

**Use the Cisco VPN (KUANYWHERE). This is a mandatory first step in connecting remotely.**

1. Go online, download and install the Cisco VPN client:

<https://technology.ku.edu/software/kuanywhere>

Click the "Access" tab to see the download links.

2. Log in and connect via the Cisco VPN client (instructions):

[https://kuit.service-now.com/kb\\_view.do?sysparm\\_article=KB0012760](https://kuit.service-now.com/kb_view.do?sysparm_article=KB0012760)

**Use the Go menu in the Finder and Connect to Server or use Self Service located in the Applications folder on Department owned computers.**

1. The URL to the DSGN server is `smb://cfs.home.ku.edu/DSGN_General`
2. The URL to the SADP server is `smb://cfs.home.ku.edu/SADP_Projects`
3. You will be asked to log in. You will need to log in to the server using this username format:

**home\username**

**password**

**Software resources for working from home:**

**Microsoft office:** Go to <https://www.office.com> and click the "sign in to your account" link in the upper right

corner. When you sign in, use this username format: **<username>@home.ku.edu**. Make

sure you use **@home.ku.edu**. Select "Work or school account" if prompted. Use the DUO two-factor authentication to complete the login. You can use the apps online, or click the "Install Office" in the upper right to install locally on your computer.

**Adobe Creative Cloud:** Your KU credentials allows you to install Adobe Creative Cloud on a personal

computer. <https://www.adobe.com> and click the Sign In link in the upper right. Use your KU email address:

**<username>@ku.edu**. Select "Company or School Account" if prompted. Complete the login

using DUO Two-factor authentication. There you will have links to the Creative Cloud which will allow you to install desktop apps on your computer.

**Autodesk Products:** Go to <https://www.autodesk.com/education/free-software>. Click any software package you want to install. If you have an account with Autodesk, login using that account. You will also have the option of creating a new account. Use your KU email address to create the account in order to get the free software for education.

If you need additional resources, email me at [sfair@ku.edu](mailto:sfair@ku.edu) and I will do what I can to quickly respond.