

Secure Global Desktop (SGD)

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Network documents and files stored on your work computer can be accessed remotely using Secure Global Desktop.

You must first fill out the Remote Access form and have that form approved by your dean before you can access the SGD server. The Remote Access form is located on the ITS website at <http://www.hsc.wvu.edu/its/Forms>.

When you are logged into SGD, you cannot print remote documents, nor can you transfer files from the remote server to your local machine. These security settings cannot be changed.

You can use a Mac or a PC to access your work desktop PC.

Checking your Java Version

To connect to SGD, you will need to have a current version of Java installed on your computer.

To Check your Version of Java

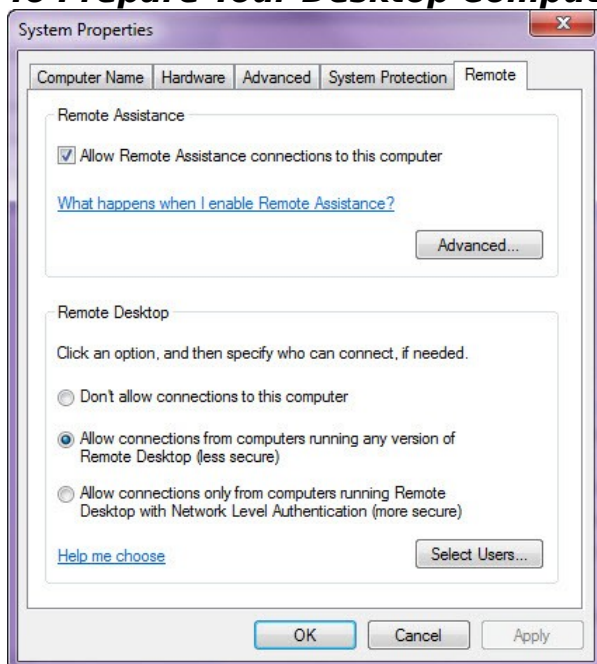
1. Go to <http://www.java.com/en/download/installed.jsp> and run a check.
2. If needed, install Java on your computer. HOWEVER, read the steps carefully, and do **NOT** allow the site to install any toolbars on your computer.

If you have problems or issues with this, please contact the Help Desk.

Preparing Your Desktop Computer

You need to modify your computer settings to allow remote connections, and then limit those connections to your Master ID.

To Prepare Your Desktop Computer



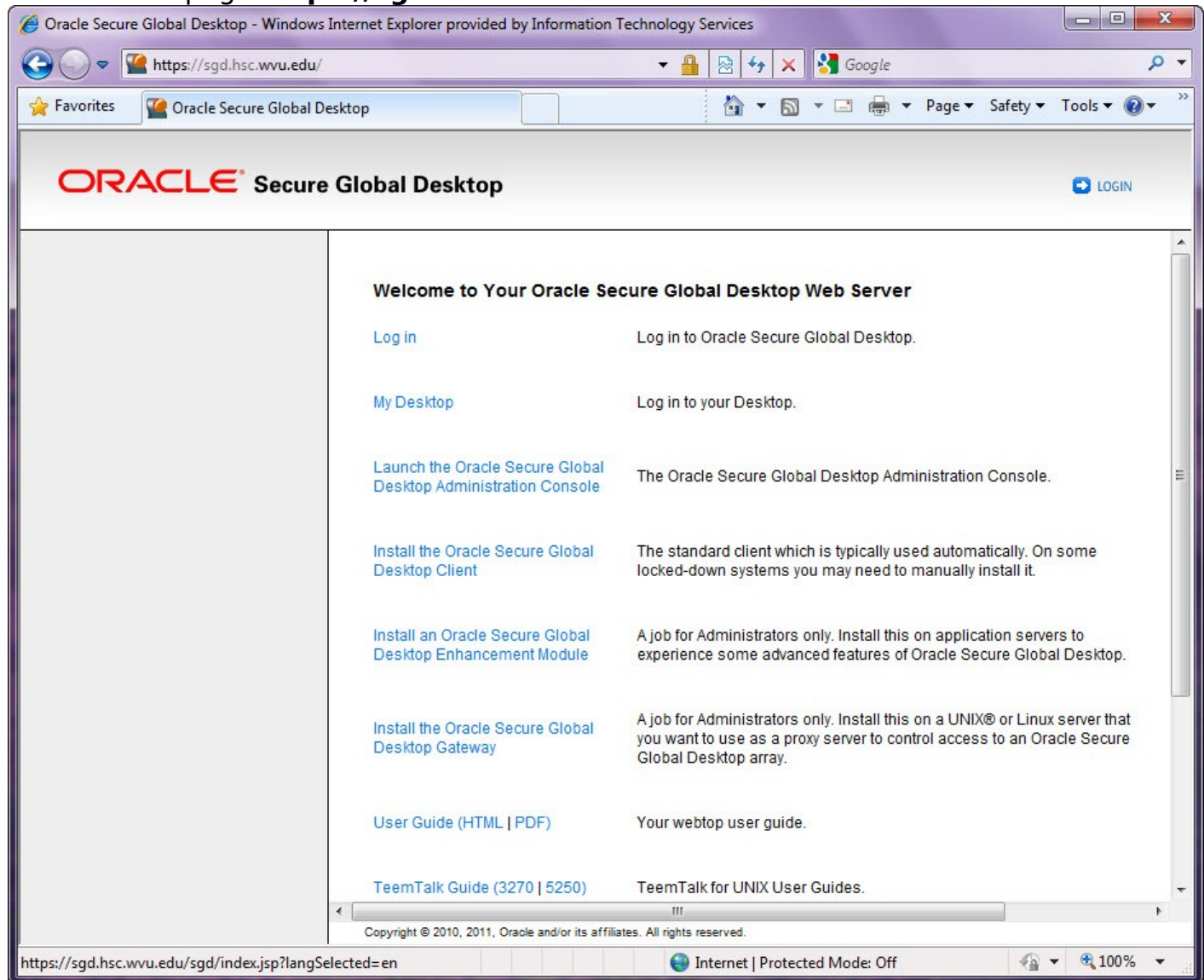
1. Open the Control Panel.
2. Go to System and Security.
3. Go to System.
4. Go to Remote Settings.
5. In the Remote Desktop section, select **Allow connections from computers running any version of Remote Desktop (less secure)**.
6. Click the **Select Users** button.
7. Click the **Add** button.
8. Enter your MasterID.
9. Click the **Check Names** button.
10. Click **OK**.

Accessing SGD

Secure Global Desktop is accessed through the HSC website. Your work desktop PC must be turned on and logged in for you to access files stored on your computer. You cannot use SGD to remotely turn on your computer.

To Access the SGD page

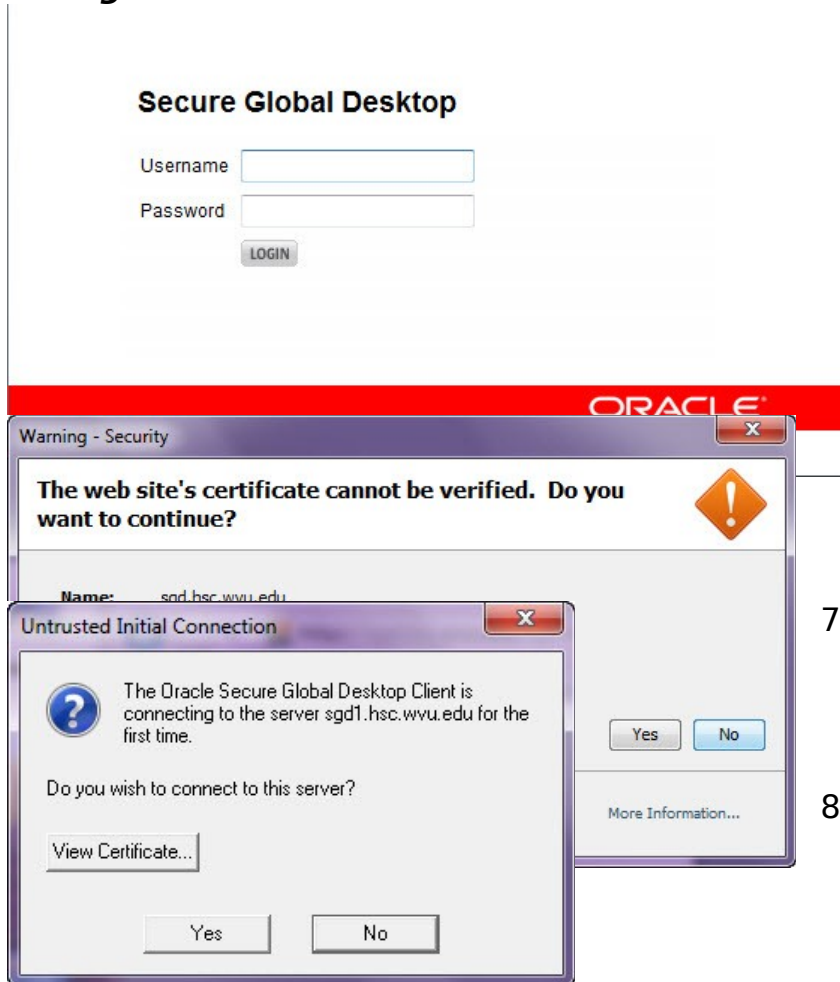
1. Open your web browser.
2. Go to the page **<https://sgd.hsc.wvu.edu/>**.



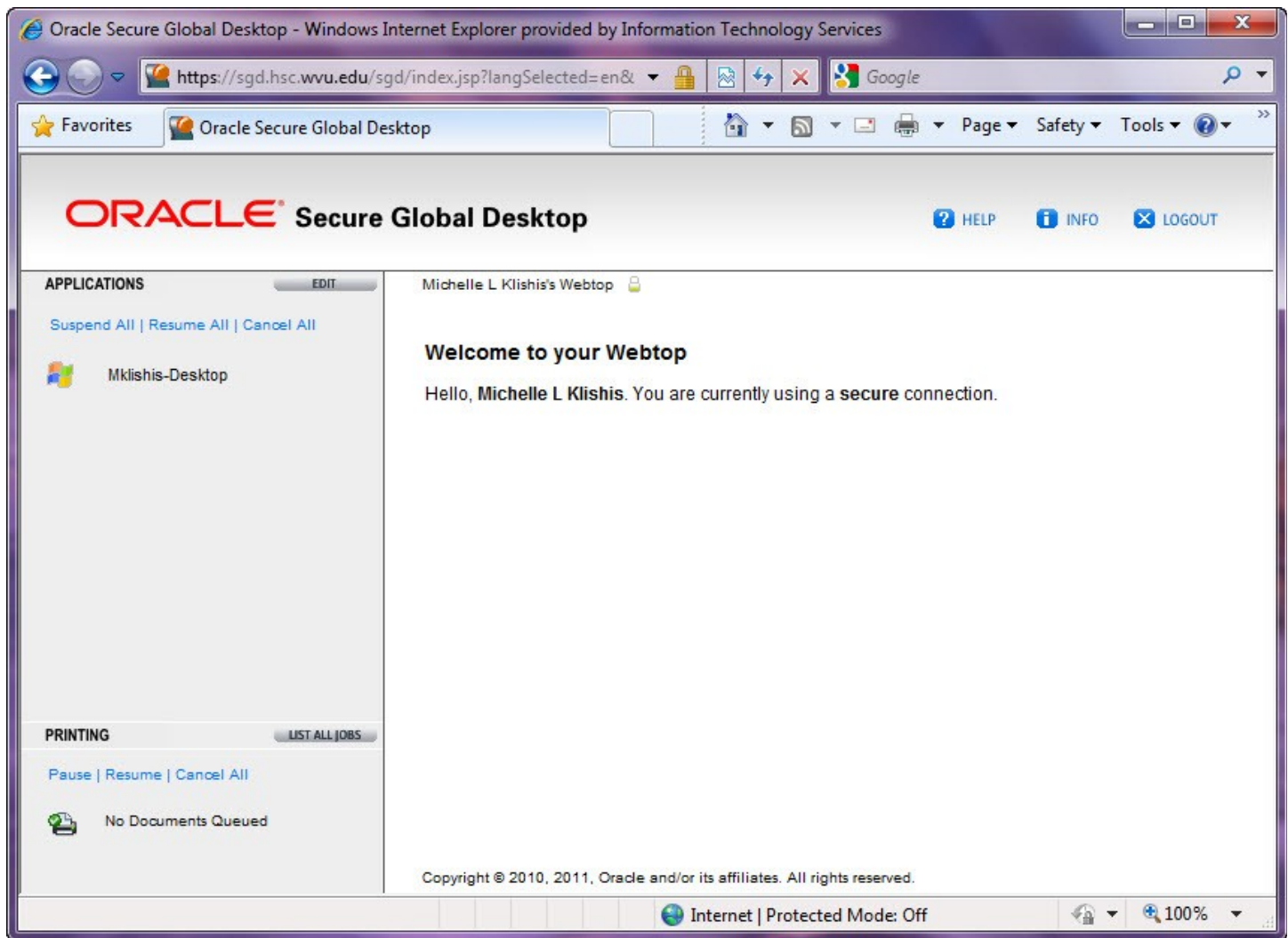
Logging into SGD

You will use your Master ID to log into SGD.

To Log into SGD



1. Go to the SGD login page.
2. Click the **Login** button or the **Log in** text.
3. A new page with a dialog box appears. Enter your **HS Username** (Your e-mail user name & password).
4. Enter your **HS Password**.
5. With your mouse, click the **Login** button.
6. You may receive certificate errors the first time you access the site. Click **Yes** to trust the content.
7. The first time you use Secure Global Desktop Client, you will be prompted to verify that you want to connect to the server. Click **Yes**.
8. **Wait patiently** while Secure Global Desktop opens. This can take several minutes.



9. Your webtop page of the SGD website opens.

Using SGD to Access Your Desktop

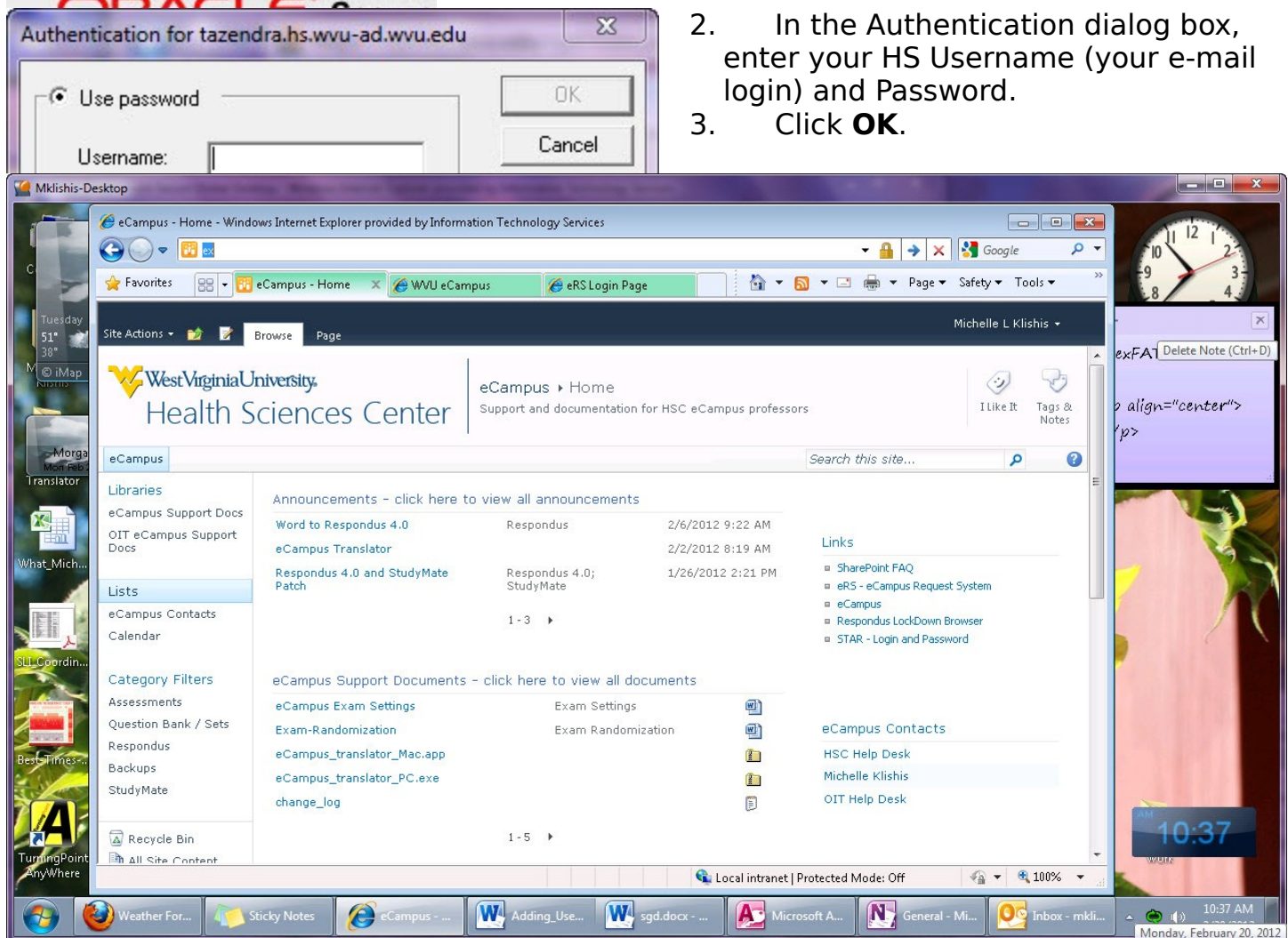
Once your computer and SGD access have been set up, you can access your computer remotely using SGD. However, your computer must be on, and must not be set to go to sleep for you to be able to log in remotely. You can **NOT** remotely turn on or wake up your computer with SGD.

To Access your Desktop

1. In the left pane, click the **Desktop** option.

2. In the Authentication dialog box, enter your HS Username (your e-mail login) and Password.

3. Click **OK**.



4. A window opens displaying the desktop of the remote computer. You can now access any files and programs on that computer.

Using SGD to Access Network Files

Once you are logged into SGD you can also access your files that are on the network drive. Please remember that printing, as well as copy and paste, are disabled for security reasons.

When working through SGD, only network locations are accessible. You cannot save files to your computer, only to the available network drives. When you create a new file via SGD, that file must be saved to a network location or your work computer; it cannot be saved to the computer you are using to remotely access your work computer.