

CLASS

Continued Learning And Software Skills

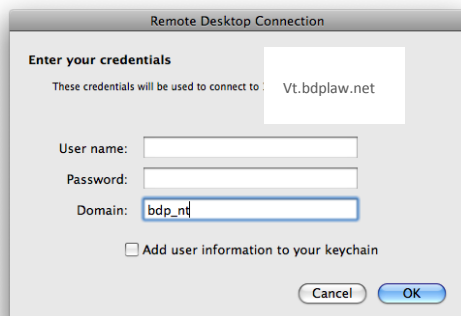
Remote Desktop for Mac using Keyfob RSA SecureID Log-On / Log Off Instructions

LOGGING INTO VT.BDPLAW.NET ON MAC USING KEYFOB

1. Assuming that you have downloaded "RDP Client for Mac" on your (Mac) device, proceed to Step (2). If not refer to the user guide "vt.bdplaw.net for Mac" in "Help & Support" on the Intranet or visit www.bdplaw.net
2. On the Mac, open the RDP Client application as seen on the following illustration (this application is under the "Go" menu in "Applications"):



3. Make sure that "vt.bdplaw.net" is entered in the "Computer:" field as illustrated in the step above
4. Click the "Connect" button. If you wish to run Full Screen, from the "Finder" bar, click on "View / Full Screen". If you clicked on the "Connect" button, then you will see the next screen:



5. From the above illustration, type your internal (BDP) username in the "User name:" field, enter your password (same as you use at the office) in the "Password:" field and type your "Domain:" as "BDP_NT". Once you have filled in the fields as required, select the check box for "Add user

information to your keychain". This checkbox ensures that you will not see this log on screen again

6. Now click the "OK" button and proceed to next step
7. Click on "Other User" button. The following will appear:



8. In the "RSA SecurID" log on screen as illustrated above, in the "User name" field enter your username (replace username with your username you use at BDP). In the "Passcode" field enter your RSA SecureID Passcode. This is your **4 digit pin (0+Lawyer Number)** followed immediately with the **6 digit Keyfob number** that appears on your Keyfob. If you have a two-digit Lawyer Number (i.e. 070) enter **0070** on your device. Click on the arrow key when done



9. An example of entering your Passcode is described on the right:
10. *Be sure to enter your 4 digit pin number along with this code. For example: If your pin was 1234, you would enter 1234234836
11. Once you have entered your "Passcode", proceed to the next step

12. Simply click **OK** on the "**Windows Security**" screen:
The following will then appear:



13. Type your "**Windows Password**" (same as office) and press **ENTER** or click **Arrow key** to complete log-on process

LOGGING OFF FROM VT.BDPLAW.NET ON MAC

Do not click the "**X**" on the Remote Desktop banner.
Instead do the following:

1. Click **Start**
2. Click **Log-off "username" only**

ENABLING A LOCKED REMOTE SESSION

If you log-on incorrectly more than 3 times, your Remote Session will be locked permanently and you will need to contact your administrator on the next business day to un-lock your account