

Remote Desktop Services Web Access Instructions (2020)

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URL: <https://access.claycountymn.gov/RDWeb>

Introduction

Remote Desktop Services Web Access (RD Web Access) is a product from Microsoft which is replacing an earlier iteration of RD Web Access. This document contains detailed instructions for installing the web browser add-on which will provide you access to your Desktop PC and network resources. This guide details how you will connect to your remote work PC. There are other uses for RD Web Access, but at this time we are only focused on providing you access to your Desktop PC and its installed software applications.

Requirements

- Internet Explorer web browser with the Microsoft Remote Desktop Services Web Access Connector Add-on installed. The RD Web Access Connector installation process is covered in the following sections of this instruction guide.
- The hostname of the computer you are connecting to. i.e. cc55321. In most cases, this will be the hostname of your desktop PC in your office.
- Leave your office PC powered on so that you can connect to it from outside of our network.

Installation

Step 1-Go to this site using the Internet Explorer. The Icon looks like this:



<https://access.claycountymn.gov/rdweb>

If using web browsers such as Edge, Chrome, Firefox, an additional step is required to download the connection file and run it when getting to Step 3.

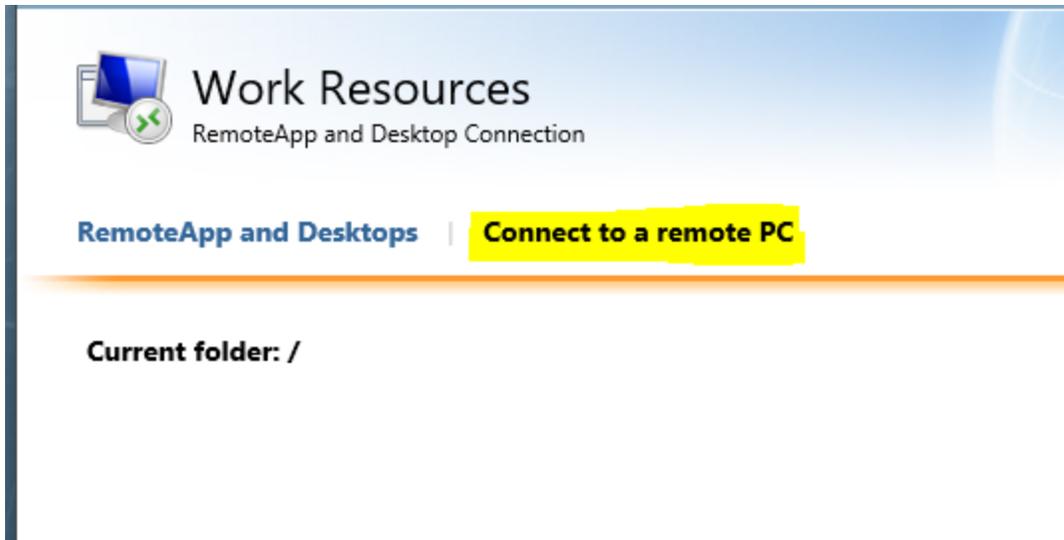
Sign on with your Clay County Credentials:

Username: CLAY\firstname.lastname

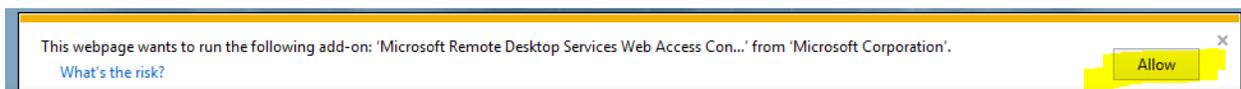
Password: <your usual computer or e-mail password>

Step 2 –

Once signed in, click on the **Connect to a Remote PC** link:



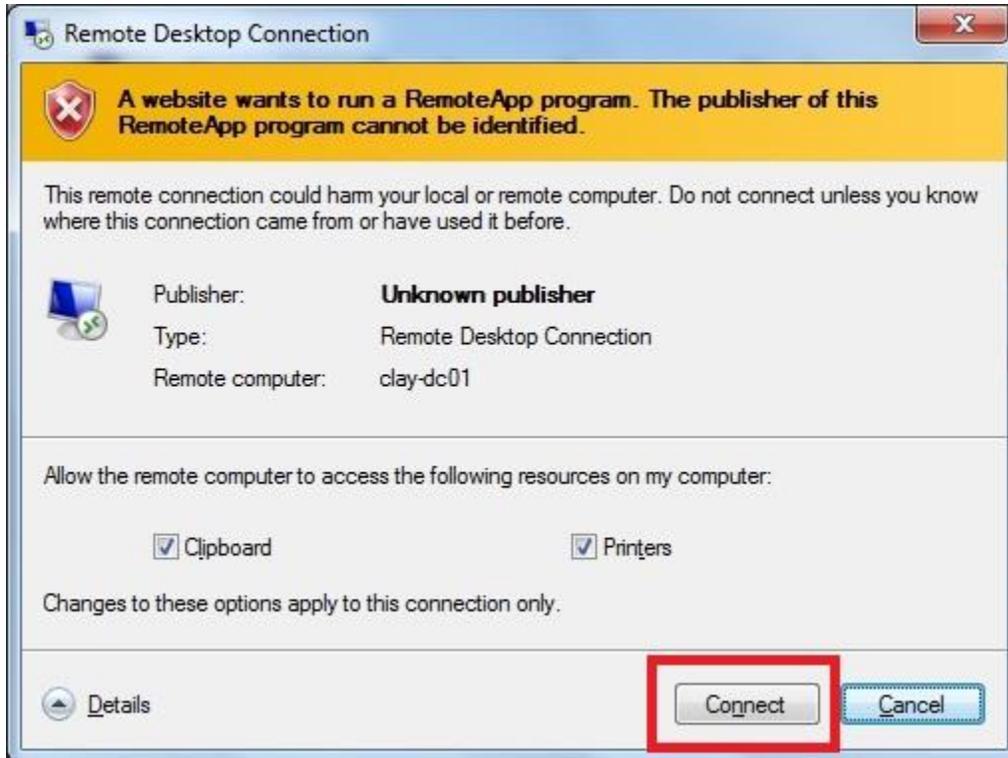
If this is the first time you are clicking on the Remote PC link, a yellow and white bar at the bottom of the screen will pop up asking to allow the following add-on: **Microsoft Remote Desktop Services Web Access Control**. Please click Allow, and then click Run once you see the next window the pop up.



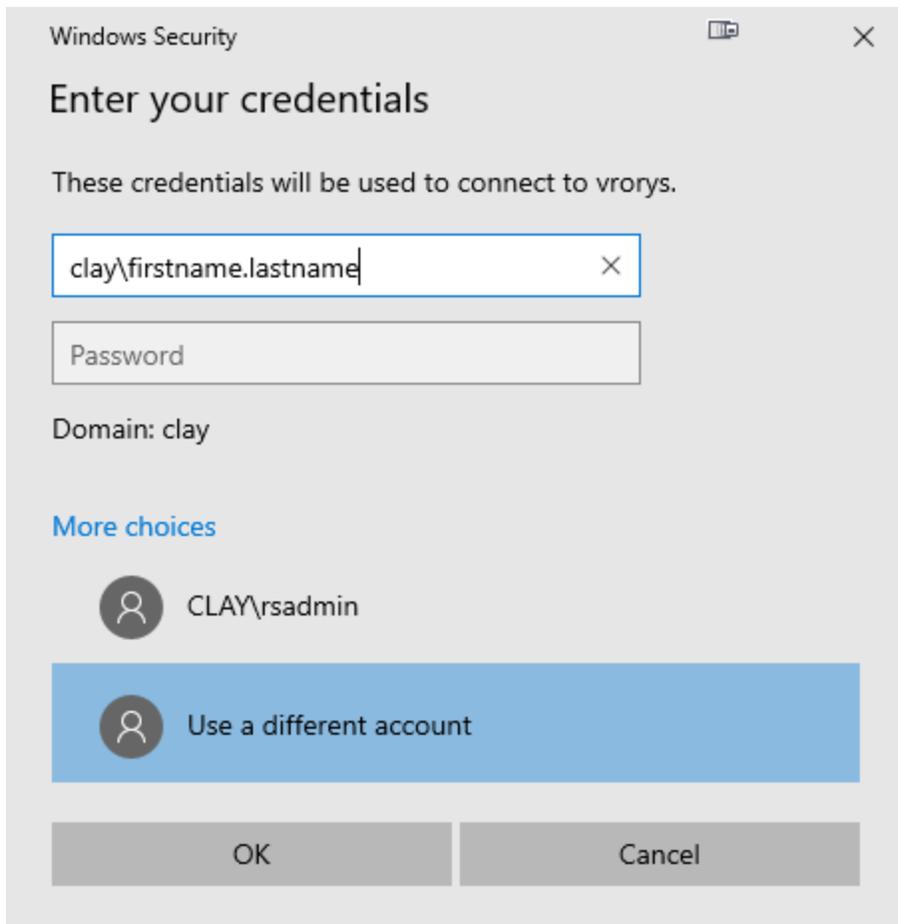
Continue on to Step 3...

Step 3 –

Then type in your Hostname and hit connect: **ccXXXXXX**. A new window will pop up. Press connect again.



Because we don't have Single Sign-on enabled, it will prompt you for credentials 2-3 times. Please use the same credentials, in the same format, as you did earlier when you first browsed to the page. E.g. **CLAY\firstname.lastname** then your usual computer or e-mail password.



Once you've provided your credentials, your remote desktop screen should appear and connect to your computer you are needing to access.