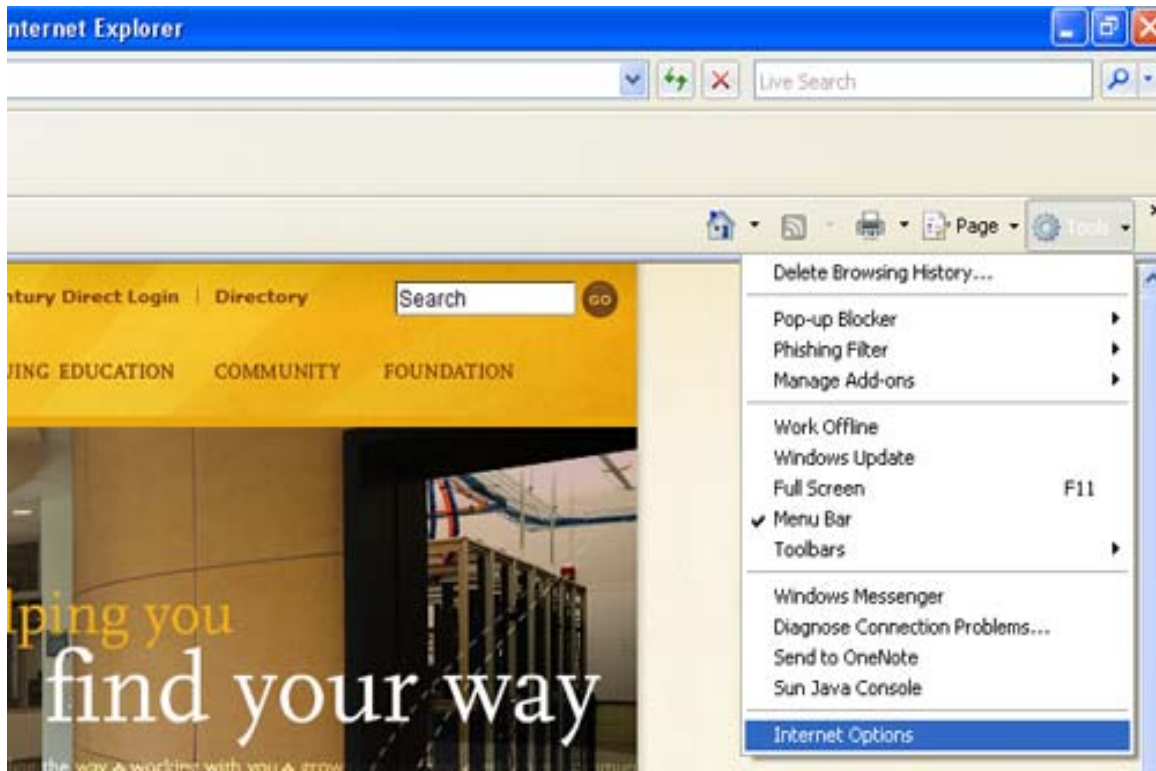


WELCOME TO CENTURY COLLEGE TERMINAL SERVICES ACCESS FOR STAFF

Terminal Services gives you access to network resources and applications just as if you were located on our network on campus!

Use Internet Explorer and install the Terminal Services Web Client ActiveX control to your home computer. Click <http://remote.century.edu/tsweb> and chose Install when prompted to install the Terminal Services Web Client ActiveX control. NOTE: Your browsers internet security options may be set too high to install ActiveX controls. You can either add *.century.edu as a trust site or you will need to temporarily reduce your internet security level to medium in order to install this ActiveX control



Internet Options



General **Security** Privacy Content Connections Programs Advanced

Select a zone to view or change security settings.

Internet Local intranet Trusted sites Restricted sites



Internet

This zone is for Internet websites, except those listed in trusted and restricted zones.

Sites

Security level for this zone

Allowed levels for this zone: Medium to High

Medium

- Prompts before downloading potentially unsafe content
- Unsigned ActiveX controls will not be downloaded

Custom level...

Default level

Reset all zones to default level

OK

Cancel

Apply

Internet Options



General Security Privacy Content Connections Programs Advanced

Select a zone to view or change security settings.

 Internet	 Local intranet	 Trusted sites	 Restricted sites
---	---	--	---

Trusted sites



This zone contains websites that you trust not to damage your computer or your files.

Sites

Security level for this zone

Custom

- Custom settings.
- To change the settings, click Custom level.
 - To use the recommended settings, click Default level.

Custom level...

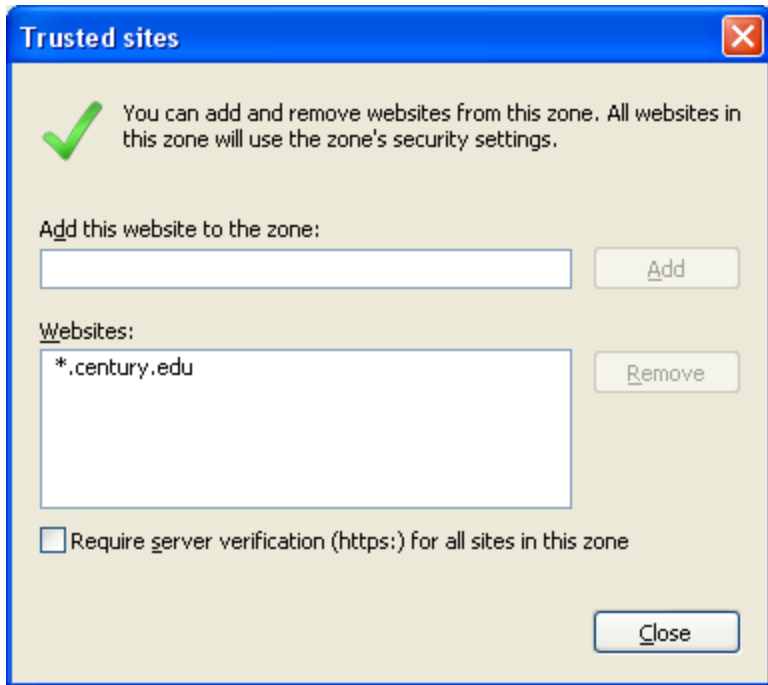
Default level

Reset all zones to default level

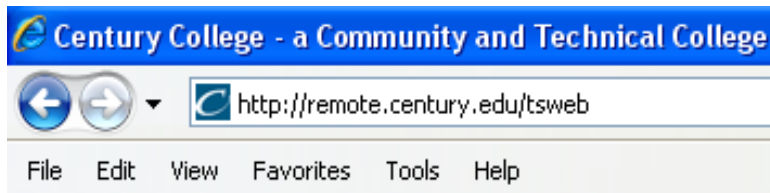
OK

Cancel

Apply



Now that your security settings are all in place, you can direct your browser to <https://remote.century.edu/tsweb>

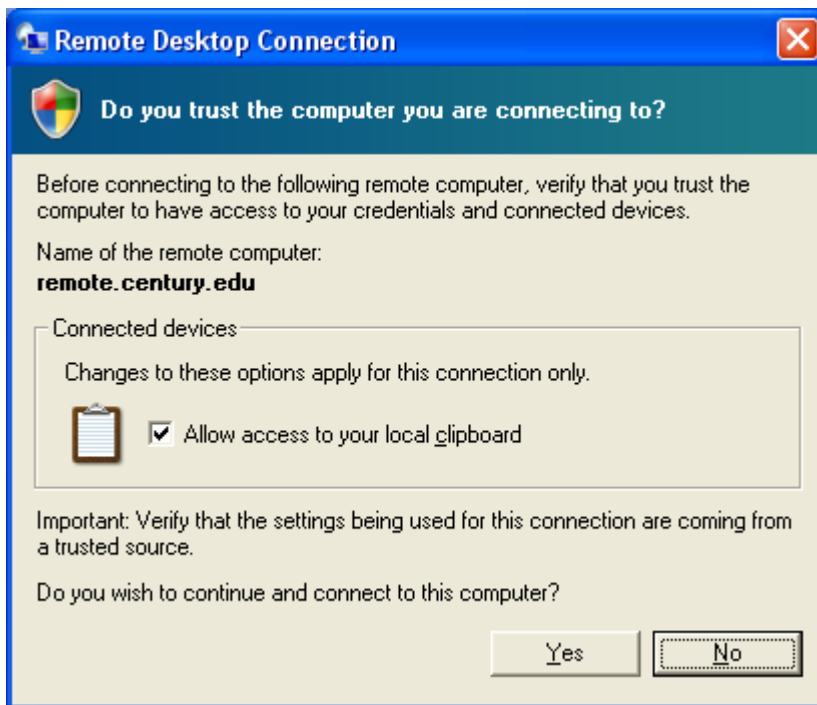
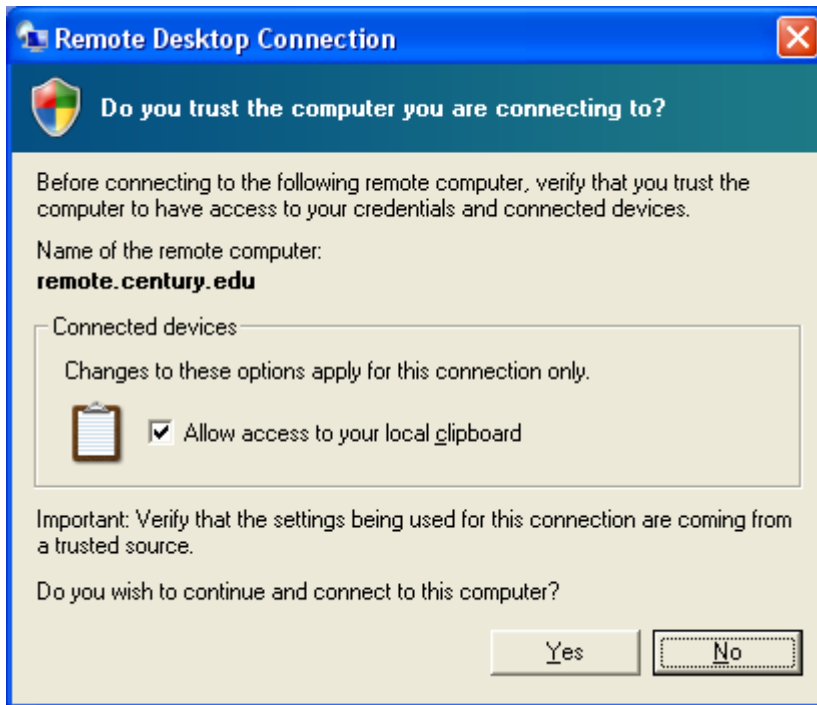


For the Server name type remote.century.edu and then click Connect.

If prompted to install ActiveX control say yes. You will only need to do this once on your computer.

If prompted Do you trust the computer you are connecting to?

Say Yes if you want to have features enabled like local printing or copying and pasting of clipboard information.



Type in your **CenturyDirect** username and password and make sure that the pull-down menu has CENTURY selected.



You are now logged into a remote desktop. This desktop computer has all of the same network rights to files, printing and email as your desktop on the Century College Campus.

