

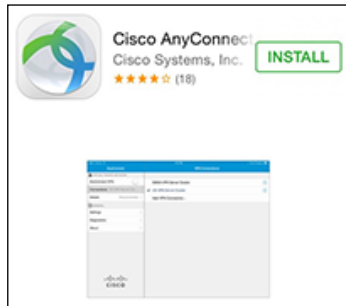
**Overview**

You can use an Apple iPad to access the DCRI Intranet and internal web applications and websites (such as EPM [Enterprise Project Management] Time Card and secure SharePoint sites). If applicable, you can also set up limited access to a Virtual Machine (VM) or DCRI-issued Windows computer you have powered on in a DCRI facility. This quick reference card (QRC) summarizes how to set up Cisco AnyConnect on an Apple iPad to remotely access these DCRI network resources over a secure connection.

**Downloading One or Two Apps (as Needed)**

At the Apple store, find and download for free:

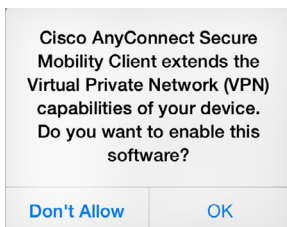
- Cisco AnyConnect app.
- Windows Remote Desktop app, *if* you will connect to a Virtual Machine **or** to the Desktop of a DCRI-issued Windows computer running at your desk at a DCRI facility.



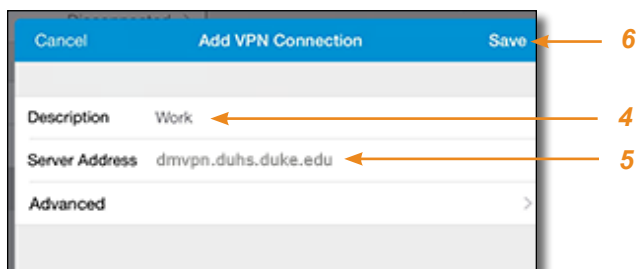
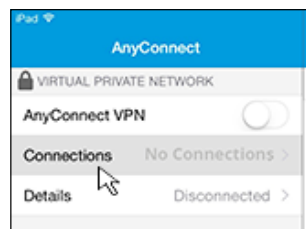
**Configuring on First Use**

There are some configuration settings you must enter into the app the first time you use it.

- 1 On your iPad, tap the **AnyConnect** app. A message appears in the middle of the screen.

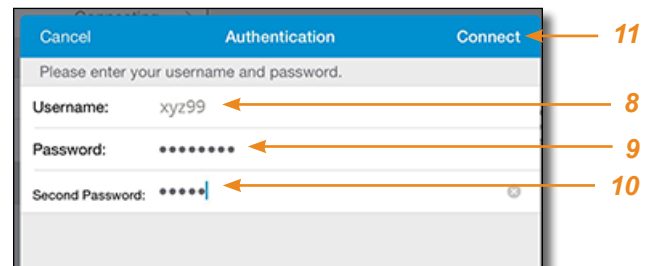


- 2 Tap **OK**. AnyConnect's main page appears.
- 3 In the upper left, click **Connections**. The Add VPN Connection dialog window opens. The iPad keyboard appears.



- 4 In **Description**, give this connection a name of your choice.
- 5 In **Server Address**, enter **dmvpn.duhs.duke.edu**.
- 6 In the dialog's upper right corner, tap **Save**. The dialog closes. The name you entered in Step 4 appears next to **Connections** in the window's upper left corner.
- 7 In the upper left corner, switch the slider at **AnyConnect VPN** to the right.

The Authentication dialog opens. The iPad's keyboard appears.



- 8 In **Username**, enter your Duke NetID.
- 9 Enter your network **Password**.
- 10 In **Second Password**, enter your choice of [Multi-Factor Authentication](#) (MFA).



If you have a **Duo Mobile** code (by tapping the app's key icon), or an unused SMS (Short Message Service) code, enter it into this field. Otherwise, you are expected to enter one of the following *words*:

- Enter **phone** to have the system call the top phone you listed on the Duke Office of Information Technology (OIT) MFA website. You can enter **phone2** or **phone3** to have the system call the second or third phone on your list.
- Enter **push** to have the system push notification to the Duo Mobile app on the top smartphone or tablet you listed in the OIT website. You can enter **push2** or **push3** to send to the second or third device on your list.
- Enter **sms** to have the system send you a batch of passcodes. You can enter one of the codes into this field to authenticate this session (always select a code you never used before).

- In the upper right corner of the dialog, tap **Connect**.  
 The dialog closes.

After you complete your MFA verification, the Details field in the upper left shows *Connected*.



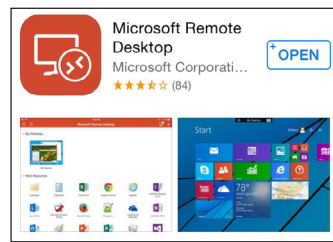
- Operating details appear in the *Cisco AnyConnect: Fundamentals on an Apple iPad* QRC.

## Setting up Microsoft Remote Desktop (If Applicable)

The Microsoft Remote Desktop app is needed *only* if you want to do either of the following.

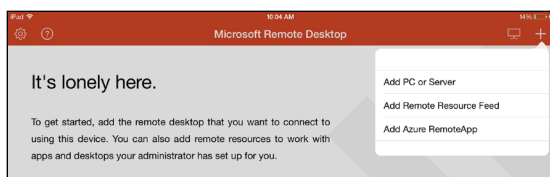
- Connect to a Virtual Machine.
- Connect to the Desktop of a DCRI-issued Windows computer that is currently powered on at your desk in a DCRI facility.

- Find and install the Microsoft Remote Desktop app from the Apple Store.
- Tap the **Open** button in the upper right.

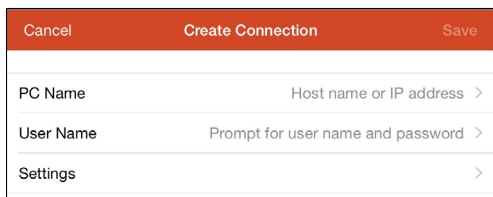


The main Microsoft Remote Desktop page opens.

- In the upper right corner, tap the + symbol.  
 A drop-down menu appears.

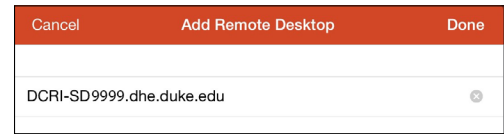


- Tap **Add PC or Server**.  
 The Create Connection dialog opens.



- Tap **PC Name**.  
 The Add Remote Desktop page appears.

- Enter the address of the VM or the computer name of the DCRI Windows computer at your desk (starts with "DCRI-" on the asset tag). What you enter must end in **.dhe.duke.edu**. For example, enter the computer name DCRI-SD9999 as:  
 DCRI-SD9999.dhe.duke.edu

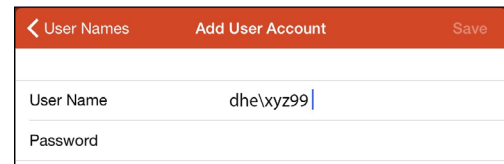


- In the upper right, tap **Done**.  
 You return to the Create Connection dialog with the information you entered appearing in the PC Name field.

- Tap **User Name**.  
 The User Names dialog appears.

- Tap **Add User Account**.  
 The Add User Account dialog appears.

- In the **User Name** field, enter **dhe\** followed immediately by your Duke NetID (e.g., dhe\xyz99).



- Enter your network **Password**, and then tap **Save** (located in the upper right).

You return to the Create Connection dialog.

- (optional) If you will use Microsoft Remote Desktop for more than one kind of connection, give this connection a unique name.

- Tap **Settings**.  
 The Settings page appears.

- Tap **Friendly Name**.  
 The Friendly Name page appears.

- Enter a brief name to differentiate this type of connection from other connection setups.

- Click **Done**.  
 You return to the Settings page.

- Tap **Create Connection** in the upper left.  
 You return to the Create Connection dialog.

- Tap **Save** in the upper right.  
 An icon for this connection appears on the main page.

Operating details appear in the *Cisco AnyConnect: Fundamentals on an Apple iPad* QRC.