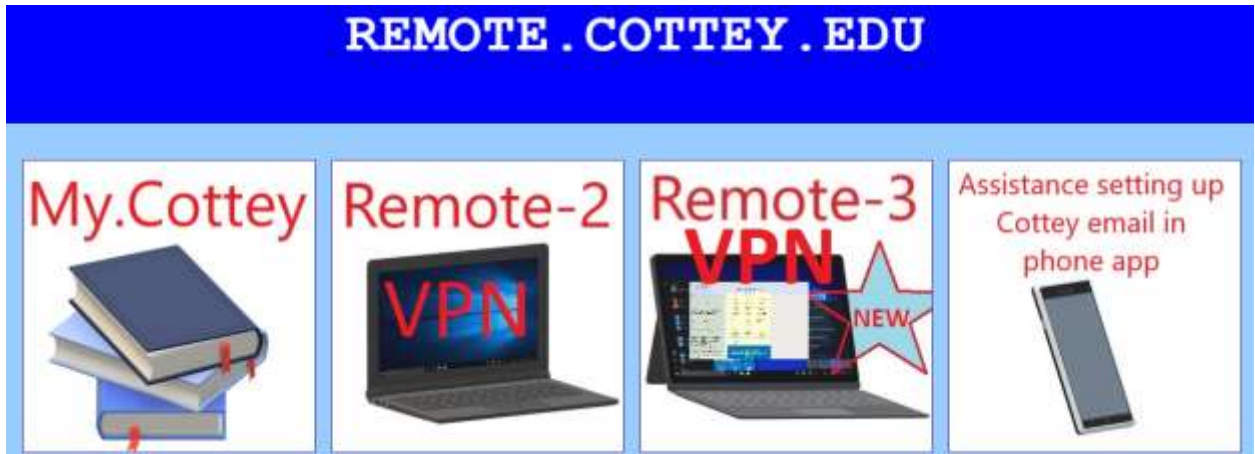


Remote Login Instructions

1. **Screenshot 1.** Using Google Chrome or Microsoft Edge (**NOT** Internet Explorer), navigate to remote.cottey.edu. Click on the panel called Remote-3 VPN (3rd panel). This is the new connection option and has the most licenses available. It should also be faster.



2. **Screenshot 2.** Select your Domain. The dropdown includes CotteyFaculty, CotteySec, CotteyStaff, etc. Choose your domain and click NEXT.

If you have difficulty logging in, make sure you select the correct domain. For example, Emeritus and Emerita faculty and administrators should select the Emeritus-Emerita domain.

Domain

CotteyStaff ▼

NEXT


3. **Screenshot 3.** Enter your network UserID and Password and click LOGIN. **Important note:** In the UserID box it says 'Enter username or email address' but you must enter your network username (Ex: afast). It will not work if you enter your email address. Your password is your network password.

If you have difficulty logging in, make sure you select the correct domain. For example, **Emeritus and Emerita faculty and administrators** should select the Emeritus-Emerita domain.

Login Domain: **CotteyStaff**

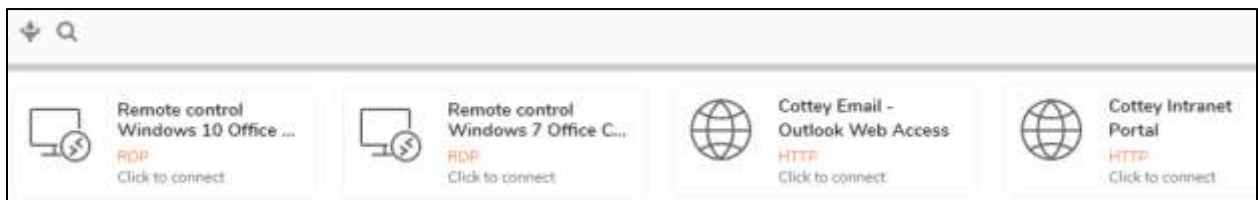
UserID

Password

LOGIN

4. **Screenshot 4.** The next screen allows you to choose your type of connection.



- 4.1. Panel 1, Remote control Windows 10. Use to connect to your windows 10 computer.
- 4.2. Panel 2, Remote control Windows 7. Use to connect to your windows 7 computer.
- 4.3. Panel 3, Cottey Email. Use to connect to Cottey web access email only
- 4.4. Panel 4, Cottey Intranet Portal. Use to connect to MyCottey

5. **Screenshot 5.** The remote control options for windows 10 or windows 7 will bring up a screen that 'The user name or password is incorrect. Try again.' This is a known issue. Click OK.



6. **Screenshot 6.** Computer sign in window. Username is filled in. Enter password and click the right arrow.

