# NCPA Working Remotely Options

NCPA provides several different ways you can work remotely and this document will be to help you breakdown which options are best for you.

1. **Microsoft O365**

   If you only need access to items like E-mail, One Drive and NCPA Connect, you don't need a VPN to make this happen. However, in order to access this information while away from the office you will need to make sure you have a Microsoft Authenticator app on your phone to provide you with a 2nd factor. If you do not already have this configured please contact *support@ncpa.com to get setup.

   1. To access Microsoft O365, open a web browser and go to https://portal.office.com
   2. Sign in with your NCPA e-mail and password
   3. If prompted, enter the Token # that your Microsoft Authenticator will generate to login.
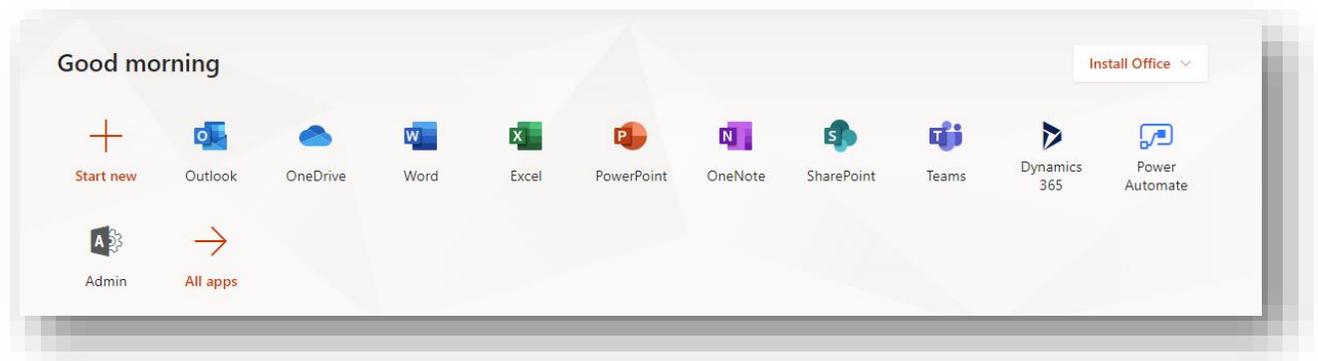
2. **Virtual Private Network (VPN)**
   VPN will provide your remote computer the ability to connect into the Agency's private network giving you access to not only O365 services listed above, but also access to internal only systems such as the Intranet (Wire2), Accounting Systems ,Timesheet, CMMS, PI, Bid-to-Bill applications etc… This requires both the Cisco AnyConnect VPN software and an RSA token be installed on your remote computer. Please contact *support@ncpa.com to be setup.

   Windows RSA Desktop Software (Download)
   http://www.ncpa.com/wp-content/uploads/2020/03/RSASecurIDTokenAuto502x64.zip

   Windows Cisco AnyConnect VPN Client Software *(Download)*
   http://www.ncpa.com/wp-content/uploads/2020/03/anyconnect-win-4.4.03034-core-vpn-webdeploy-k9.zip

   1. Once you have the necessary software loaded on your remote computer open the Cisco AnyConnect client from the Start Menu (you might need to search for it).
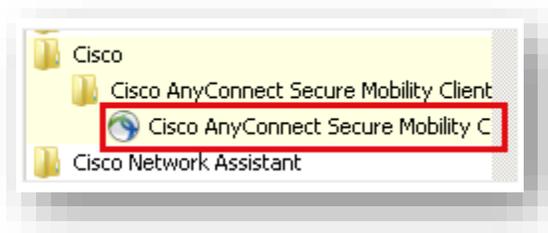
   2. Enter **vpn.ncpa.com** in the address and click the Connect button.
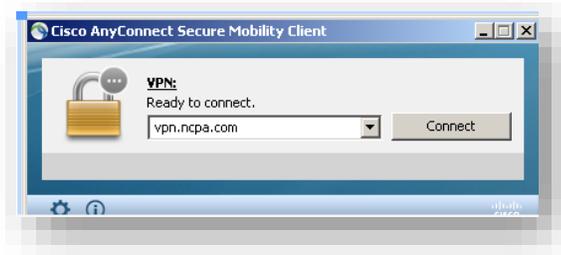

3. When prompted make sure to select **NCPA_EMPLOYEES** in the Group drop down, then enter your normal domain username. For the RSA PASSCODE enter the 4-8 digit pin you created when IS helped setup your account and the numbers off the RSA token software or hardware token, *Pin#+Token* all ran together in the RSA PASSCODE field. Then click **OK.**
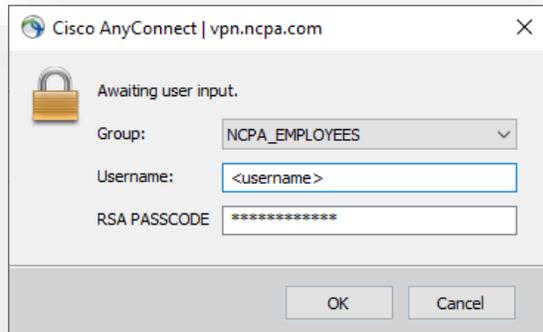
RSA Desktop Software Example

RSA iPhone Software Example
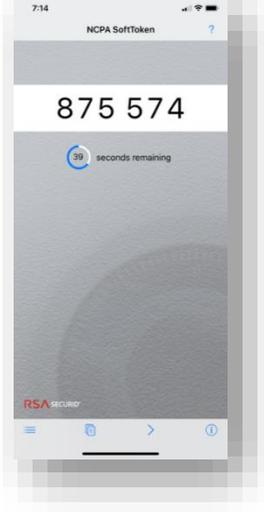
RSA Hard Token Example

If successful, you should have a License Agreement box pop up, click **Accept.**

4. You will notice the Cisco AnyConnect client is connected when there is a lock icon down in the system tray. To disconnect, right click this icon and choose disconnect. *Note*: The connection will have a maximum of 10 hours before it will automatically disconnect.*


3. **Remote Desktop (AKA RDP)**
   For those that need access to their entire work computer, this can be accomplished by using Microsoft's **Remote Desktop Connection**. However, a prerequisite is that a Cisco VPN Connection be established first before connecting to your internal work computer. Once VPN is established, you will need the name of your work computer, which is typically found by opening a command prompt and typing *hostname [Enter]* on your work computer. **Make sure to note the name of your computer before leaving the office and ensure your computer is powered on.*

After you have successfully connected to the Cisco VPN you will need to open the Microsoft **Remote Desktop Connection**. If it is not on the desktop you can try searching for it from the Start Menu. Once open enter the name of your computer you want to connect to in the *Computer* field and click *connect*.
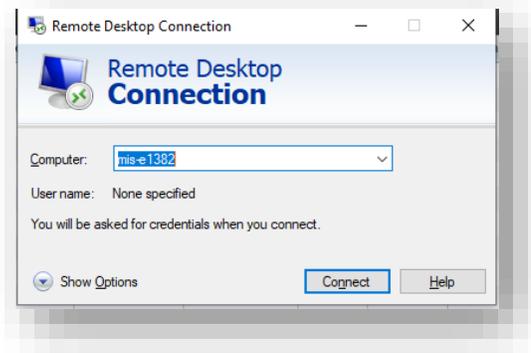
When prompted for login make sure you enter your username **ncpa\<username>** and then your normal domain password then click **OK.**

> ***Note****You might need to choose the **More choices** link > **Use a different account** and then type in your login credentials if this is your first time connecting.*