

# Guide to Accessing Remote Desktop and SAP Logon

## 1. Introduction

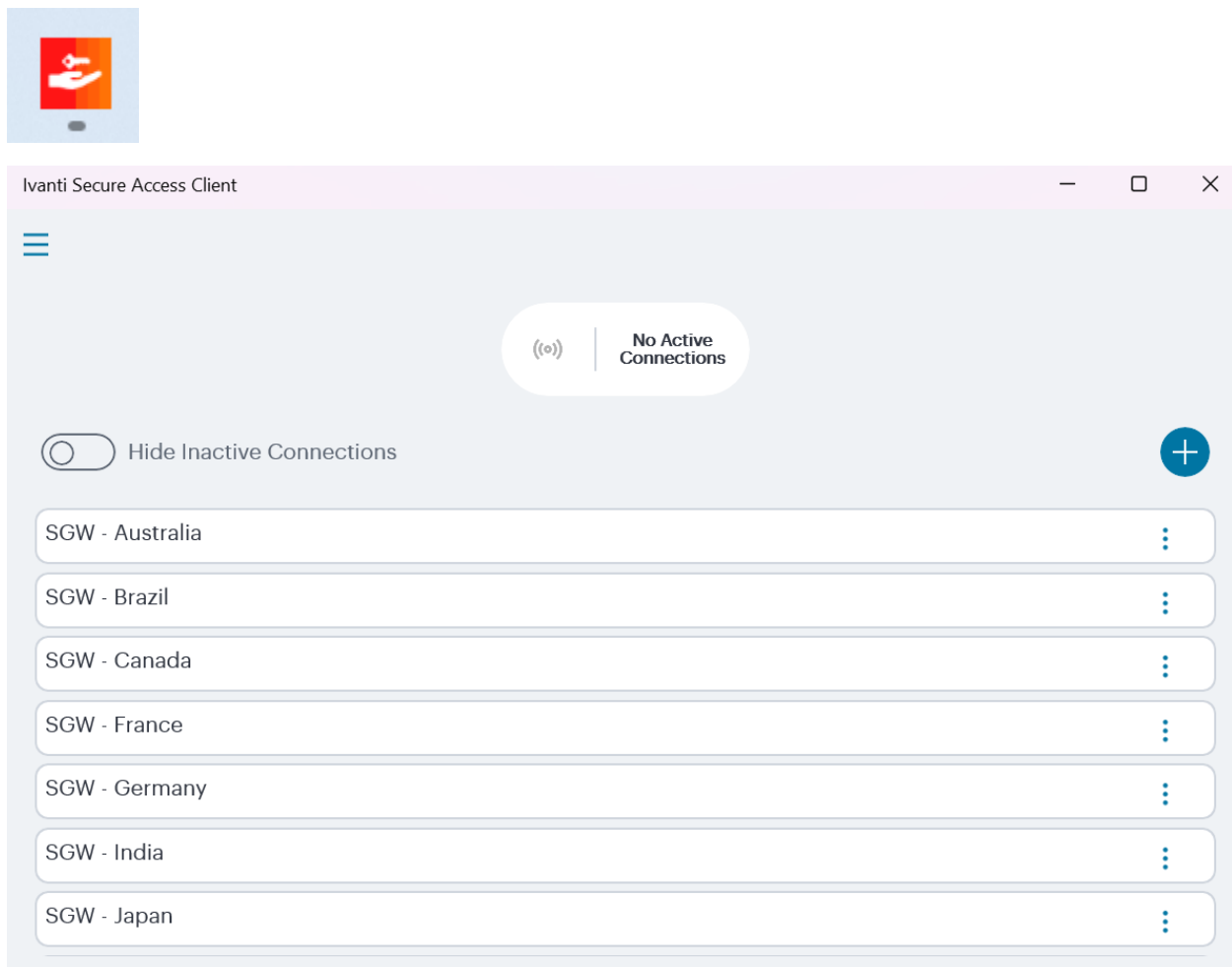
This guide provides step-by-step instructions on how to access a remote desktop from a Windows computer and log into SAP Logon.

## 2. Accessing the Remote Desktop

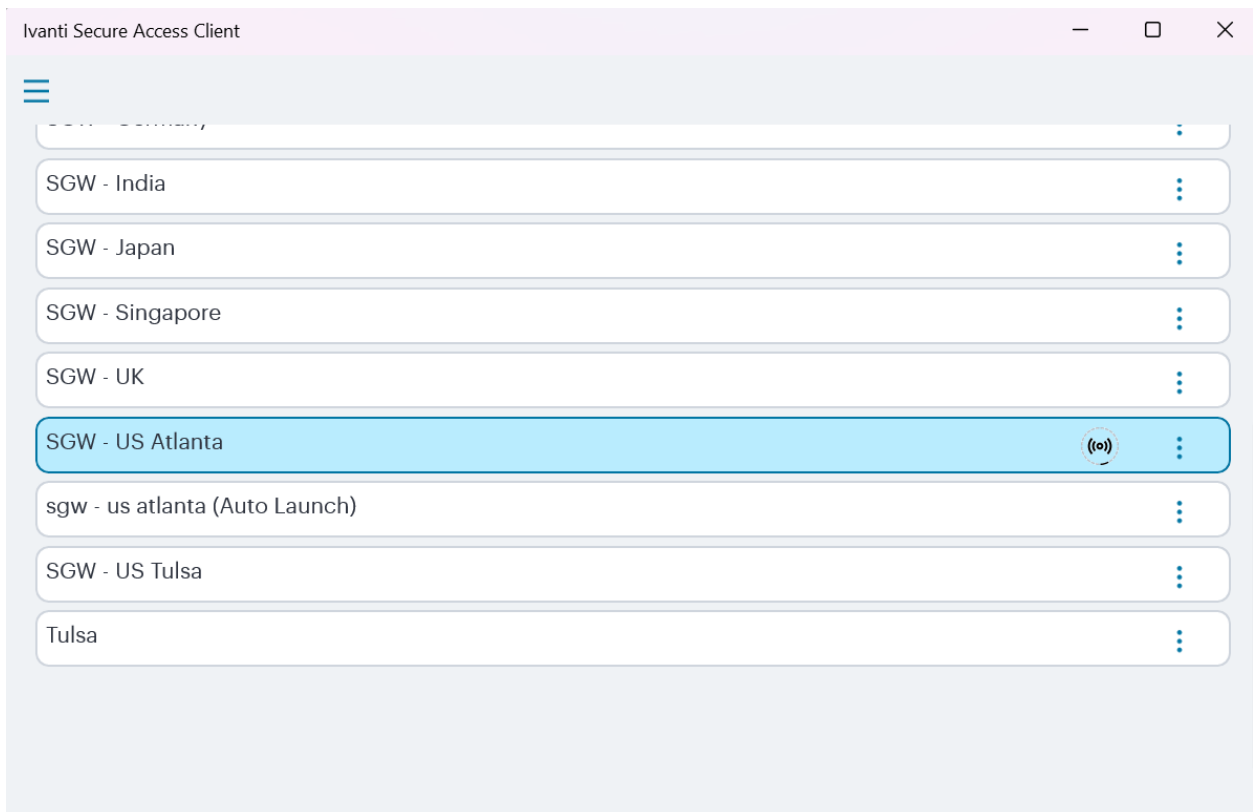
To connect to a remote desktop on a Windows computer, follow these steps:

### 2.1 Activating the VPN with Ivanti Secure Access Client

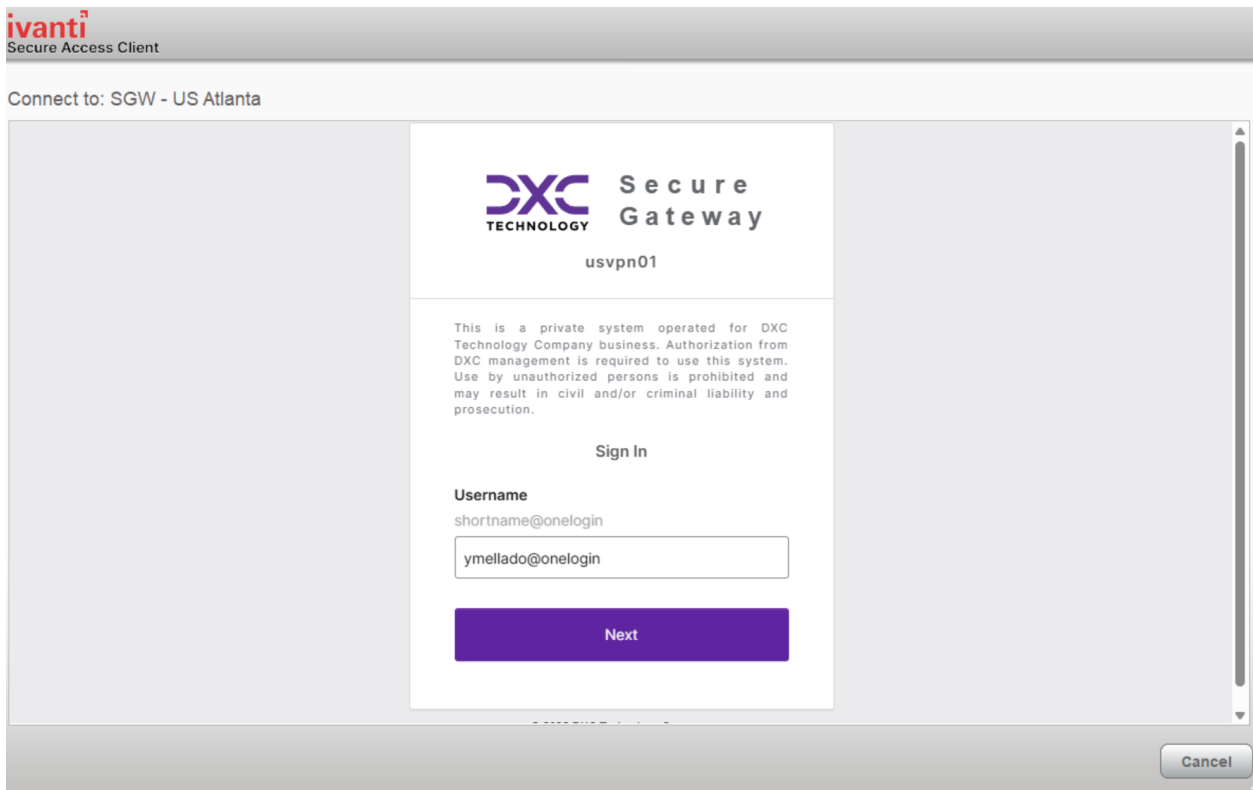
1. Open the **Ivanti Secure Access Client** application.

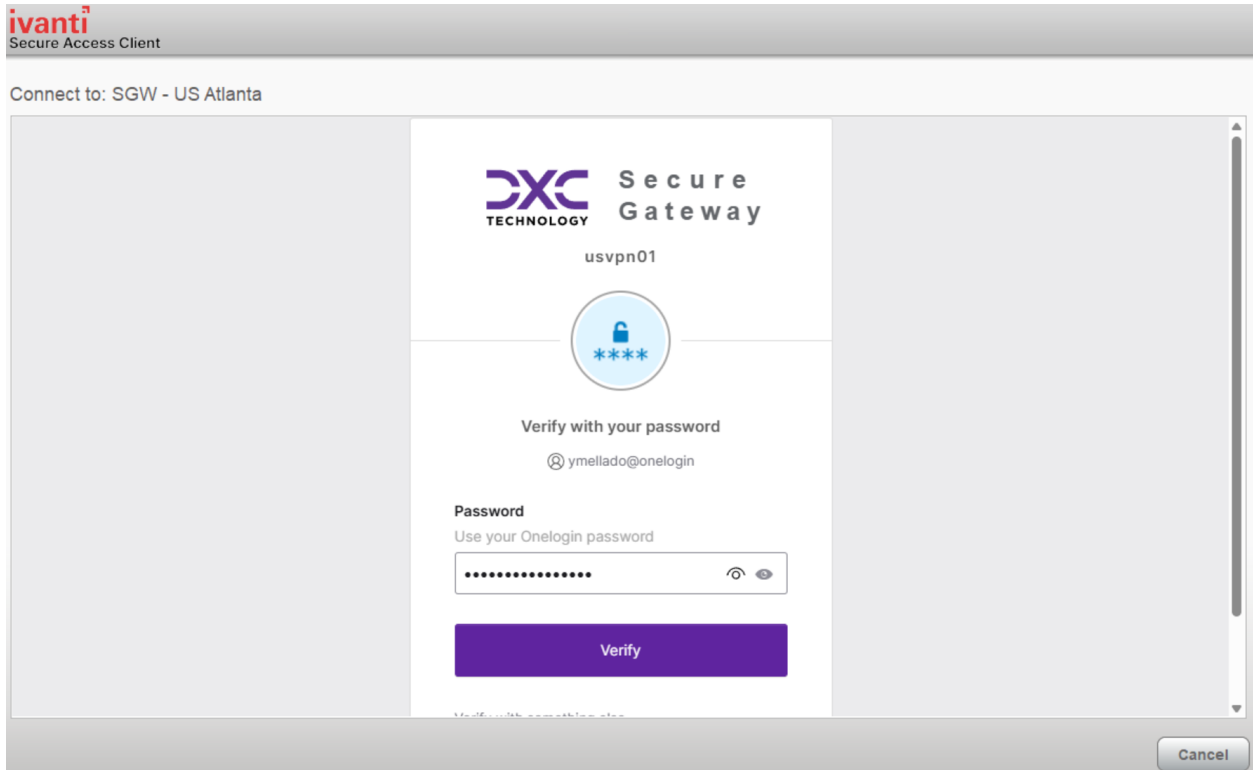


2. Select the **Atlanta VPN** from the list of available connections.



3. Enter your **corporate credentials** and click **Connect**.





(You must ask for access after enter your credentials)

4. Wait until the VPN connection is established before proceeding to the next step.

## 2.2 Opening Remote Desktop Connection

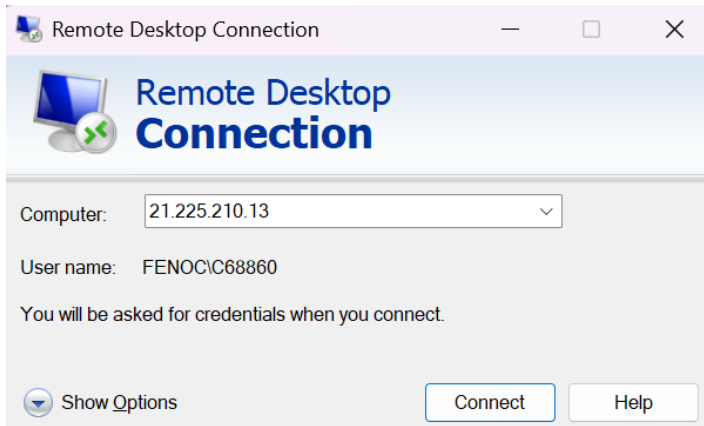
*(Insert screenshot here)*

1. Click on the **Start Menu** and search for **Remote Desktop Connection**.
2. Open the **Remote Desktop Connection** application.

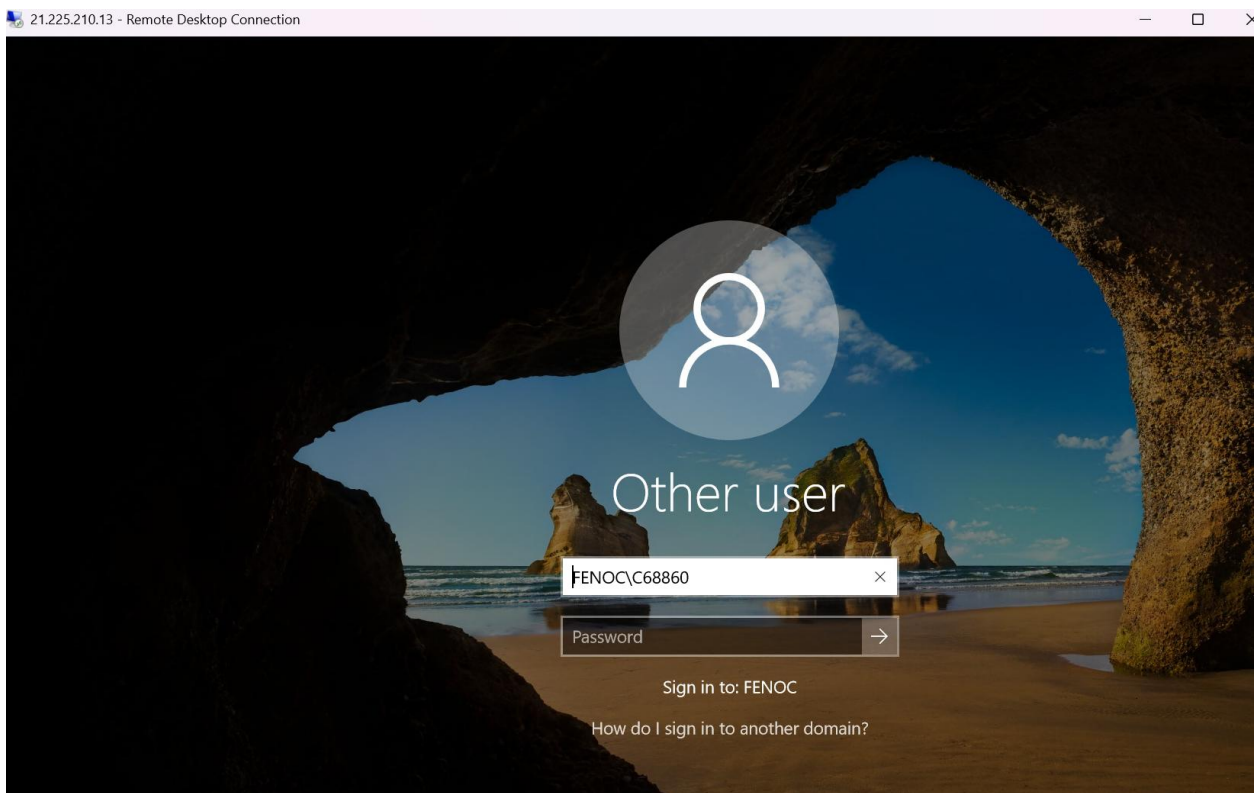
## 2.3 Connecting to the Remote Desktop

*(Insert screenshot here)*

1. Enter the **Remote Desktop IP address or hostname** provided by your IT department.



2. Click **Connect**.
3. Enter your **username and password** when prompted.



4. If a security warning appears, confirm and proceed with the connection.

## 2.4 Successful Connection

Once logged in, you will have access to the remote desktop environment. From here, you can proceed to access SAP Logon.

1. Inside the remote desktop, open the **SAP Logon** application.

21.225.210.15 - Remote Desktop Connection

≡ User System Help

**SAP** SAP

New password More ▾

Client:

User: \*

Password: \*

Logon Language:

≡ Menu Edit Favorites Extras System Help

**SAP** SAP Easy Access

More ▾ Exit

Favorites

▼ SAP Menu

- > Connector for Multi-Bank Connectivity
- > Office
- > Cross-Application Components
- > Logistics
- > Accounting
- > Human Resources
- > Utilities Industry
- > Information Systems
- > Service
- > Tools
- > WebClient UI Framework

### 3.2 Entering Credentials

- All passwords for this documentation are stored in a separate **Drive document**.
- Access to this document must be requested through the appropriate channels.

- When entering the password for the SAP environment, it may appear that nothing is being typed; however, the system is registering the input. This behavior is a security feature of SAP.