

How to Set Up Remote Desktop Connection to the ACS Server on a Windows 11 Computer

Step 1: Open Remote Desktop Connection

1. Click the Start button (Windows icon on your taskbar).
2. Type Remote Desktop Connection in the search bar.
3. Click the app from the search results.

💡 Tip: You can right-click it and choose “Pin to Start” or “Pin to Taskbar” for quicker access.

Step 2: Enter Server Information

1. In the Computer field, enter the IP address: **66.155.41.250:52000**
2. Click Show Options in the bottom-left corner to expand settings.



Next to “Computer:” enter the IP number provided by ACS.
(Numbers in example are to display format only.)

Click **Show Options** to expand panel.

Step 3: Enter Your Username

1. Under the General tab, enter your username in this format: `ACSSoftware\Brn4d_Name`
2. Check the box Allow me to save credentials.
3. Click Save As to create a shortcut on your desktop. Do not click Connect yet.
4. Enter your **Username (as below) only** at this. PW will come later.



Brn4d User Names and PWs:

ACSSoftware\Brn4d_Jessica JSbg_5724

ACSSoftware\Brn4d_Nancy NYbk_6925

ACSSoftware\Brn4d_Niki NKdv_6538

Enter **Your Personal** User name

Note: ACSSoftware is part of the user name and the slash the **backward** one (under backspace on most keyboards)

Check the box **Allow me to save credentials**

Click **Save** (Don't connect yet)

Step 4: Adjust Display Settings (Optional and be done later)

1. Go to the Display tab.
2. You can change the display size later after testing your connection.
3. No need to adjust it now unless you're sure of your preferred size.



Click the **Display** tab

Note: Don't do anything here yet, you may not need to adjust. After you're connected, you can return here to adjust the server desktop size to fit your monitor by moving the slider bar between Small and Large. You can test and change this setting at any time to find your best fit.

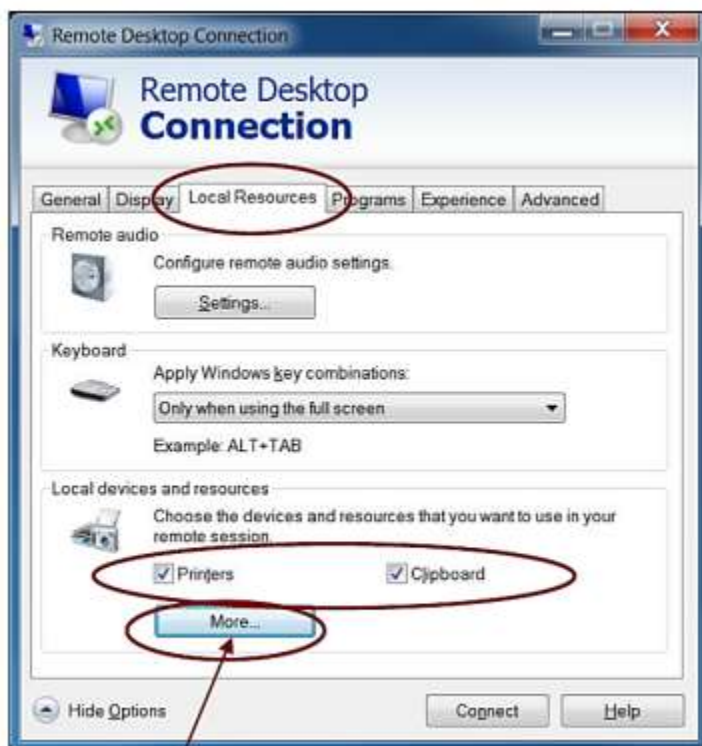
To get back to this screen later, *right-click your desktop shortcut* and select **Edit** (or **Open**)

Click the **Display** tab.

Go back to the **General** tab and **SAVE** your setting every time you make a change.

Step 5: Enable Local Resources

1. Click the Local Resources tab.
2. Under Local devices and resources, check:
 - Printers
 - Clipboard

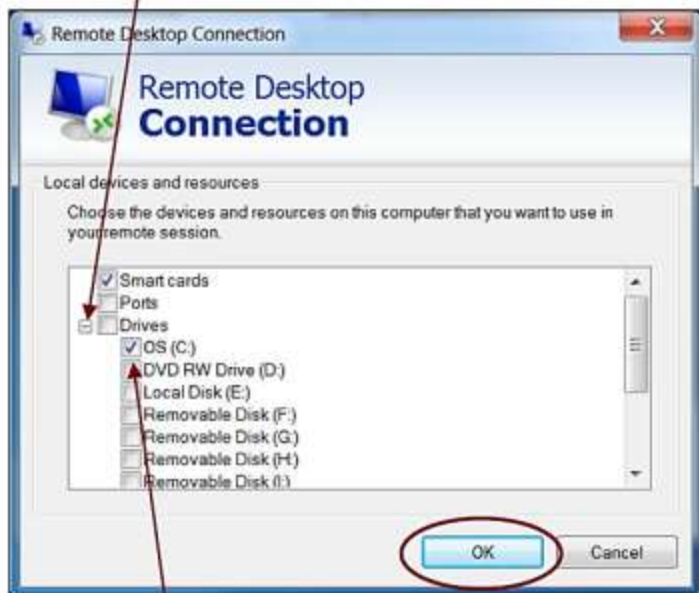


Click the **Local Resources** tab

In the Local devices and resources section, check the **Printers** and **Clipboard** boxes.

Click the **More** button to open a sub-panel

Click the **+** next to **Drives** to open the drop-down selection



Check the **box** next to **OS (C:)**, then **click OK**
This allows you to save documents to your local computer.

Skip the Programs and Experience Tabs

Step 6: Configure Advanced Settings

1. Click the Advanced tab.
2. Choose: Connect and don't warn me from the dropdown.



Click the **Advanced** tab

Select **Connect and don't warn me** in the drop-down.

4. Click OK.

Final Step: Save & Connect

1. Go back to the General tab.
2. Click Save one more time to ensure all settings are stored.

3. Click Connect.

4. When prompted, enter your password and click OK.

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*Enter **Your Password***

*Click **OK***

Notes

- After connecting, your personal server desktop will appear.
- Your software shortcut should be on the desktop:



- Always use the red Exit icon to log off safely. This keeps your data more secure.

Please always use the **red Exit icon to logoff** when leaving your server session.



If your connection is idle for 3 hours, the server will log you off.