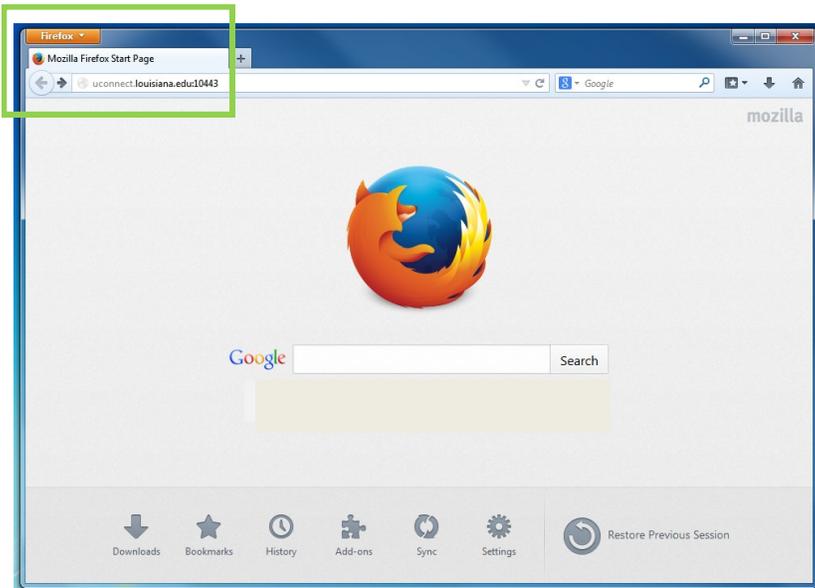
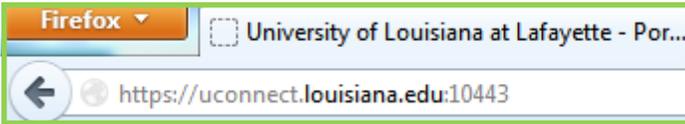


Before you can log in to UConnect, you will need to complete a [UConnect Account Access Form](#). All requests must be approved by the requesting employee's department head.

## 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.

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# 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 .

The screenshot shows the 'Help Desk SSL VPN Portal' interface. It features a red header bar with a help icon and a user icon. Below the header, there are four main sections:

- Session Information:** Displays 'Time Logged In: sar5404 (0 hour(s), 14 minute(s), 51 second(s))', 'HTTP Inbound/Outbound Traffic: 0 bytes / 0 bytes', and 'HTTPS Inbound/Outbound Traffic: 0 bytes / 0 bytes'.
- Connection Tool:** Includes a 'Type:' dropdown menu set to 'SMB/CIFS', a 'Host:' text input field, and a 'Go' button.
- Bookmarks:** A list of pre-configured bookmarks: 'NetReg', 'Request Tracker', and 'Help Desk File Share'. Below the list are 'Add' and 'Edit' buttons. A green box highlights the bookmark list area.
- Tunnel Mode:** Contains a warning message: '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.' Below this is a link: '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.

This close-up screenshot focuses on the 'Bookmarks' section. It shows a list of three pre-configured bookmarks: 'NetReg', 'Request Tracker', and 'Help Desk File Share'. Below these, a new bookmark entry is visible, consisting of two lines of text: 'Remote Desktop' and 'M Drive Travel Dept'. This new entry is highlighted with a green rectangular box. At the bottom of the section are 'Add' and 'Edit' buttons.

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



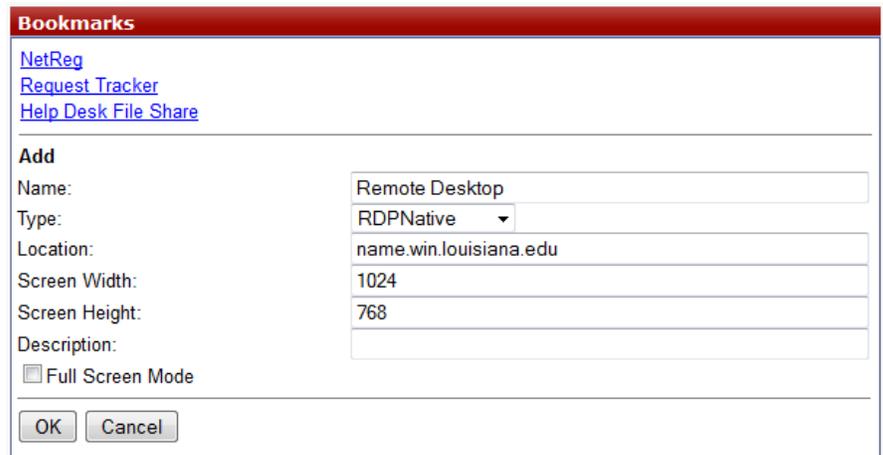
- In the **Name** field, type a descriptive title for your bookmark, such as "My Office" or "Remote Desktop".
- From the **Type** drop-down menu, select **RDPNative**.
- In the **Location** field, type the name of your computer\* in the following format: **name.win.louisiana.edu**
- Click **OK**.

*\*To find your computer name:*

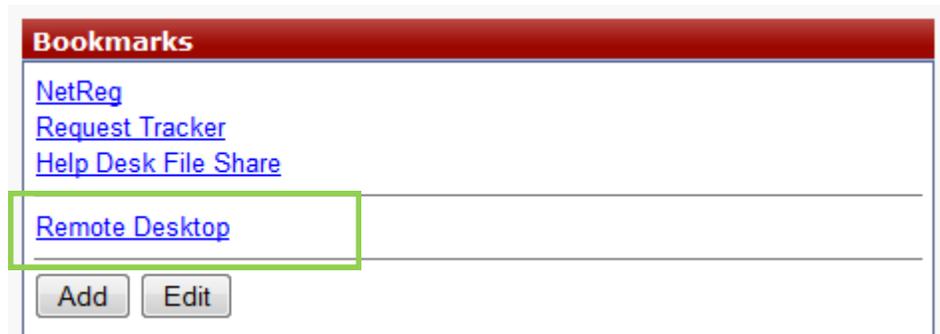
Click the Start button.

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.



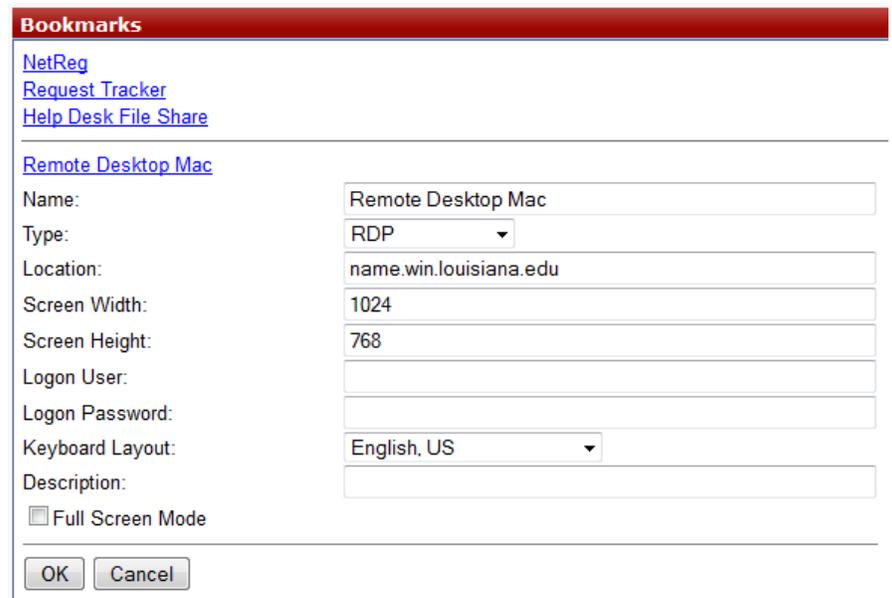
## Create a Remote Desktop Connection bookmark (Mac users)

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

- Click the **Add** button

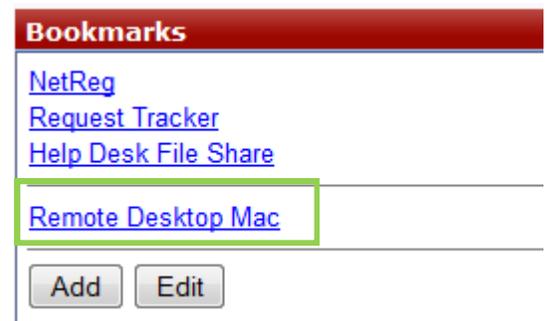


- In the **Name** field, type a descriptive title for your bookmark, such as "My Office" or "Remote Desktop".
- From the **Type** drop-down menu, select **RDP**. (*Be careful not to select RDPNative - RDPNative will not work with Mac computers.*)
- In the **Location** field, type the name of your computer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



The screenshot shows a "Bookmarks" dialog box with a red header. It contains a list of existing bookmarks: "NetReg", "Request Tracker", and "Help Desk File Share". Below this list, there is a new bookmark entry titled "Remote Desktop Mac". The fields for this entry are: Name: "Remote Desktop Mac", Type: "RDP" (selected in a dropdown), Location: "name.win.louisiana.edu", Screen Width: "1024", Screen Height: "768", Logon User: (empty), Logon Password: (empty), Keyboard Layout: "English, US" (selected in a dropdown), and Description: (empty). There is also a checkbox for "Full Screen Mode" which is unchecked. At the bottom of the dialog, there are "OK" and "Cancel" buttons.

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

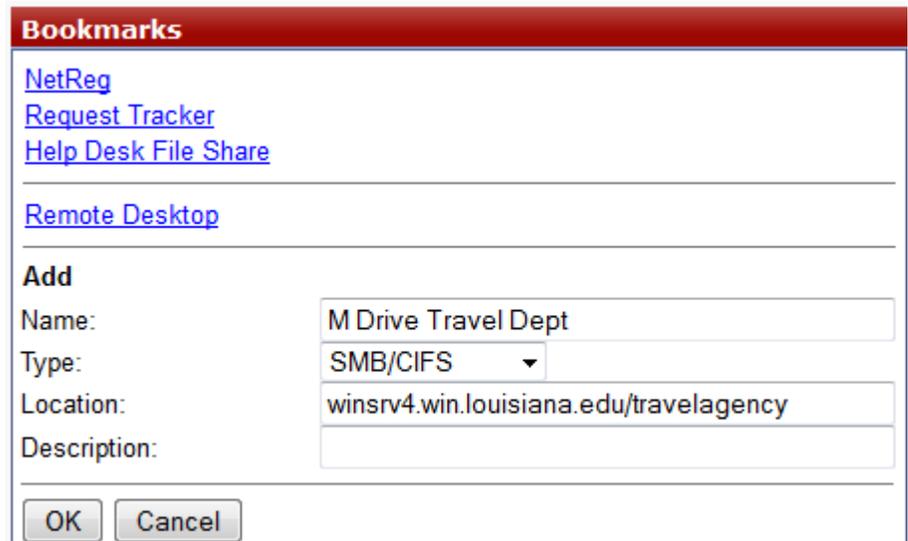


## Create a Fileshare bookmark

- Click the **Add** button



- 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**.



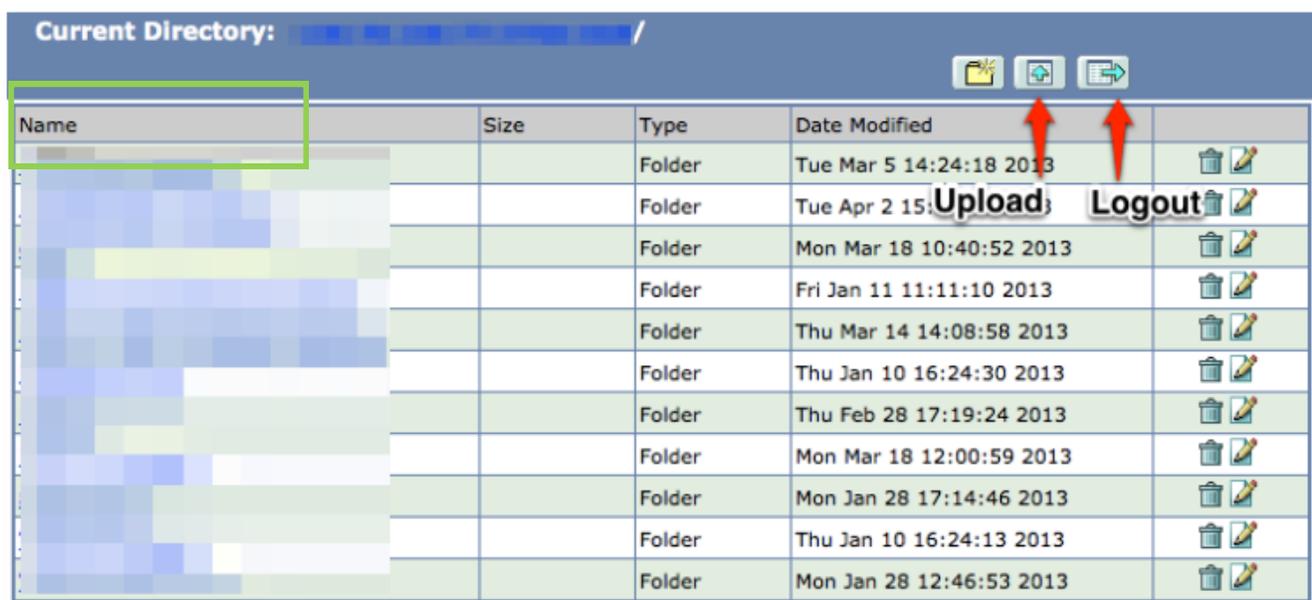
Your Fileshare bookmark will appear in the Bookmarks section of the UConnect portal.



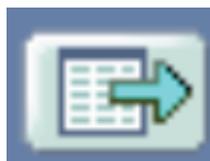
# Accessing Fileshares

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**:



- 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.

