

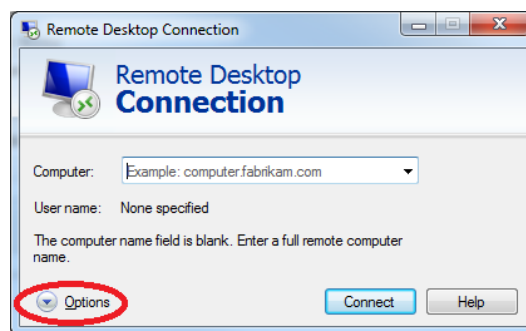
Log in to Polaris via Remote Desktop Connection

To open Remote Desktop Connection:

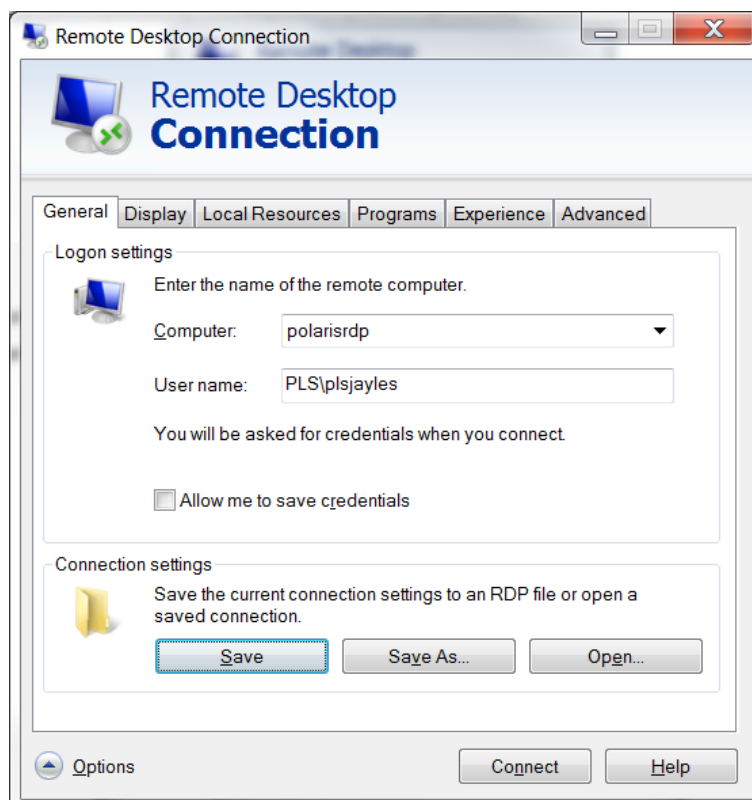
- Click **Start**, then **All Programs**, and then **Accessories**. Choose **Remote Desktop Connection**.
OR
- If you are not able find the program, click the start button and type **Remote** into the search box. Windows will return all items matching this search term, click on **Remote Desktop Connection**.

When you open the Remote Desktop Connection, you will be asked for the Computer Name and your Username.

If you see this screen, you will have to click on the **Options** button at the bottom to expand it.

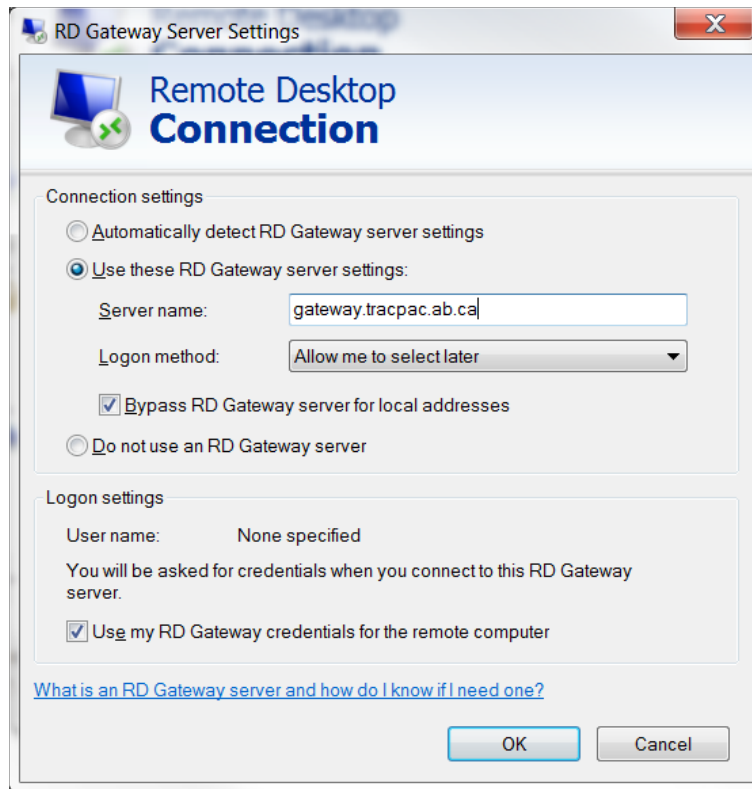


- The Computer name is: **polarisrdp**
- Username: **PLS\yourPolarisUsername**



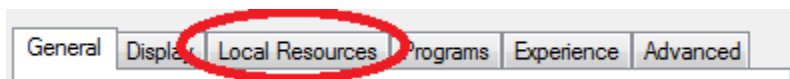
Click the **Advanced** tab and then the **Settings** button under the bottom section Connect from anywhere.

Click Use these RD Gateway server settings. The server name is: **gateway.tracpac.ab.ca**



Click **OK**

Click the **Local Resources** tab



- Make sure all the boxes are checked next to Printers and Clipboard.
- Click on the **More** button and make sure the boxes are checked next to Ports, Drives, and Other supported Plug and Play (PnP) devices.

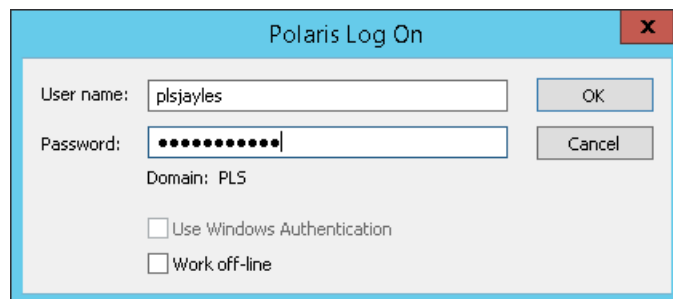
Click on the **General** tab. It's a good idea to save this connection to your desktop. Click **Save As** and enter a connection name (calling it Polaris is a good choice, as is saving it to your desktop for easy access).

Click **Connect** to remote into Polaris.

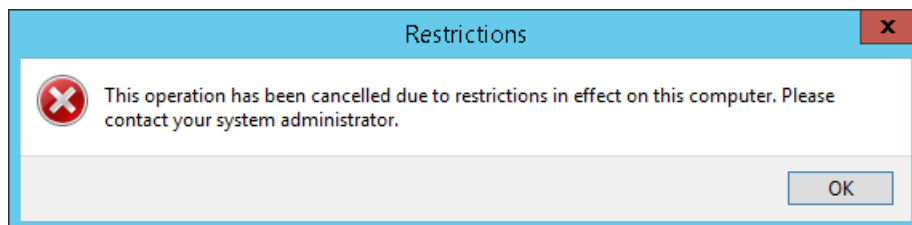
When you connect to the Polaris server successfully, you will see a black screen. Now that you have connected to the server, you will still have to log into Polaris.



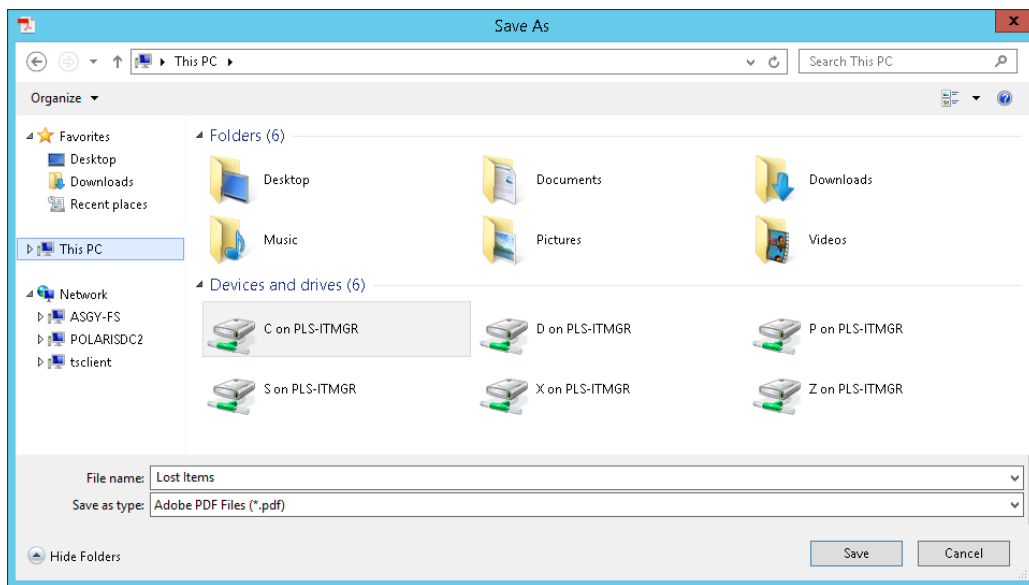
Double-click the **Polaris** icon. The login box should have your Polaris username already entered. Enter your Polaris password and click OK.



There will be times when you need to save files like Reports. Once your report runs, it opens Adobe Acrobat. Click **File** → **Save As** and you will likely see this error message:



Just click OK and it will change to the Save screen.



Click on **This PC** and you will get a list of all available drives for your computer. Double-click on the drive and then choose the folder where you would like to save the file. Clicked **Save** and a copy of the file will save in its destination.

To log out of Polaris, you will have to log out of Polaris (Click **File** and then **Log Off**). Once you have logged out of Polaris, you will need to log out of the server. Double click the red **Log Off** button. Once you do this, you will exit out of the Remote Desktop Connection.

