

# Manual DMS

For board members

STUDENT UNION – Sports & Culture

2019 - 2020

When working your way through the manual, you will frequently need to carry out certain actions. Whenever a task is at hand, this is indicated in the following manner: references to text and/or buttons on screens are printed in *italics*, data that you have to enter yourself is printed in **bold**.

## Access Remote desktop DMS client

### Step 1: To take into account

- During sessions you can use Microsoft software using a remote server: win648.ad.utwente.nl.
- This server is only available for board members Sport and Culture students associations of University of Twente.
- Authorization can be requested at dms@union.utwente.nl
- You can access this server by using Remote Desktop Connection.
- Connection can be set up via the network of the University of Twente or by a wireless connection using Eduroam.
- From outside the UT network you first have to make a VPN connection, for a tutorial see: <http://www.utwente.nl/icts/en/handleidingen/%5Eindex.html/vpn.html>

### Step 2A: Setting up using Windows

- Go to Accessoires → Remote Desktop Connection.
- Select Remote Desktop Connection, type as Computer the name of the server:  
**win648.ad.utwente.nl.**
- Click Connect.
- In the Windows Security Window log in using your student/employee account:  
**AD\youraccountname** and corresponding password.
- Click Save.
- You can now log in to the remote desktop.

## Step 2B: Setting up using Mac OSX

- Make sure *Microsoft Remote Desktop* is on your computer.
  - Download and install: <https://itunes.apple.com/us/app/microsoft-remote-desktop/id715768417>
- Open the program.
- Click *New*.
- Use as *PC name*; win648.ad.utwente.nl.
- *User name*; your student or employee number.
- *Password*; the corresponding password.
- Just close the window, you can now log in to the remote desktop.

By using the client of Microsoft an error message can appear: *"You were disconnected from the Windows-based computer because of problems during the licensing protocol"*. When you get this message on a Mac computer the folder: *MAC /User/Shared/Microsoft* should be removed.

After logging in sometimes the next message can appear when logging in: *"The identity of the remote computer cannot be verified. Do you connect anyway?"*. Click *Yes*.

