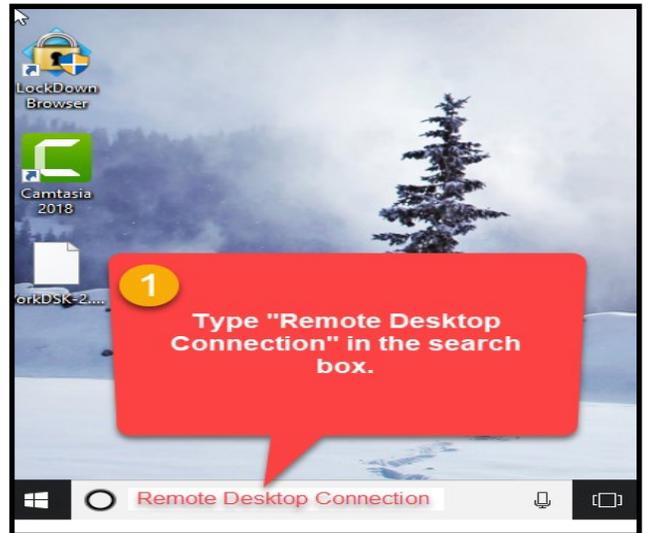
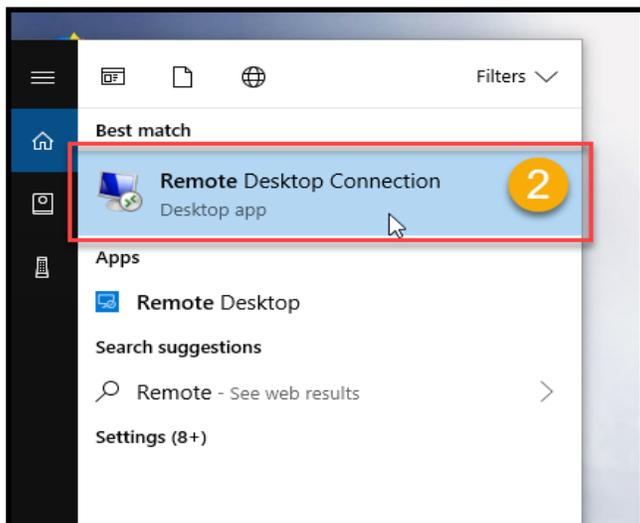


# How to Log in Remotely to YOUR Edison Desktop

**Step 1:** Locate the Remote Desktop Connection by searching for “Remote Desktop Connection” via the Window Search box.

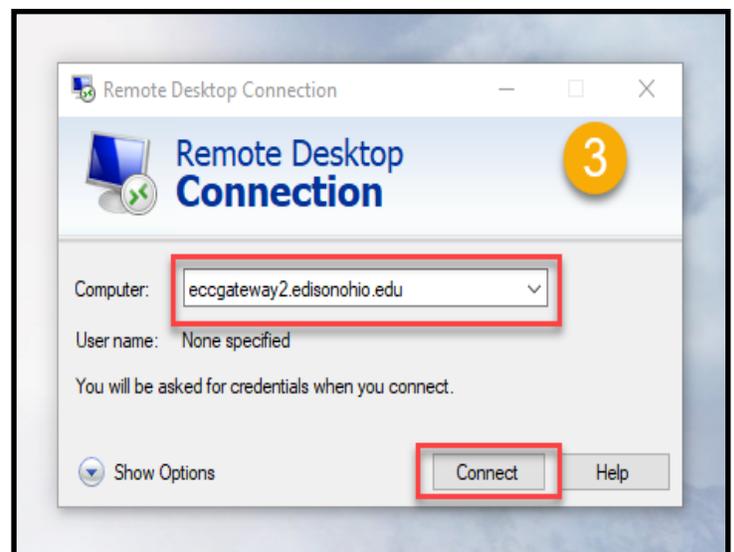


**Step 2:** Click on the Remote Desktop Connection (Desktop app) to launch.

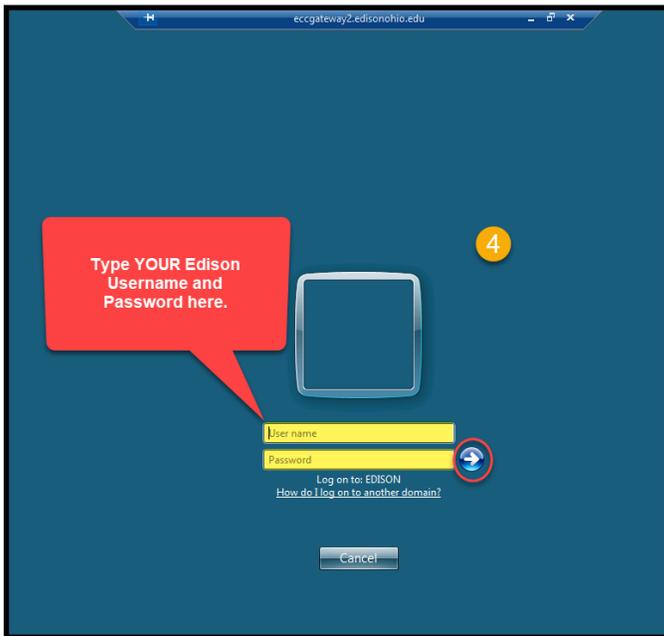
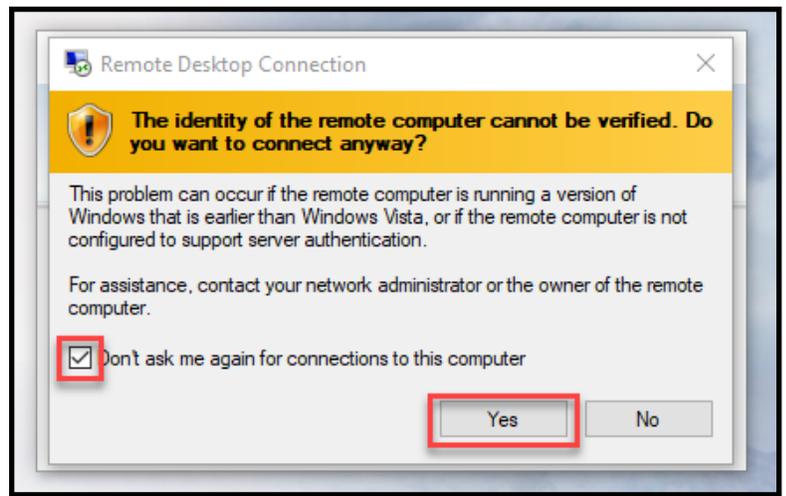


**Step 3:** In the pop up box, type “eccgateway2.edisonohio.edu” for computer and click connect.

**NOTE:** YOU MUST type the edisonohio.edu in order for remote access to work.



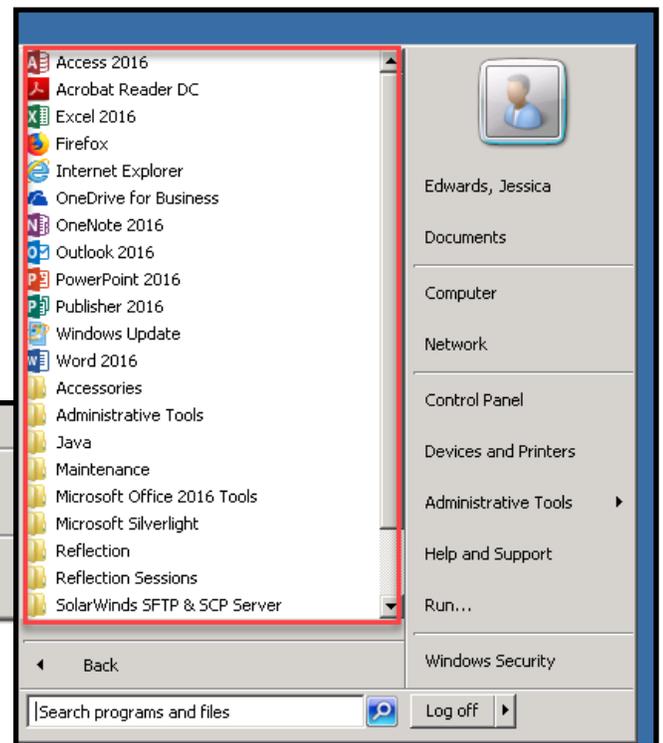
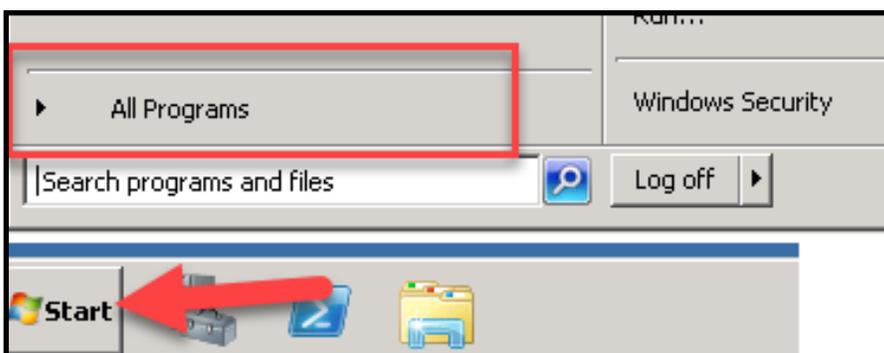
If you see this box, just check mark the “Don’t ask me again” box and click yes



**Step 4:** Your entire screen will change and look like the screen shot on the left. You will need to type YOUR Edison username and password here then click the arrow.

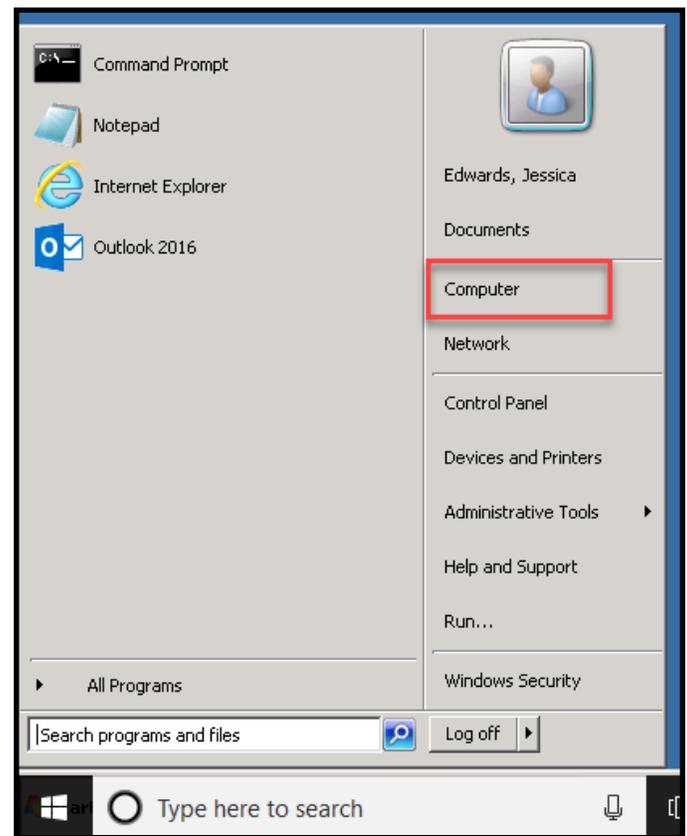
Note: Give the computer a few minutes to upload the Remote access.

**Step 5:** Your computer will look a bit retro, but this is ok. Click the start button in the lower left of screen, then click All Programs to bring up the list of programs you can access. If this is your first time, you may have to follow the onscreen prompts for each program you open. You only need to do this the first time you open a program..



## Access your Z Drive

To access your Z drive, all you need to do is click on the START on the bottom left of your screen then click COMPUTER. You will see your Z Drive under network location on the next screen.



## A Few Notes:

- Your computer at Edison MUST be on for you to access your programs, however you can still access your Z Drive if it is not.
- If there is a power outage at Edison, you may not be able to access some of your programs, but again, you can still access your Z Drive.
- This will only access document that are saved to your Z Drive. It is recommended that you save any important documents to the Z Drive.
- If you need to access your actual desk top, please reach out as there are additional steps that need to be taken.
- To leave your session Click the X at the top of the screen.

