Virginia Peninsula Work from Home Deployment Package
- No Contact Version -

Virginia Peninsula faculty\Staff Member,

The following information will allow you to perform all the actions necessary for working remotely without assistance from IT (but we're still here if you need us) with no personal contact. Put simply, these instructions help you setup the use of an RSA token with PIN on your mobile device and VMware Horizon or web client for establishing remote access. Documentation that you should receive with this cover letter consists of the following documents (if we know the types of devices you are using, your package may not include of the items listed). All of these are also available at https://vpcc.edu/services/helpdesk. If you did not receive these as attachments or print out, please download or print the documents that pertain to you.

1. Mobile Device Setup
   a. Set up email in Outlook for Android
   b. Install Outlook App on iPhone
   c. Install Outlook App on iPad
2. WiFi Connection
   a. VPCC_Android_802.1x_Instructions
   b. VPCC_Chrome_802.1x_Instructions
   c. VPCC_iOS_802.1x_Instructions
   d. VPCC_MacOSx_802.1x_Instructions
   e. VPCC_Windows7_802.1x_Instructions
   f. VPCC_Windows10_802.1x_Instructions.docx
3. RSA SecureID Software Token Setup
4. VPCC Remote Virtual Desktop Connections
5. Softphone User Guide

Basic instructions – details within each document referenced

1. Mobile Device Setup. **Having your Virginia Peninsula email on your mobile device will allow us to communicate quickly and ensure the emails get delivered in a timely manner since the email delivery is internal to Virginia Peninsula employees.**

   Use the appropriate instructions for installing the Microsoft Outlook App to your mobile device (Android, iPhone, or iPad) for use with your Virginia Peninsula email.

2. WiFi Connection. Use the appropriate instructions for your device type to connect to the VPCC WiFi if you have not done so already. Print out or download instructions now before leaving your remote location.

3. RSA SecureID Software Token Setup
   A. From home, complete Steps 1 and 2. **Do not to go to campus** until you have received a return email from a network administrator with a link to import your token. You will not be able to use this link until you are connected to the VPCC WiFi on campus.

Do At Home

B. **After** receiving an emailed link from a network admin, drive to campus to access VPCC WiFi. Do not click on the link until you are successfully connected to VPCC WiFi.

To ensure everyone's safety we ask that you stay in your car and connect to the WiFi from the rear loading area of the PWDC building as it has the best WiFi signal from the parking lot (see area marked below). Use the instructions you printed or downloaded in the WiFi connection step (#2) above.
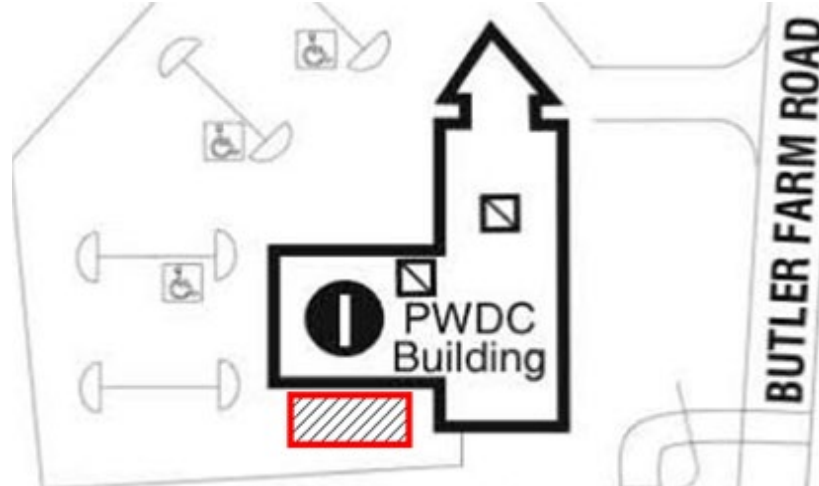
C. Complete step 3 in the RSA SecurID Token setup instructions to import the token. Once your token has successfully imported you can **leave campus** and complete all the remaining steps at home.

D. Once back home, complete step 4 and create a PIN for the RSA SecurID token.

4. VPCC Remote Virtual Desktop Connections. **Instructions on connecting to your virtual machine using the VMware Horizon View Client or any browser.**

5. Instructions for using the softphone. **The "Cisco IP Communicator – CIPC", or softphone, allows a virtual representation of your office desktop phone to reside on your virtual machine. Incoming and outgoing calls are to/from your office phone number.**