

# Remote Access SSL VPN

## Identifying your workstation name.

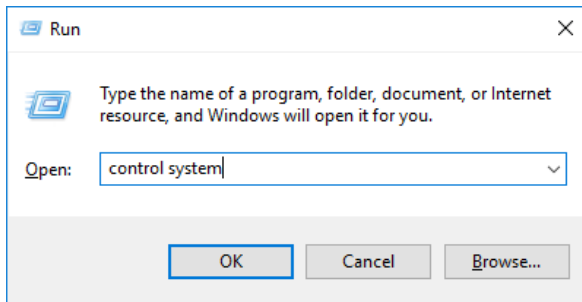
Your workstation name doesn't change, unless you are given a new one. The following below has been added to your Workstation screen. It lists your System (workstation name), User-Name, Domain Name and IP. Your IP is not needed to SSLVPN to your Workstation.



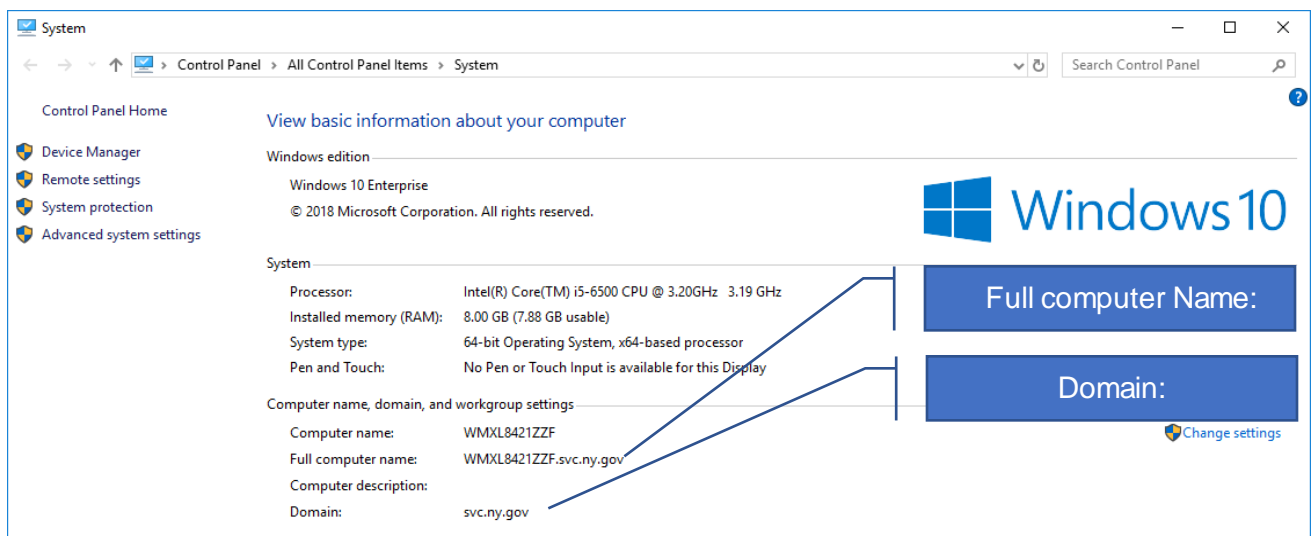
If your screen doesn't show the above information, follow the instructions below. Hold and Press the Windows ICON and the letter R as shown below.



Type **Control System** press OK.



Write down your **Full Computer Name AND Domain**. Make sure you keep this paper as you will need it to reference "Wake On LAN" further within the instructions below.



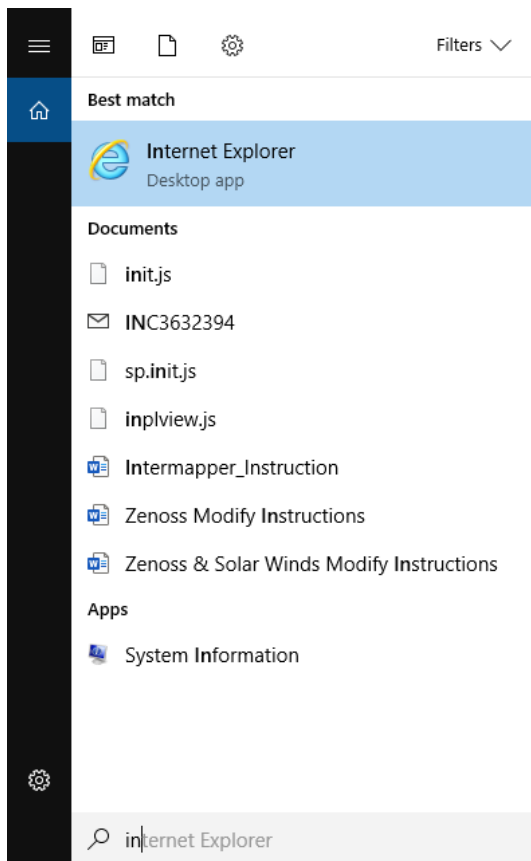
## Connecting to SSL VPN Service for Mass remote Access

Use the following steps to connect from your home PC to your desktop.

**USE Internet Explorer (IE) to access the URL (this will not work on any other browser).**

If you don't have IE listed as a browser to choose, please do the following.

Click on the magnifying glass and type internet explorer. You should see the following below



Open a browser and type the following into the address bar then enter your email and

[HTTPS://NYSRA.NY.GOV/MRA](https://nysra.ny.gov/mra)

Screen below should come up. Click Proceed

https://nysra.ny.gov/dana-na/auth/url\_88/welcome.cgi

New York State VPN Access - ...

**NEW YORK STATE OF OPPORTUNITY** Office of Information Technology Services

**Pre Sign-In Notification**

Belonging to New York State, this system and its applications contain State, U.S., or other government data. Access and use is limited to authorized users for authorized purposes. Actual or attempted unauthorized use is forbidden and may be a crime carrying disciplinary, civil, administrative or criminal penalties and sanctions. Responsible for any activity attributable to you or your user-ID upon entering this system, you are expected to: 1) Comply with all relevant federal, state, and agency policies, laws, rules, and regulations. 2) Access only systems and data to which you have been authorized for authorized purposes. 3) Not attach or install unauthorized software or hardware to this network or a device connected to it. 4) Report any abuse/misuse of this system to the ITS Customer Care Center (800-697-1323), your supervisor, or the Enterprise Information Security Office (518-242-5200), cooperating fully in any investigation. You have no legitimate expectation of privacy while using this system or any of its data. Any use by anyone may be monitored and information accessed, audited, read, copied, used or disclosed by and to authorized personnel for official purposes without additional prior notice to users. This notice shall not be deemed to waive the rights of any person who may be the subject of the data in this system. Proceeding with system logon means that you have read and accept the above terms and conditions.

Proceed Decline

Type your work email address and then depending on which token you have, follow the instructions below.

https://nysra.ny.gov/dana-na/auth/url\_88/welcome.cgi?

New York State VPN Access x New tab

**NEW YORK STATE OF OPPORTUNITY** Office of Information Technology Services

**Welcome to New York State VPN Access**

Email Address: [input field]

RSA token passcode: [input field]

Sign In

Please sign in with your RSA Token account(email address) to begin your secure session.  
Soft Token users - enter Token code only  
Hard Token users - enter 4-8 digit PIN & Token Code.

Token instructions:

Click Sign In.

https://nysra.ny.gov/dana-na/auth/url\_88/welcome.cgi?p=more-cred&id=state\_3f6dce5

New York State SSL VPN Acc... x

**NEW YORK STATE OF OPPORTUNITY** Office of Information Technology Services

**Welcome to New York State SSL VPN Access**

Email Address: [input field]

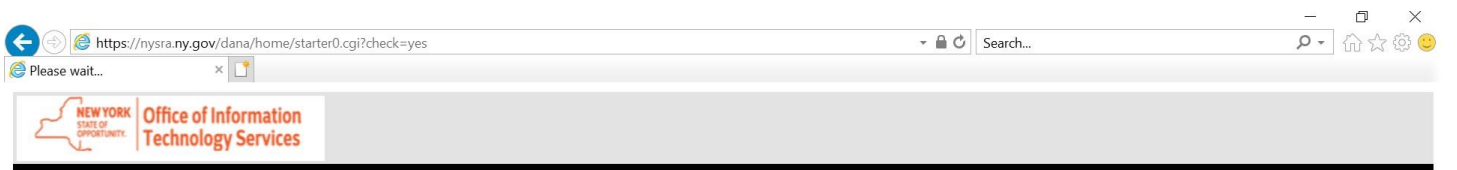
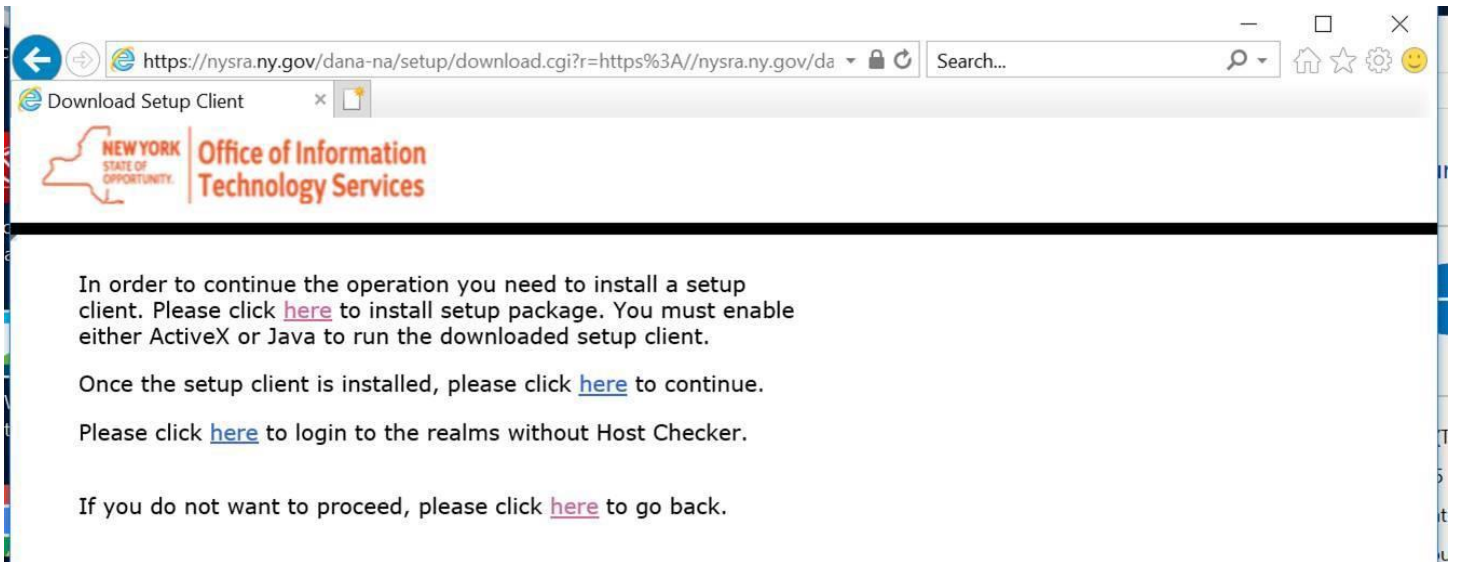
Windows Password: [input field]

Sign In

Enter Email Address  
Enter Windows Password

Click Sign In

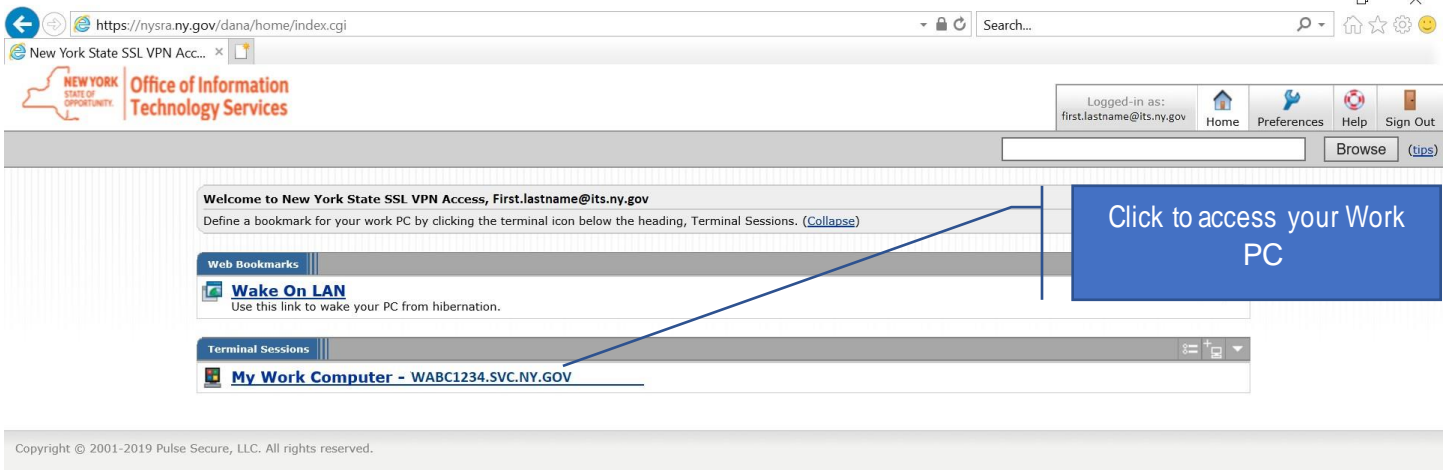
If you see either of the Active X pages below, click 'Here to install' or click Allow.



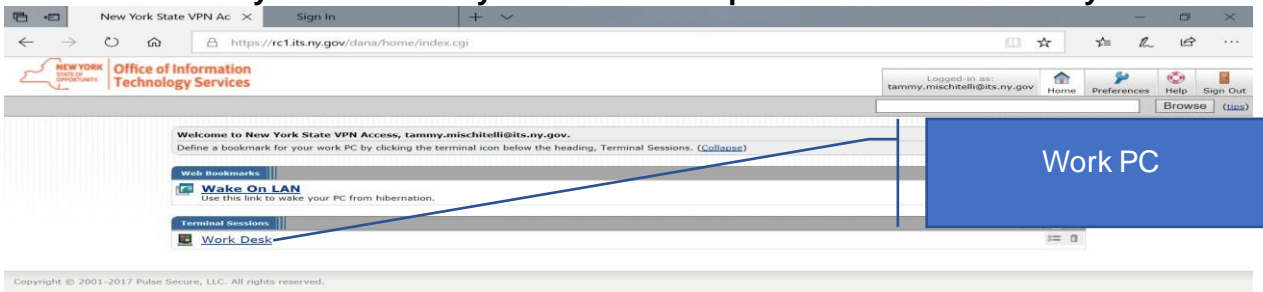
Click Allow



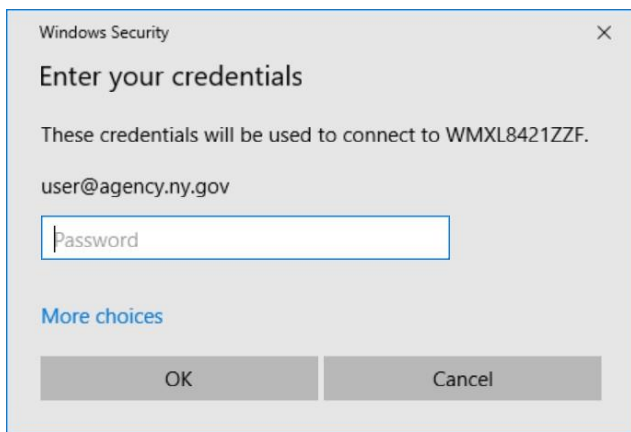
The portal page should have your Work PC already created as a bookmark for you to use. Click the bookmark to access your work pc. **If your Work PC is not created under Terminal Sessions, please continue down for instructions on how to manually create the bookmark.**



**You are now ready to Connect to your Work Desktop. Click on the bookmark you have created**



**Your email credential will show in this box. Enter the password you use for your work PC**



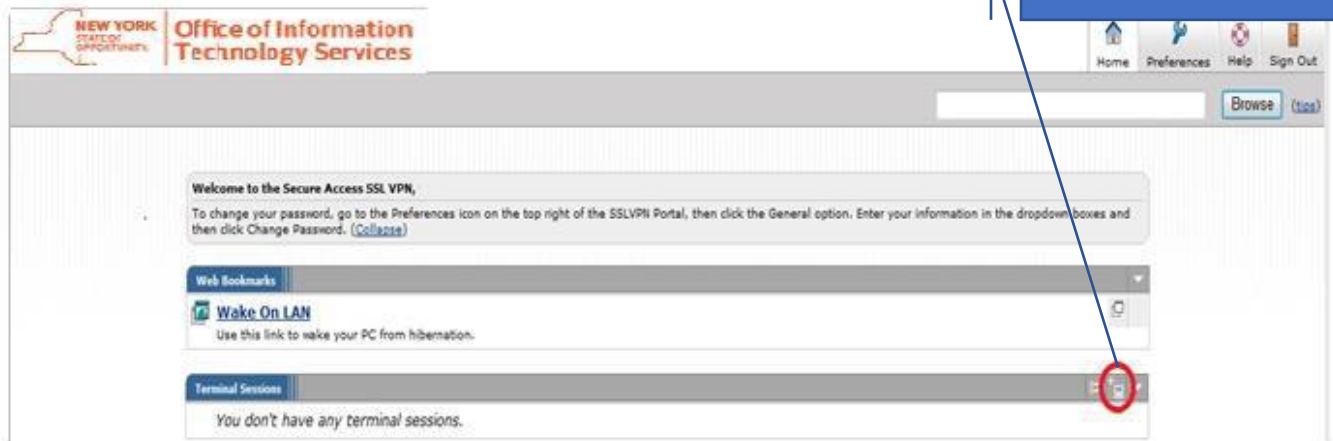
You are now connecting to your Work PC.

## Creating a Bookmark on the SSLVPN Portal Page

**Only use this section if your Work PC bookmark is not automatically created.**

Once you have signed in, you will be brought to the SSL VPN Portal Page

Select the terminal icon  
to create a custom  
link to your workstation.



When the icon is selected, a configuration page will appear. Only enter information in the boxes directed.

The screenshot shows the 'Add Terminal Services Session' configuration page with the following fields and annotations:

- Session Type:** Windows Terminal Services
- Bookmark Name:** Work PC (Annotation: Bookmark Name: Enter a familiar name. Ex. Work PC)
- Description:** (Empty text area)
- Settings:**
  - Host:** OFTIT100606690 (Annotation: Full computer Name Ex. WABC1234.svc.ny.gov)
  - Client Port:** (Empty text box)
  - Server Port:** (Empty text box)
  - Screen Size:** Full Screen
  - Color Depth:** 32-bit (True Color) (Annotation: Color Depth: Select 32-bit (True Color))
- Session:**
  - Authentication:**
    - Username:** (Empty text box) (Annotation: Username: Enter work email address Ex. First.last@its.ny.gov)
    - Password:** (Empty text box)
  - Start Application:**
    - Launch seamless window [NOTE: Seamless window check box applicable only for servers running Windows 2008 and later]
    - Path to application:** (Empty text box)
    - Working directory:** (Empty text box)

Scroll down to "Add terminal services session"

Click Add.

## Remoting to your work desktop.

### Wake on LAN

Once the configuration has been added, you will again see the SSL VPN Portal Page (“**portal page for Network Connect VPN Access**”) with a link to your workstation link “Work PC.” However, because you will probably be connecting to your workstation (Work PC) when it is in energy saving mode, you will need to “wake up” your workstation (Work PC) from Hibernation. To accomplish this, follow these steps:

Click Wake on LAN

Enter Domain: and Computer Name:  
Ex. Domain: SVC.ny.gov  
Computer Name: WABC12

To send a Wake-On-LAN packet, enter the domain and computer name.

Domain:  Computer Name:

Click Submit.

The following appears.

Number of WOL Packets queued: 1

If 0, check domain and/or machine name.

- Number of WOL Packets queued: 1 = your machine is now awake.
- Number of WOL Packets queued: 0 = typo in domain or computer name.
- Number of WOL Packets queued: 2 = your machine is turned off and cannot be woken up without physically pushing the on button.

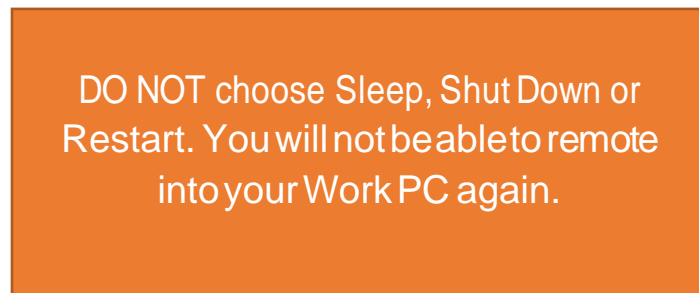
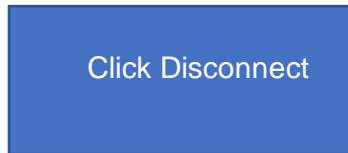
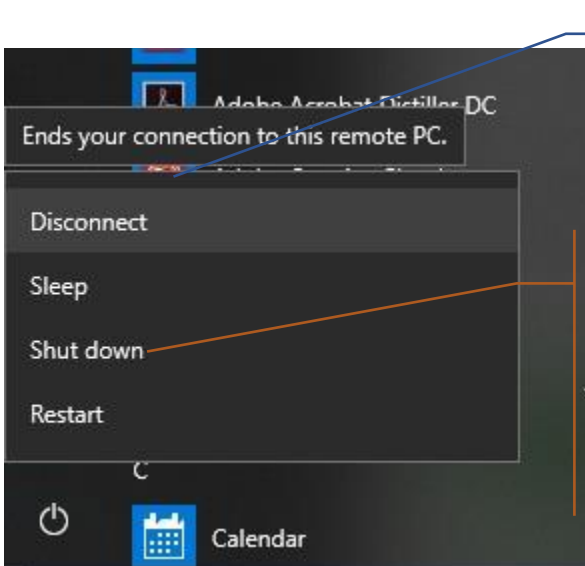
## Disconnecting from Work PC

There are two methods to disconnect properly.

1. Click the X in the upper right corner of the Terminal Sessions bar.



2. On the bottom left of your screen click the power option button and choose Disconnect. **DO NOT CHOOSE ANY OTHER OPTION. if you do, your machine will shut down and you will not be able to remotely connect again.**



You can now choose Sign Out to end your SSL VPN session.

