Accessing Datatel Using DVC’s VPN and Remote Desktop.

You can access the Datatel application from your home computer. You will first need to log onto DVC’s Virtual Private Network (VPN). If you need directions on how to do that, please contact the Client Services office. After logging onto the VPN you will need to log onto the Remote Desktop application.

Logging onto Remote Desktop.

* Click on the **Start** Button.
* Select **Programs** (or **All Programs**)
* Click **Accessories**.
* Click **Remote Desktop Connection**. If this is not listed directly under Accessories, then it will be listed under **Communications**.
* Type in **Terminalator** for the Computer
* Click **Connect**.
* The Remote Desktop will start.
* Put in your Network/Email log on credentials.
* If you receive a **Registry Editor** Error, just click **OK**.
* If you receive an **Automatic Update** notification, just click **Restart Later**.
* You can now see the **Datatel** icon to log on.
  o To do this go to **Apps** and choose **ST**.
  o You will have to do this twice.
* When finished, log out of **Datatel**.
* Now click **Start**.
* Click **Shutdown**.
* Choose **Log off**: (your username).
* If the **Remote Desktop** window does not close after logging off, click the **X** in the upper right hand corner.
* You are now logged off the **Remote Desktop Terminal** Server.