correct name for your fileshare)
- Click **OK**.

Bookmarks

[NetReg](#)
[Request Tracker](#)
[Help Desk File Share](#)

[Remote Desktop](#)

Add

Name: M Drive Travel Dept

Type: SMB/CIFS

Location: winsrv4.win.louisiana.edu/travelagency

Description:

OK

Cancel

Your Fileshare bookmark will appear in the Bookmarks section of the UConnect portal.

Bookmarks

[NetReg](#)
[Request Tracker](#)
[Help Desk File Share](#)

[Remote Desktop](#)
[M Drive Travel Dept](#)

Add

Edit

Accessing Fileshares

Fileshares are the shared departmental files and folders located on University servers.

- Create a bookmark to access your fileshare.
- Click on the fileshare bookmark.
- A log-in screen for the fileshare will appear.
- Enter your log-in name using the following format: **win\CLID**
- Enter your regular password.
- You will see the fileshare folders and files in this screen, listed under **Name**:

Current Directory:

Name	Size	Type	Date Modified	
		Folder	Tue Mar 5 14:24:18 2013	
		Folder	Tue Apr 2 15:00:00 2013	
		Folder	Mon Mar 18 10:40:52 2013	
		Folder	Fri Jan 11 11:11:10 2013	
		Folder	Thu Mar 14 14:08:58 2013	
		Folder	Thu Jan 10 16:24:30 2013	
		Folder	Thu Feb 28 17:19:24 2013	
		Folder	Mon Mar 18 12:00:59 2013	
		Folder	Mon Jan 28 17:14:46 2013	
		Folder	Thu Jan 10 16:24:13 2013	
		Folder	Mon Jan 28 12:46:53 2013	

- Click on the link for file you want to view.
- You will be prompted to choose **Open** or **Save**. *If you plan to edit the file, you will need to save it to your desktop, make your changes, and then upload the file back to the fileshare.*
- Click the Log-out icon in the fileshare screen when you are finished.



- Log out of the UConnect portal in your browser to exit.

