

Steps for Remote Teleworking

Step 1 – Identify Workplace PC Hostname:

Identify Hostname and Note your Workplace PC: _____

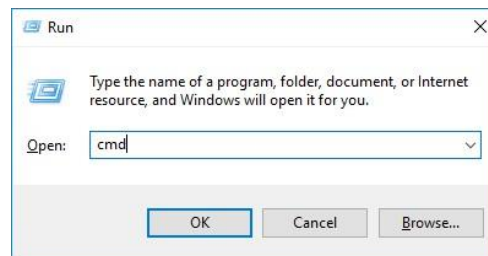
LEAVE WORKSTATION PC ON AT ALL TIMES, DO NOT SHUT IT DOWN.

The Hostname of the Workplace PC is at the top right corner of the User's desktop where the Helpdesk Info is located. Hostname Example (ISD-055558D).

If for some reason the Hostname is not on the desktop, here is how to look it up.

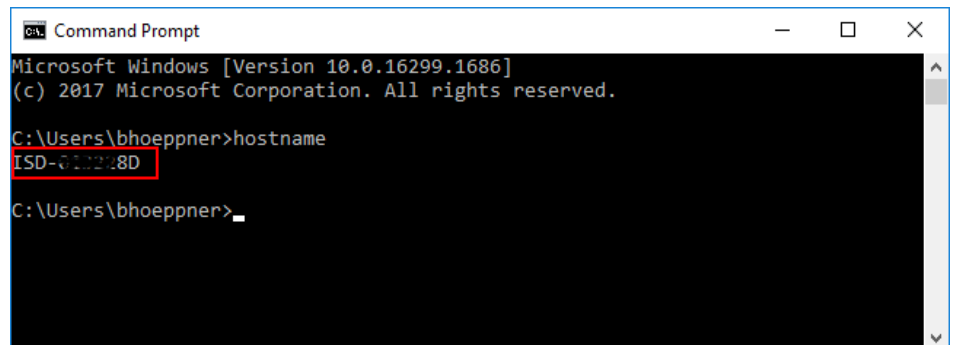


On your keyboard press Windows Key + R



Type "cmd" and hit Enter

At command prompt and then type in "hostname", hit Enter



Step 2 – From Home Computer/Laptop Install VPN Client:

Click the following link or copy and paste into a browser <https://clermontcountyohio.gov/ftp/vpn>

For Windows Computers, click on the [Cisco_Secure_Client_Win.zip](#) to begin a download of the install files

For Mac Computers, click on the [Secure_Client_Cisco_Mac.zip](#) to begin a download of the install files

Once the download is complete, open a File Explorer and go to the location you downloaded the above file to

Right click on the file and choose **Extract All**

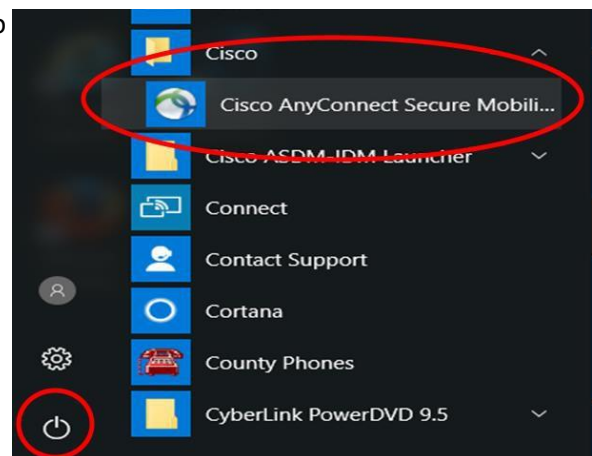
Then click **Extract**

Now open the newly created folder, and run the Secure Client Installer

Follow the instructions by clicking next and accepting the license agreement to complete installation.

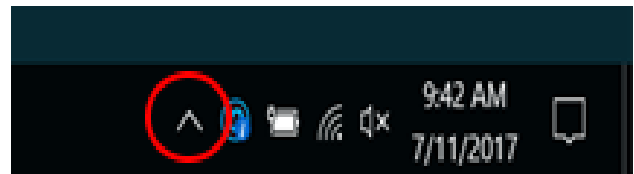
Step 3 – Run VPN Client:

Click the Windows Icon (Bottom Left) and scroll to Cisco and click on the AnyConnect Secure Mobility Client **OR** Cisco Secure Client (depending on version).



Once started there should be an Icon available on the Hidden icons area at the bottom right of the desktop screen.

(Little up Arrow by Date and Time)



The Cisco icon will resemble:



OR



(depending on version)

Step 4 – Sign into VPN Client:

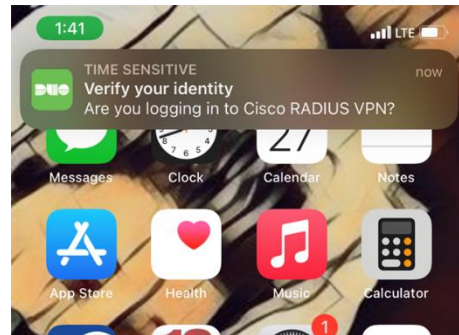
Use one of the following VPN address:

bauervpn.clermontcountyohio.gov
bataviavpn.clermontcountyohio.gov
filagervpn.clermontcountyohio.gov



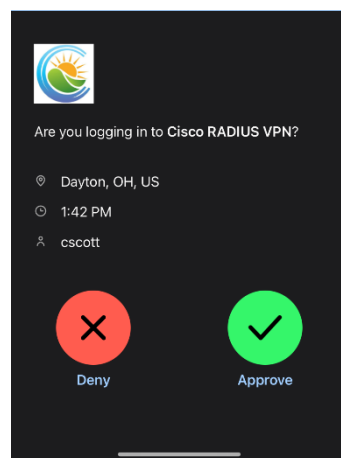
When prompted type your county username and password. Once it says the VPN connection is established continue to next step.
You will then receive a notification on your phone for Cisco DUO. Click on this notification.

If you do not receive a notification, please open the DUO app itself.



You will then be brought to this screen. Click Approve.

This notification will only last for 45 seconds. If you do not click Approve in that amount of time, it will timeout and the login process will have to be started again.

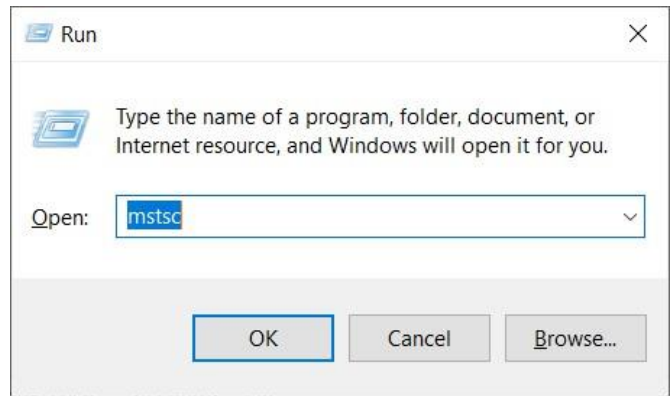


Step 5 – Remote Desktop to Workstation or RDP Server:



On your keyboard press Windows Key + R

Type in "mstsc" and hit Enter



Type Hostname from **Step 1** in Dropdown or if no office workstation use one of 3 county RDP servers.

BAUERRDP1
BATAVIARDP1
FILAGERRDP1

Click "Connect"



When prompted, type your county Username & Password

Note: Use CLERMONT\username

***** Reconnecting and Disconnecting *****

When Finished Please Remember to Disconnect:

