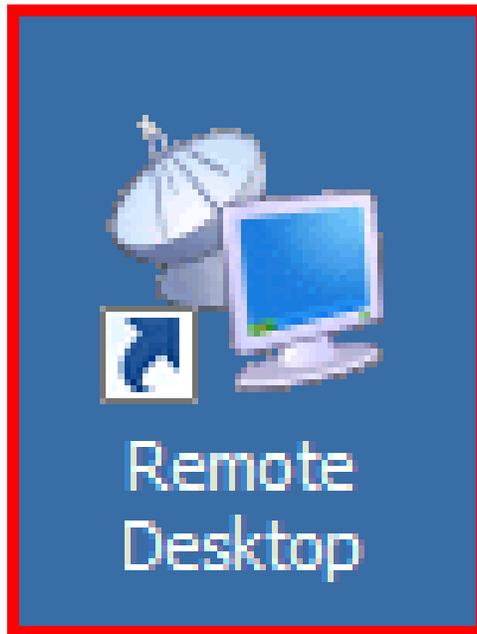


NYC Department of Housing Preservation & Development

Remote Access

Remote to Virtual DeskTop/ User DeskTop



Internet connection is required to join HPD's Remote Access from home

Type this URL – WWW.HPDNYC.ORG into your browser.



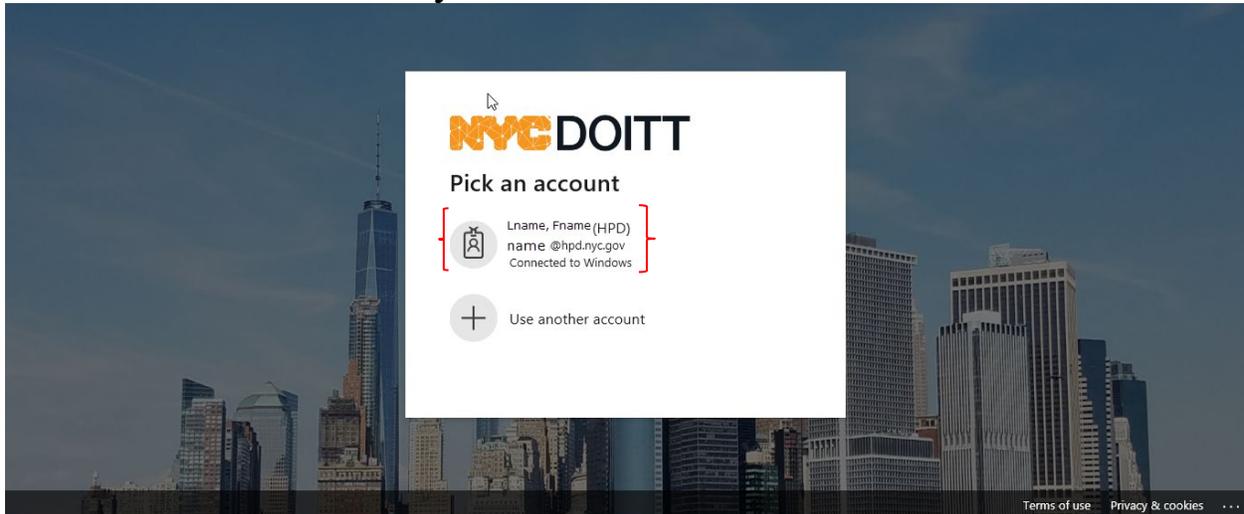
SELECT RA



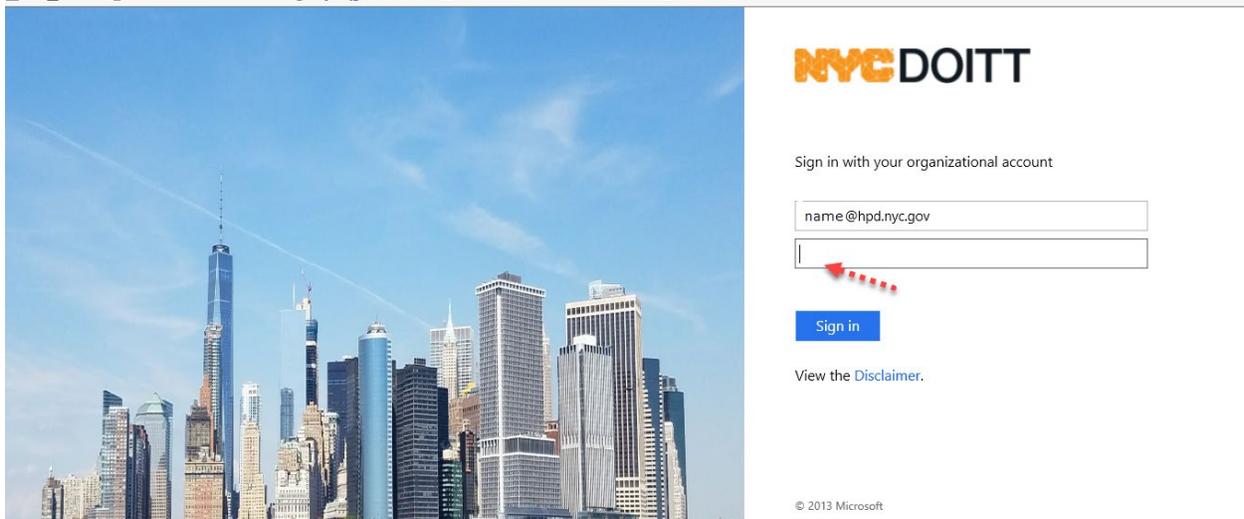
Click RA MFA link



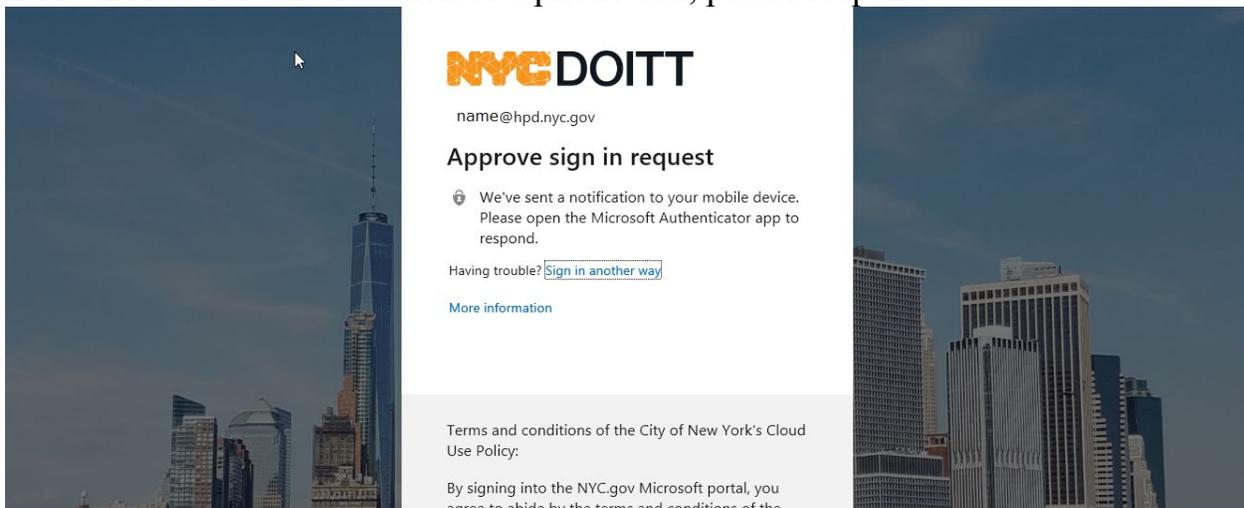
Choose the account with your name



Enter your HPD network password, Sign In

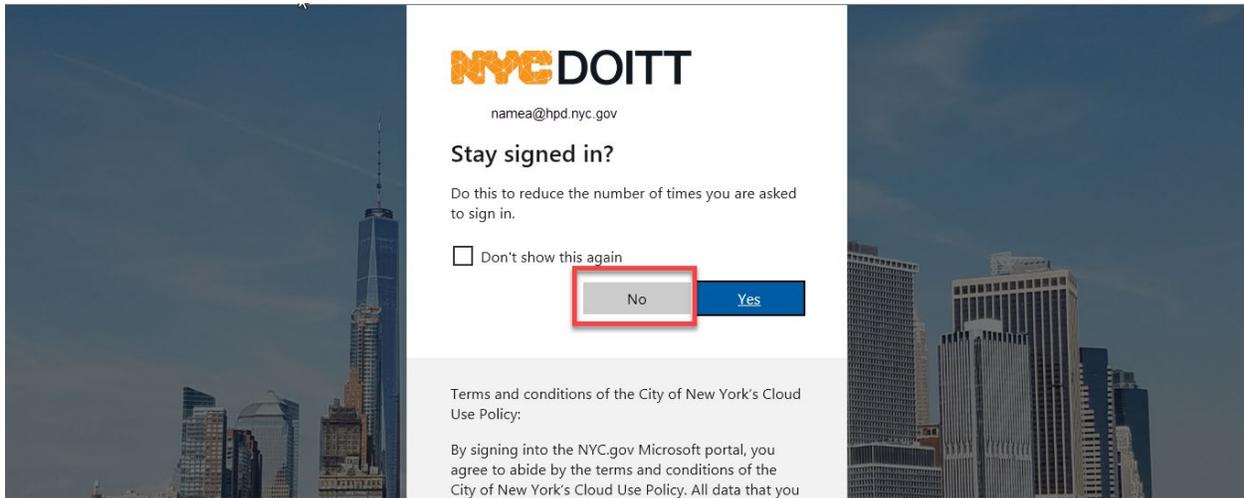


You will receive a notification or a phone call, please respond.

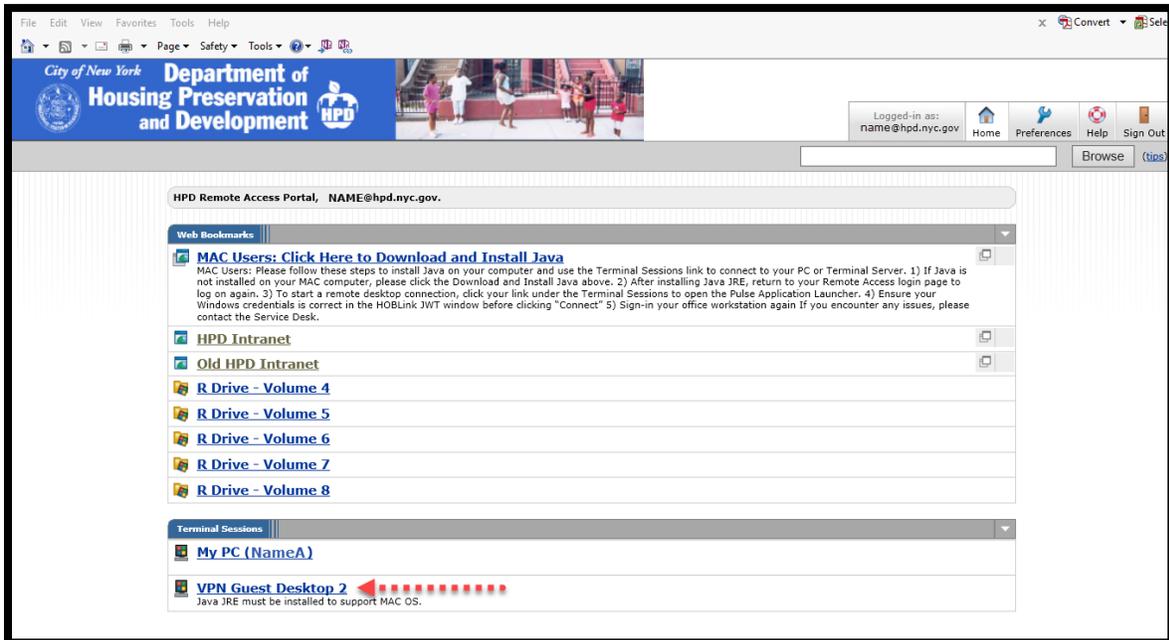


Press # or approve; you will have 5 attempts before being locked out of Remote Access.

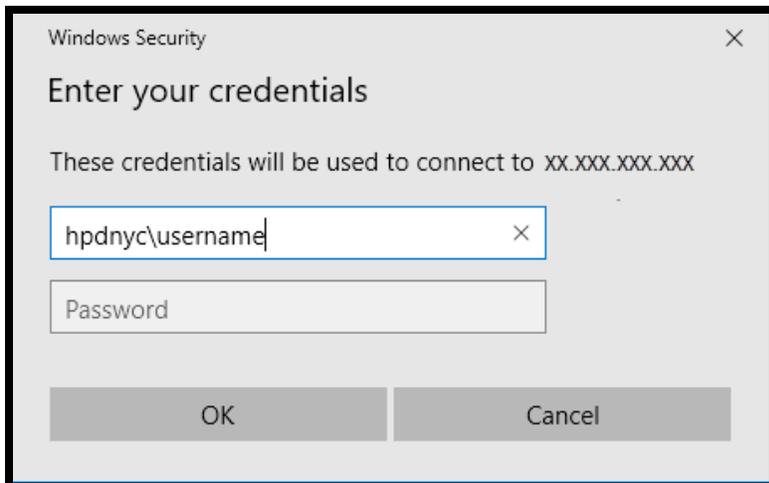
Select No



You are at the HPD Remote Access Portal page, at the bottom select VPN Guest Desktop 2

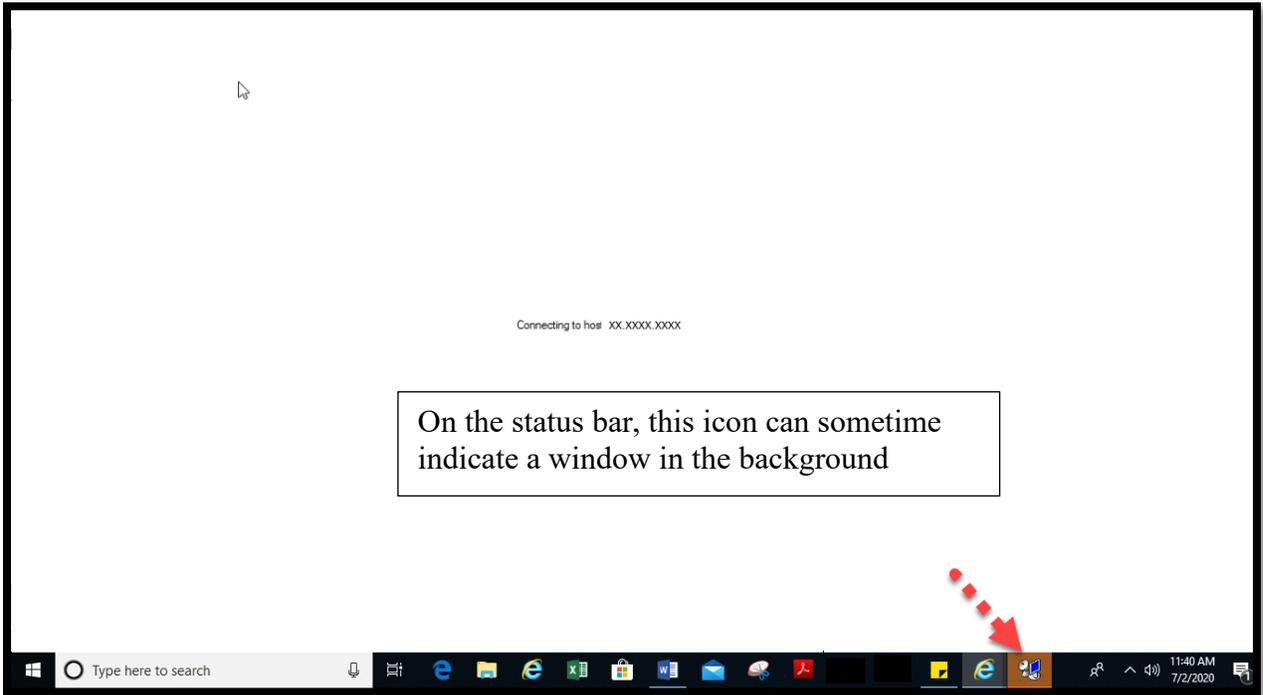


Enter your credential name and password



Your credential name is not case sensitive, but you must use the correct slash (\)

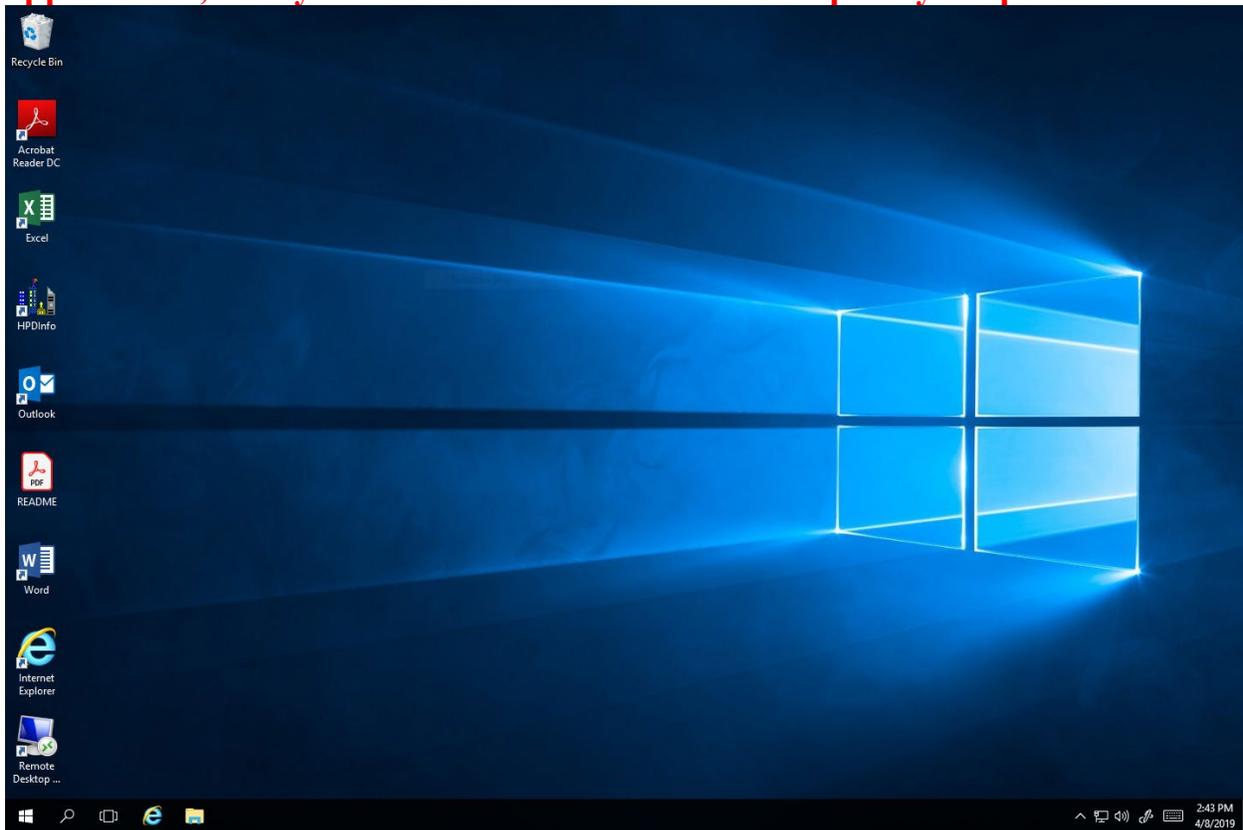
HPDNYC\USERNAME



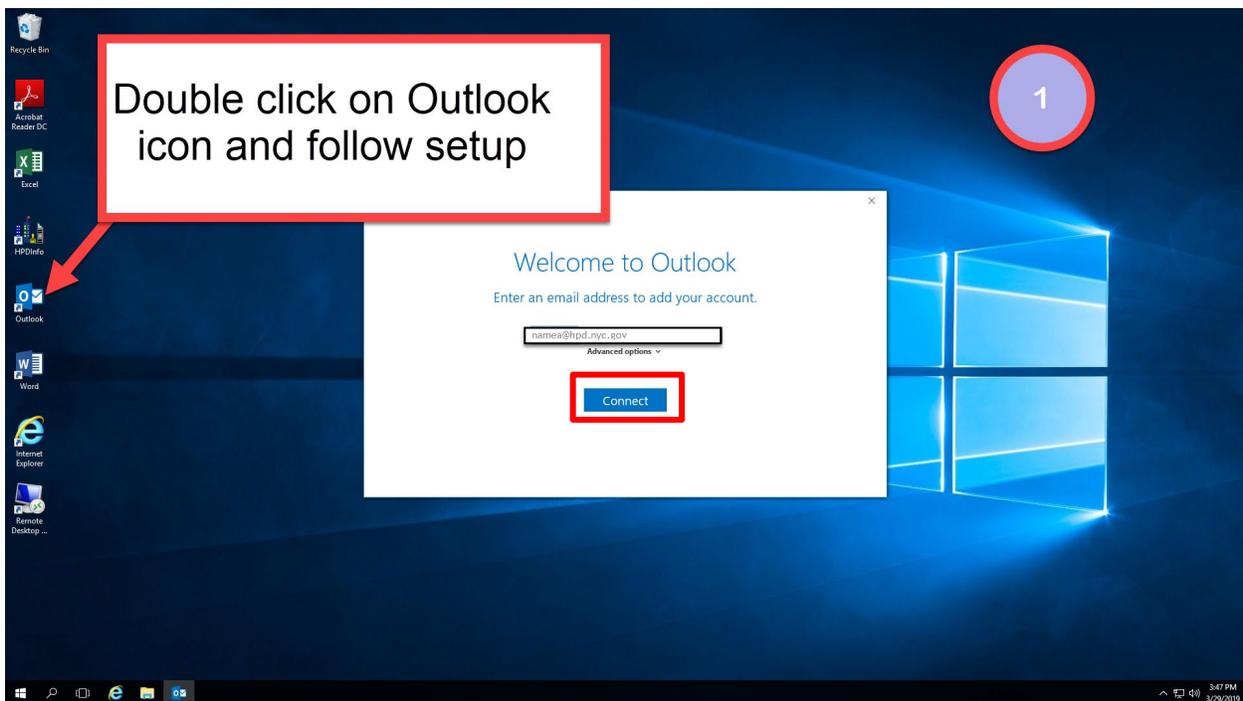
Click OK

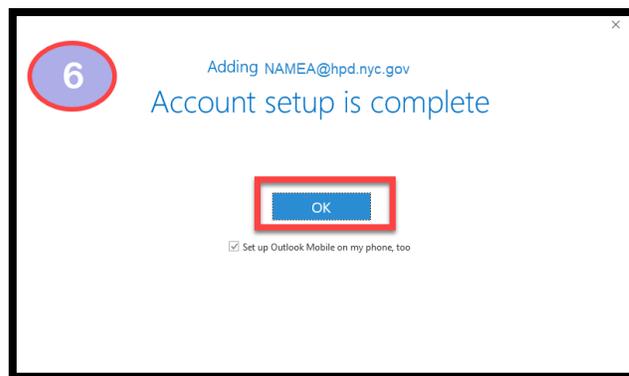
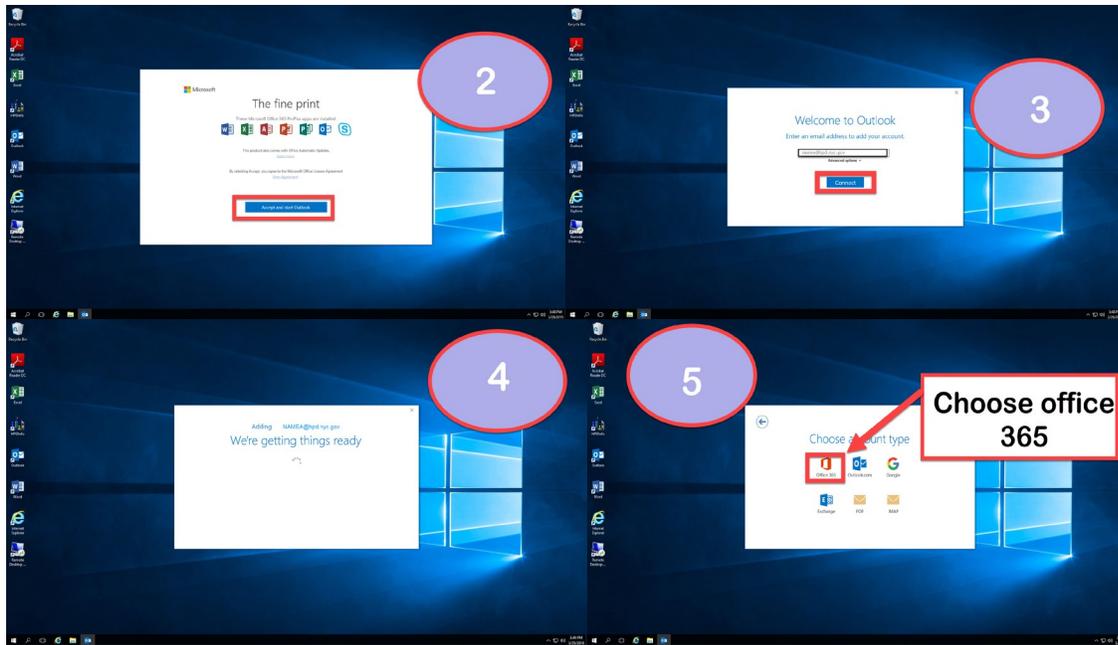


You are at the Virtual desktop you can now access documents located on your S and R drive, HPD's Intranet Page, Windows 10 and all Office 2016 applications; first you will need to run Outlook Setup.for your profile



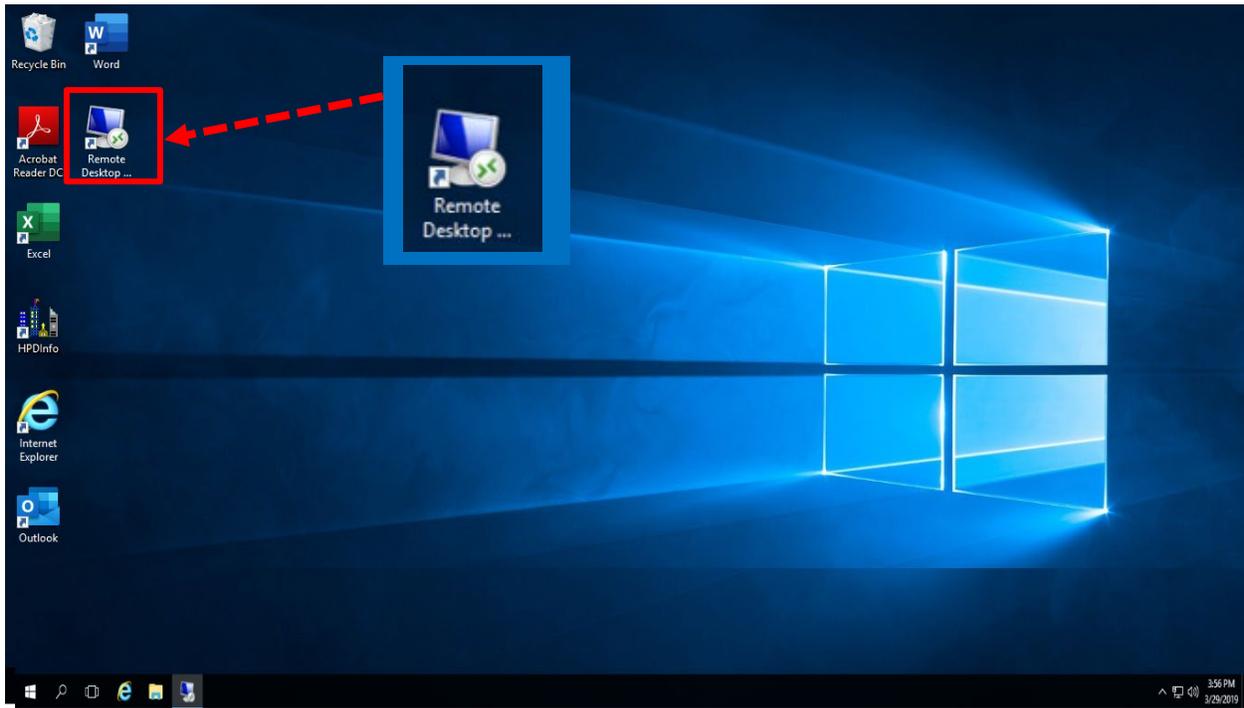
ONE TIME SET-UP OF OUTLOOK



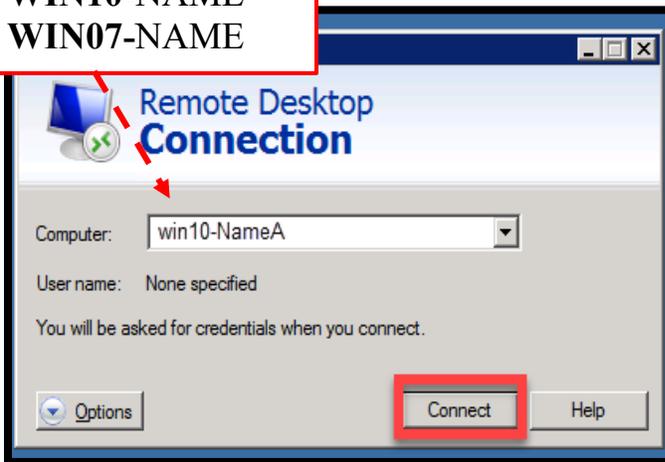


REMOTE TO PERSONAL DESKTOP FROM VIRTUAL DESKTOP

CLICK THE REMOTE DESTOP ICON



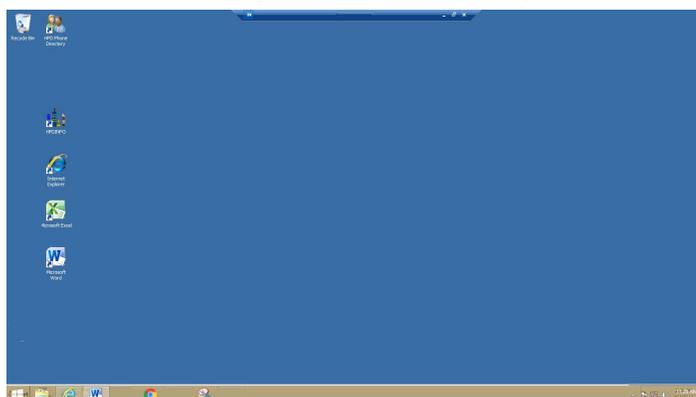
PC NAME EX:
WIN10-NAME
WIN07-NAME



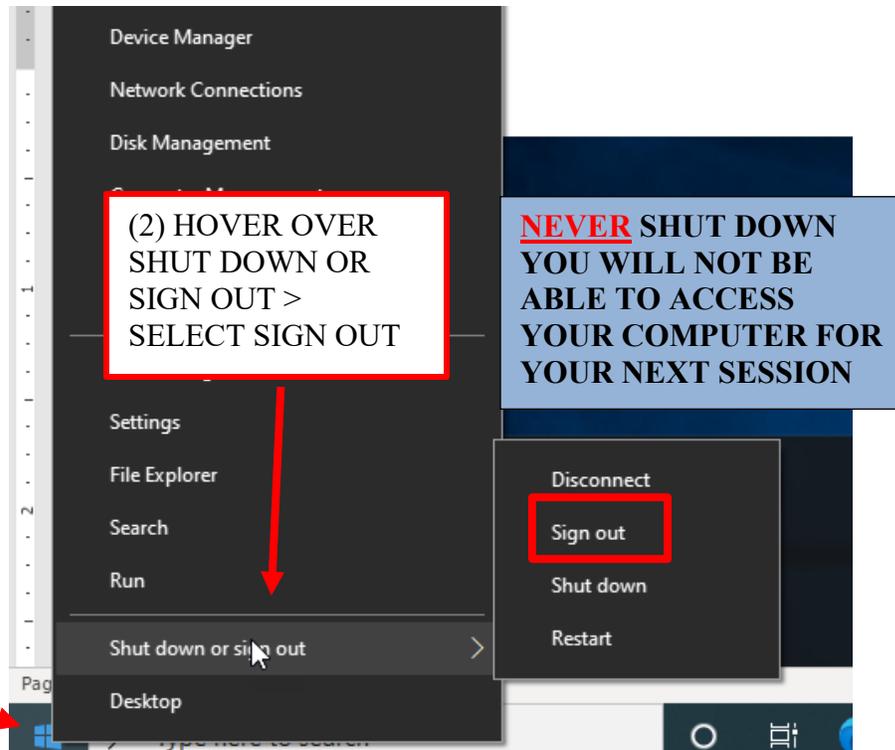
Enter your password



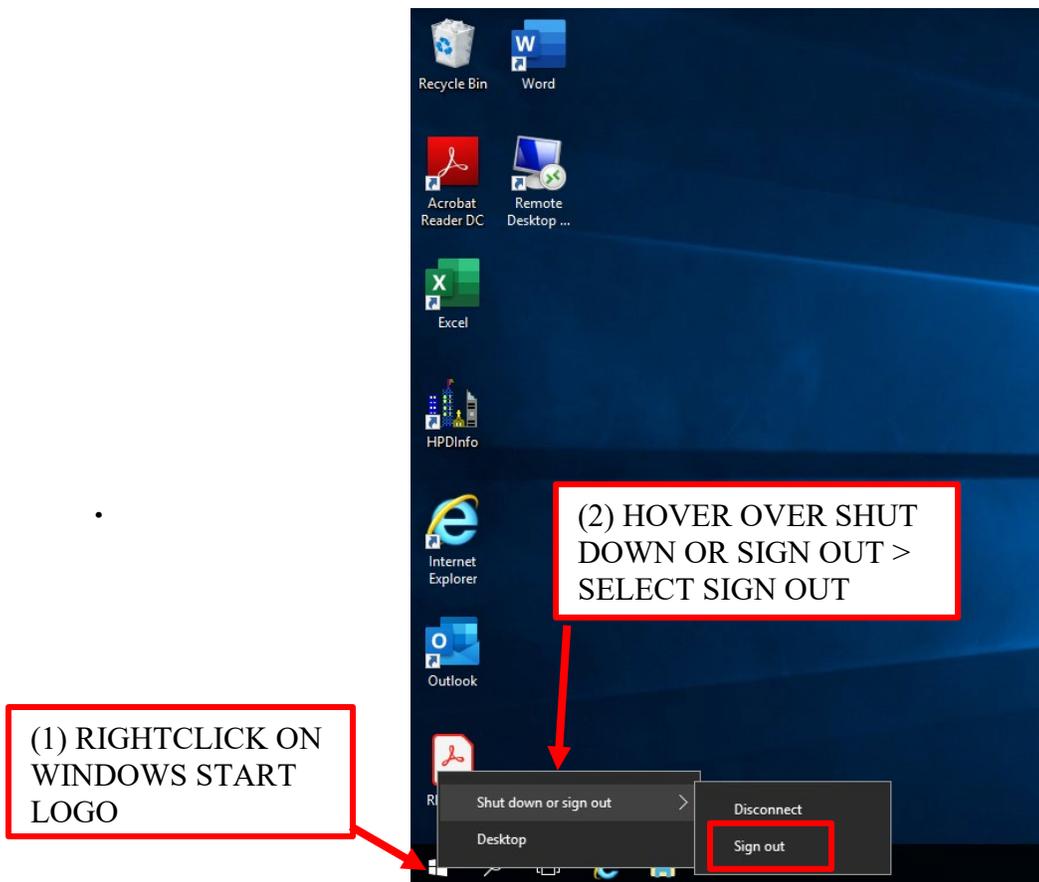
You will be at your personal desktop



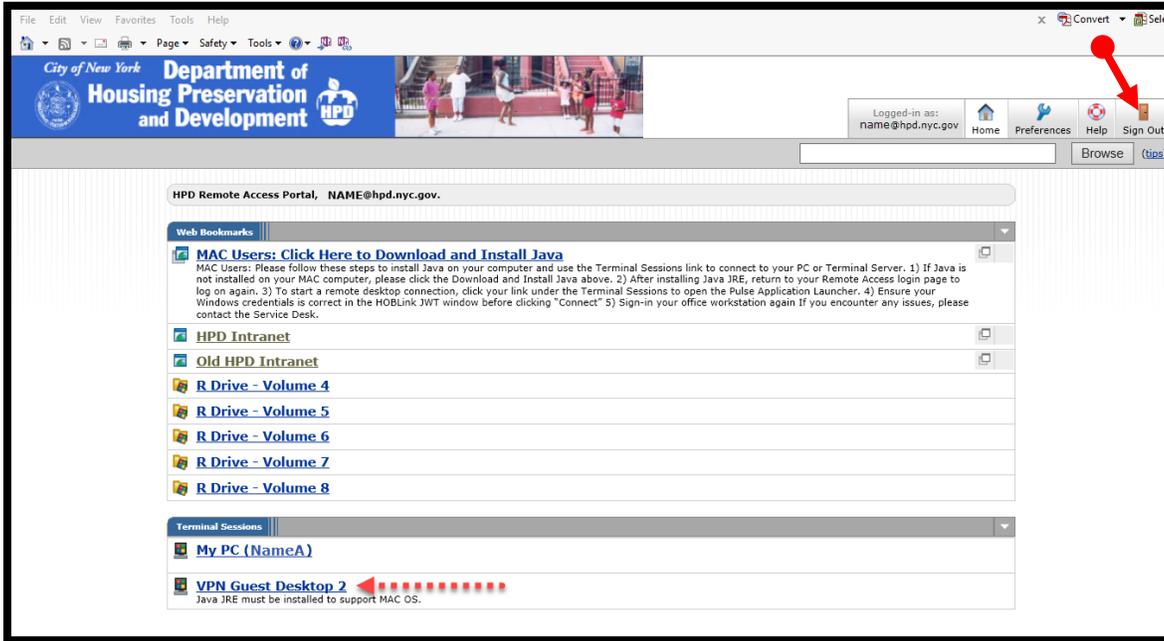
Sign Out



THIS WILL TAKE YOU TO THE VIRTUAL DESKTOP, SIGN OUT FROM VIRTUAL DESKTOP



On the HPD Remote Access home screen be sure to Sign Out in the upper Right corner



Your session has ended, close your browser.

