UVIC DIGICASTERS HOW TO:
LOG IN TO REMOTE DESKTOP AND COOLSIGN

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OVERVIEW

Once the CoolSign Remote Desktop has been configured for your computer*, the steps for logging in are the same for both Mac and PC. There are two main steps:

STEP 1: Log in to the Remote Desktop
- In order to access CoolSign, you must either have a wired connection to UVic or be logged into the VPN. If you are on wifi, you must first connect to the UVic VPN (vpn.uvic.ca) using the VPN Client.
- Click the CoolSign Remote Desktop icon (likely configured to your desktop)*
- Enter your Remote Desktop ID. This will be the same as your CoolSign ID (i.e., uvictest). Remote Desktop will remember your username after you’ve entered it once.
- Enter your Remote Desktop password
- Click Connect

STEP 2: Log in to CoolSign
- Click the CoolSign Network Manager icon on the desktop of your Remote Desktop session
- Insert CoolSign ID (same as Remote Desktop ID) + “@uvic” after it. (i.e., uvictest@uvic). Entering @uvic afterwards sends us to the appropriate UVic subdomain within the CoolSign network.
- Enter CoolSign password
- Click Connect

NEED HELP?
If you have any issues with the accessibility in this document or would like any clarification or additional information, please contact:

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* If the Remote Desktop has not yet been configured to your desktop either call your DSS technical contact or the digital signage coordinator at akaiser@uvic.ca for support.