

Walnut Hill College

REMOTE ACCESS TO WHC DATABASES

Guide to Remote Access for Library Databases, M. Copp (Feb 2019) 1

1) DOWNLOAD MICROSOFT REMOTE DESKTOP APP (free)

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OPEN A BROWSER OF YOUR CHOICE (CHROME O, IE), SAFARI , ETC.)

2) GO TO THE LIBRARY'S DATABASES PAGE (<u>https://www.walnuthillcollege.edu/student-life/library/databases/</u>). CLICK ON library databases



3) IT SHOULD AUTOMATICALLY OPEN IN THE MICROSOFT REMOTE DESKTOP CONNECTION. ENTER YOUR USERNAME (full WHC email address) AND PASSWORD. CLICK SIGN IN:

1:03 AM	Thu Feb 21		중 100% ■
<		▲ trsstuterm.mail.walnuthillcollege.edu	
-			RD Web Access
	RemoteApp and Desktop Connection		Help
4	\rightarrow	User name: mcopp96@mail.walnutt Password: Security Warning: By logging in to this web page, you confirm that this computer complies with your organization's	
+		Sign in To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sion in again.	7
L	Windows Server 2016		Microsoft

CLICK ON CONNECT IF YOU SEE THE FOLLOWING SCREEN:

	RemoteApp ×	
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Save As: cpub-iexplore-Students-CmsRdsh (4)
Where: E Desktop
Format: Remote Desktop Protocol file
Cancel Save

click on Save.

4) <u>DOUBLE CLICK</u> ON THE IE ICON 🥌 If you see this screen



5) CLICK ON MORE...<u>OR</u> OPEN IN



6) SELECT MICROSOFT REMOTE DESKTOP TO OPEN



YOU MAY SEE THE FOLLOWING SCREEN - BE PATIENT & LET IT LOAD



6) IF YOU GET THE FOLLOWING PAGE, PRESS OK



7) ENTER YOUR USERNAME AND PASSWORD AND THEN CLICK DONE

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	Cancel	Credentials	Done	
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PLEASE **<u>BE PATIENT</u>**...IT MAY TAKE A BIT TO CONNECT



SELECT THE DATABASE(S) YOU WANT TO SEARCH AND THEY WILL OPEN IN A NEW TAB



IF YOU ARE ASKED FOR A USERNAME AND PASSWORD AFTER SELECTING A DATABASE OR FOR ANY TECHNICAL ISSUES, PLEASE CONTACT ZACH GEIGER AT ZGEIGER@WALNUTHILLCOLLEGE.EDU.

IF YOU NEED HELP SEARCHING, RETRIEVING, OR CITING INFORMATION FROM THE DATABASES, PLEASE CONTACT MADELINE COPP AT MCOPP@WALNUTHILLCOLLEGE.EDU