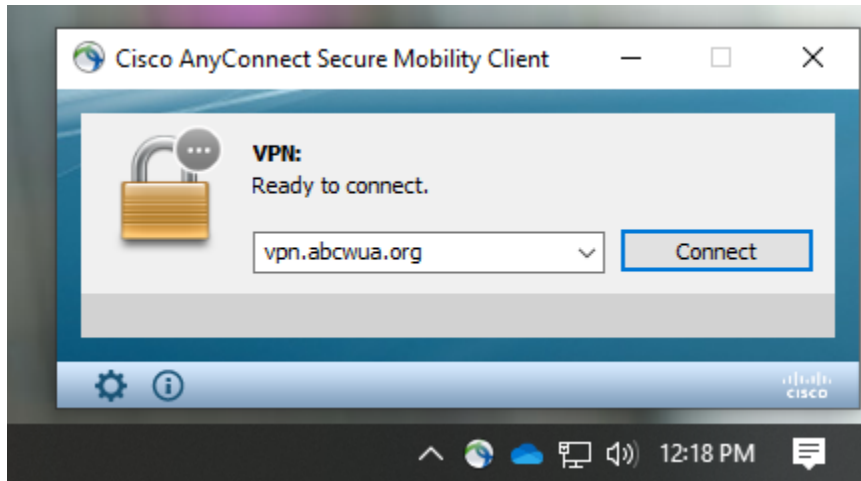
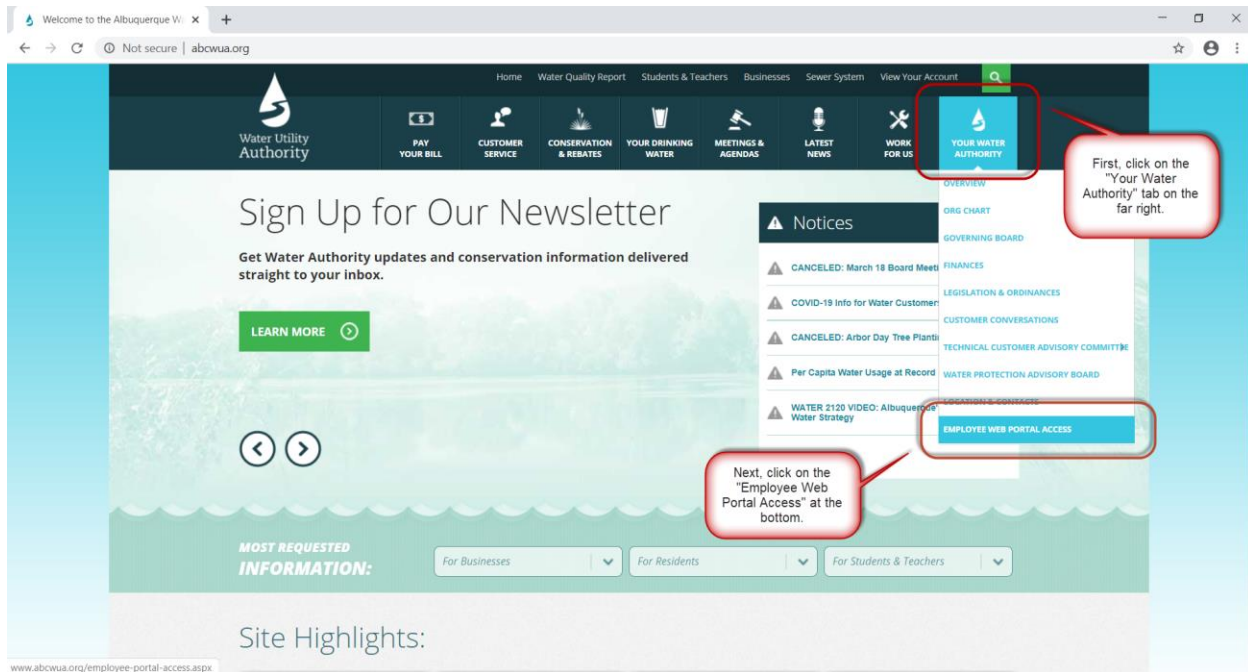


Connect to work computer from laptop computer

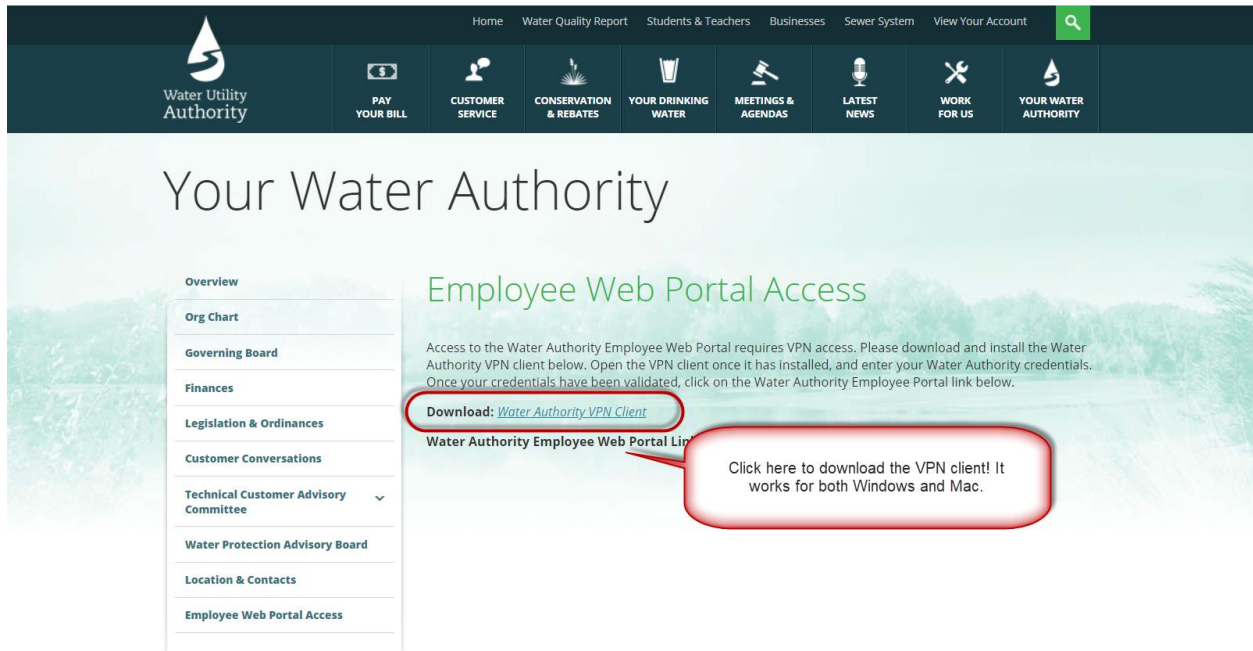
1. You will need to have VPN on your home computer.



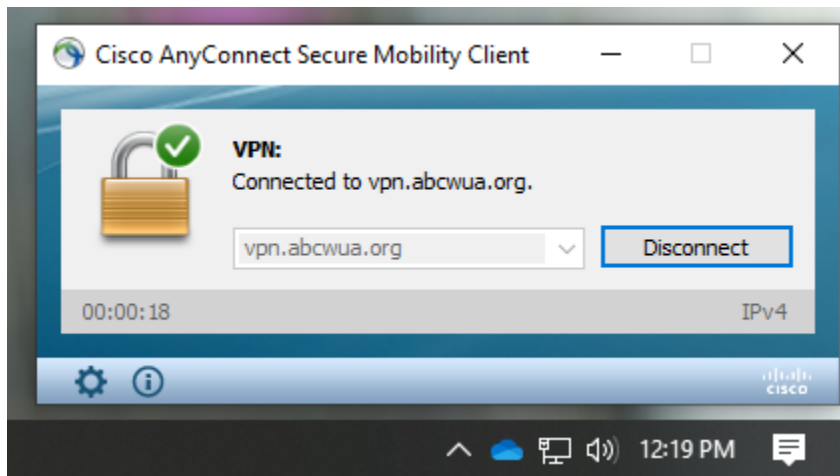
2. Connect to the internet and go to www.abcwua.org. Then go to the tab on the far right that says "YOUR WATER AUTHORITY". When the dropdown appears, click on the last option that says "EMPLOYEE WEB PORTAL ACCESS".



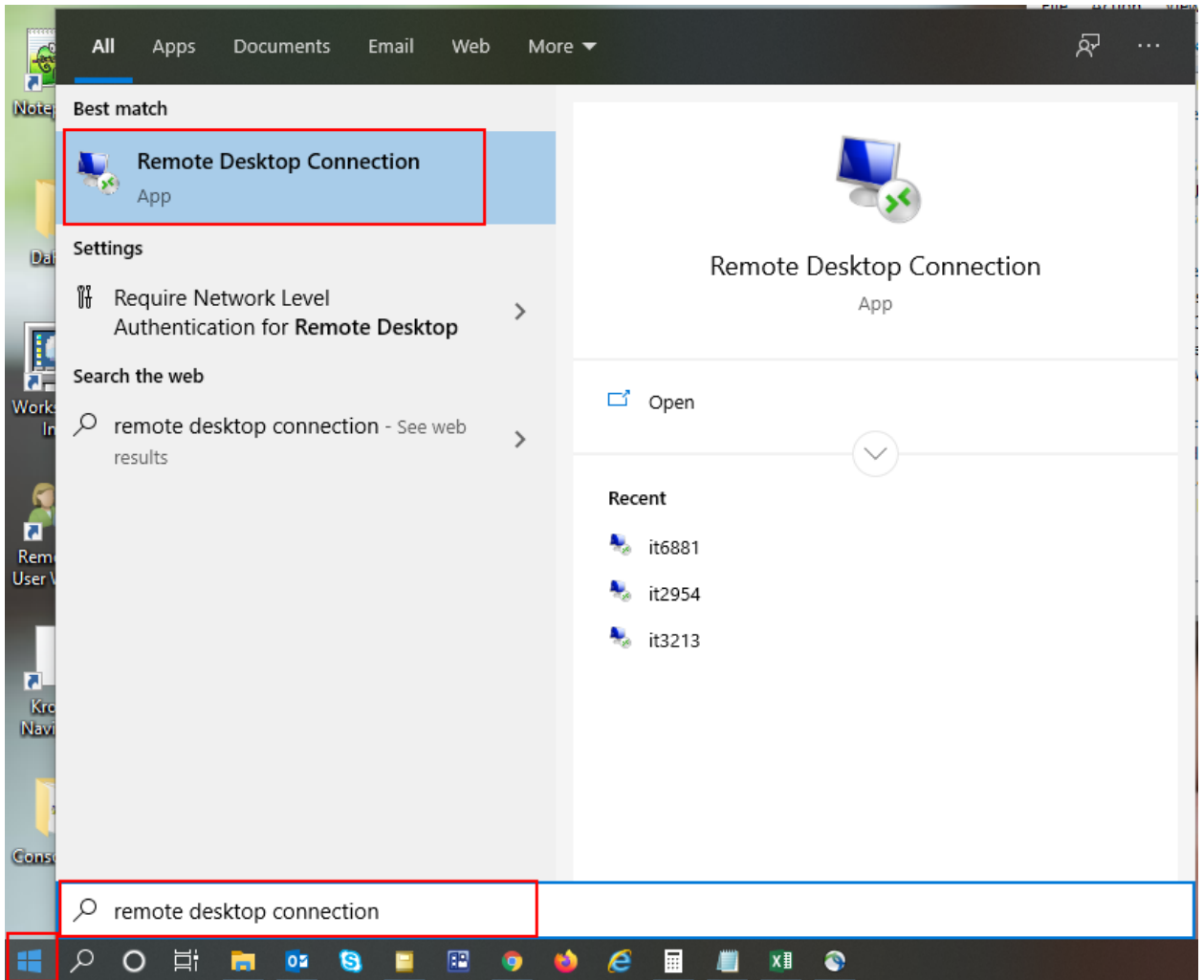
3. Click on the link that says, "Water Authority VPN Client". This will begin the download for the Cisco AnyConnect client that you will need.



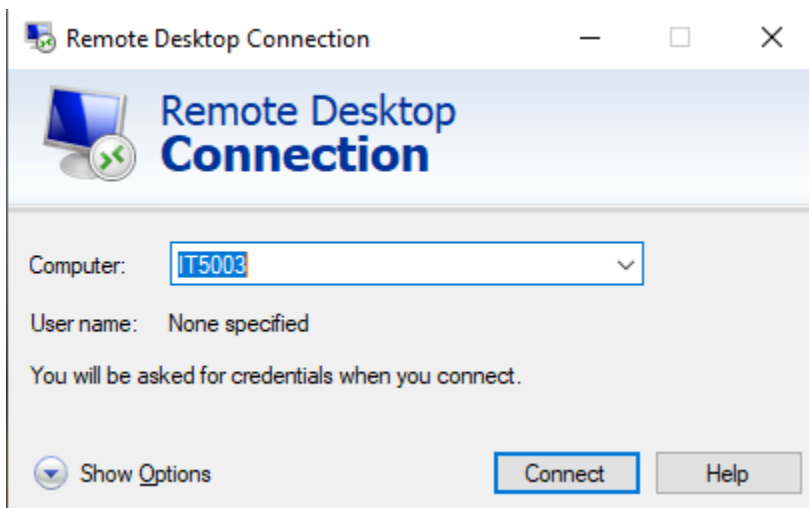
4. Start the connection for VPN.



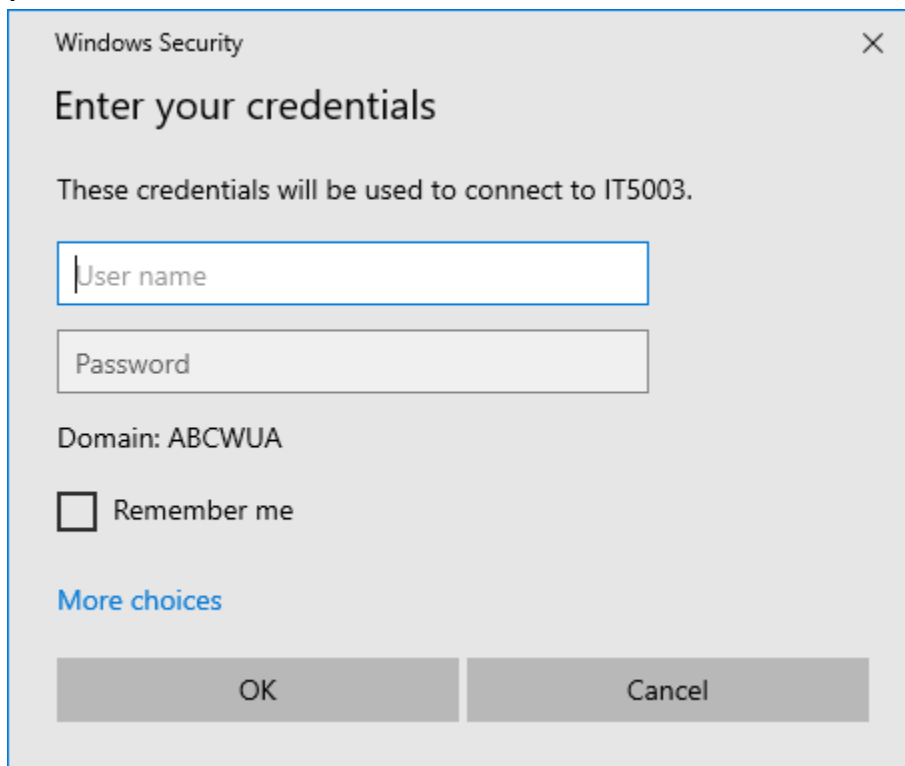
5. Go to the start menu and start typing remote desktop connection. Click Remote desktop connection.



6. When the remote connection window opens enter your IT#### in the box and press connect.



7. Provide your username and password in the username and password box.

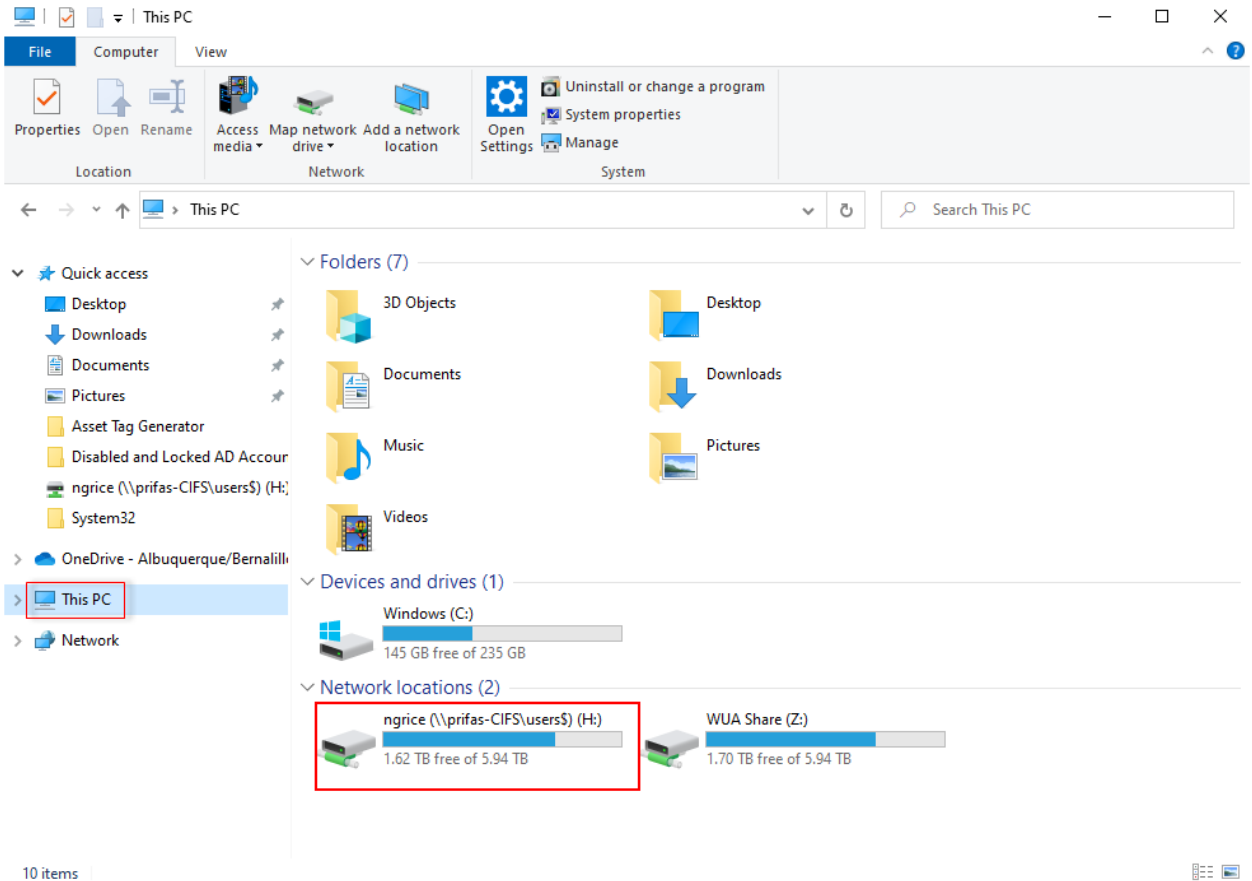


The image shows a Windows Security dialog box titled "Enter your credentials". The dialog box has a close button (X) in the top right corner. Below the title, it says "These credentials will be used to connect to IT5003." There are two input fields: "User name" and "Password". Below the input fields, it says "Domain: ABCWUA". There is a checkbox labeled "Remember me" which is currently unchecked. Below the checkbox, there is a link that says "More choices". At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

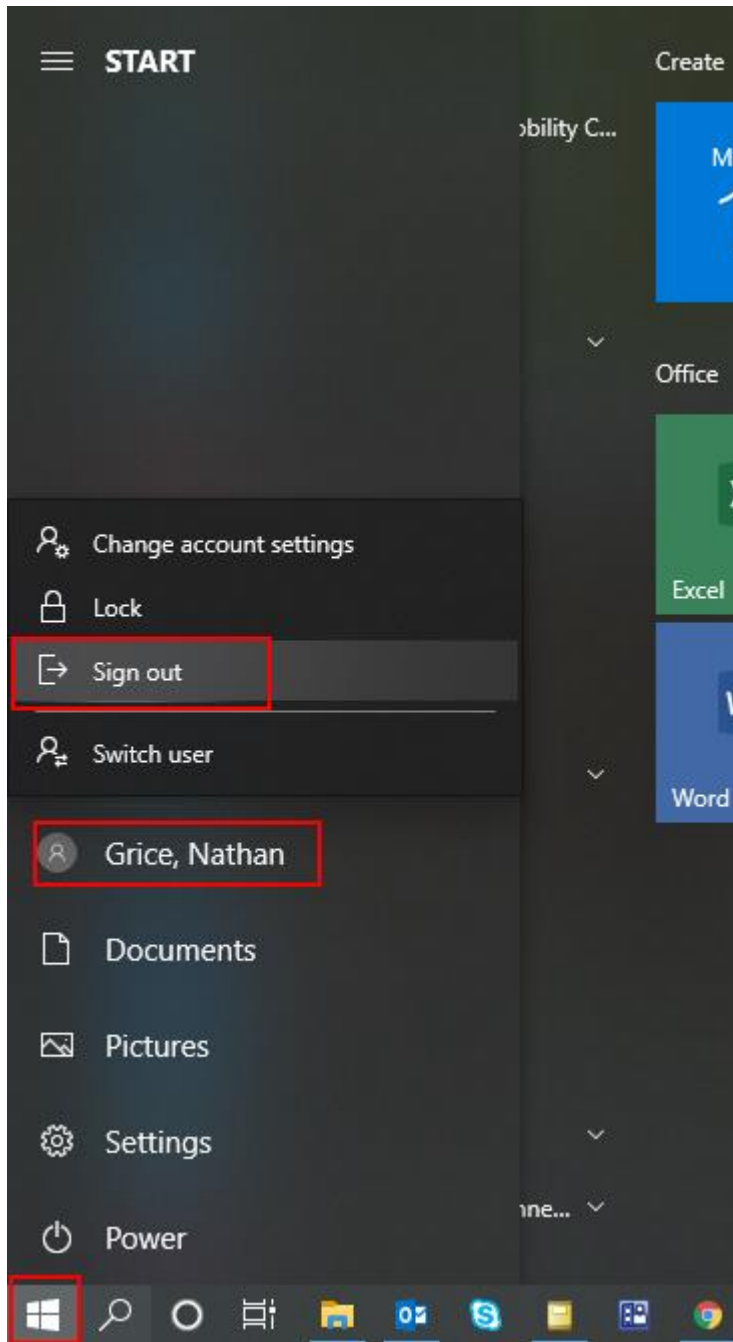
8. The connection will be established.
9. Any and all files will need to be saved to your H: drive. Go to and select the file explorer icon.



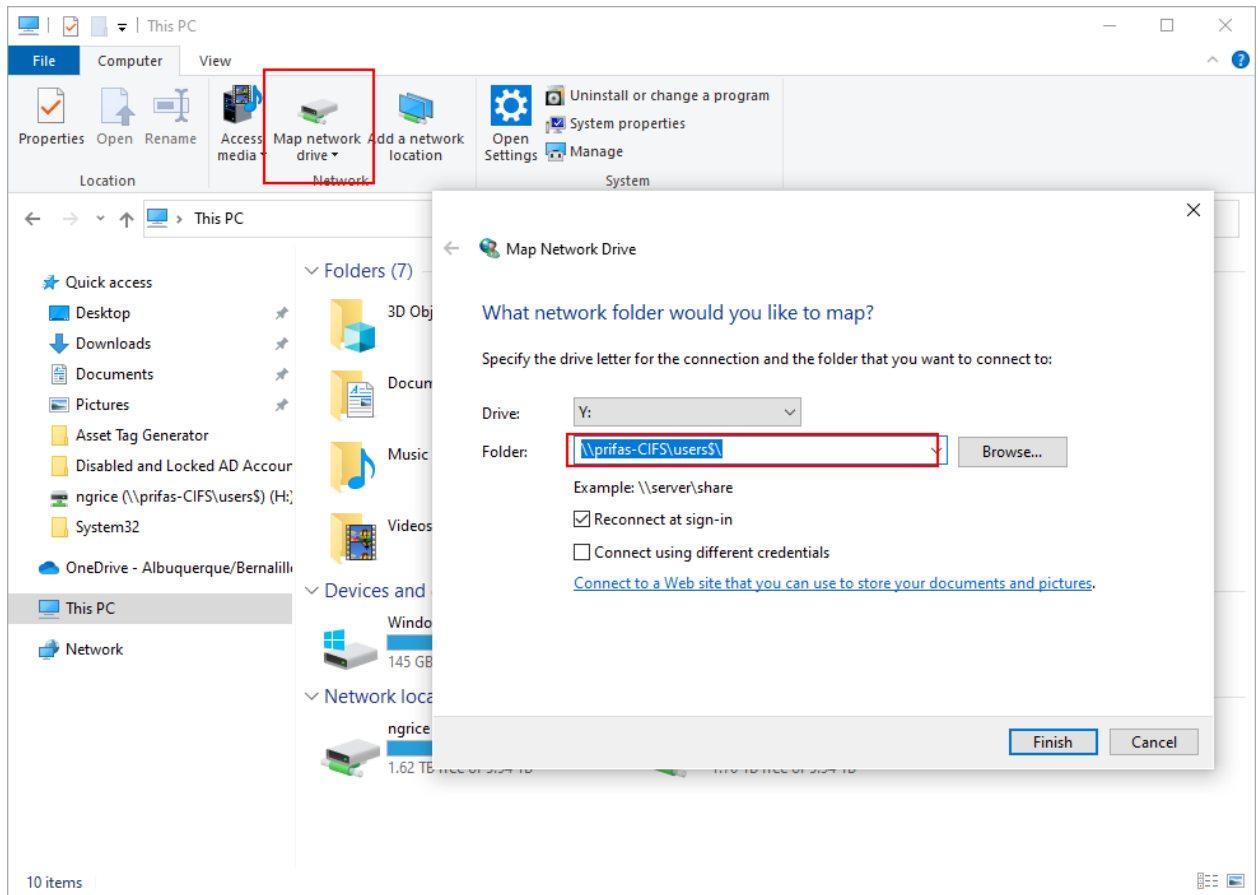
10. On the left-hand side scroll down and click "This PC".
11. The H:\ and Z:\ drive will appear under network locations on the right side.



12. If the H:\ or Z:\ drive does not appear or has a red X next to it. You will need to signout of your work computer. **DO NOT SHUT DOWN!**



13. Reconnect with remote desktop and your H:\ will appear.
14. You can reconnect the H:\ drive manually by going to map network drive.



15. Enter the following address for the H:\ drive:

[\\prifas-CIFS\users\\$](\\prifas-CIFS\users$)

16. Repeat step 12 to connect the Z:\ drive with the following address:

[\\prifas-CIFS.abcwua.org\wua_share\\$](\\prifas-CIFS.abcwua.org\wua_share$)