University of Kent

Guidance notes on accessing Agresso through the VPN / Eduroam

Contents

1	Accessing Agresso via VPN or Eduroam	1
2	Installing Agresso onto your device	2
3	Logging in via VPN/Eduroam	7
4	Further Assistance	9

1 Accessing Agresso via VPN or Eduroam

VPN

Before you can access Agresso via the VPN (Virtual Private Network), you will need to ensure that you have the VPN installed on the device you wish to use it from.

To download the VPN installer, please visit the below link and follow the instructions found in the **Off campus** section:

https://www.kent.ac.uk/itservices/internet/

After you have installed and connected to the VPN on your device, you will be able to install Agresso.

If you experience any difficulties in setting up the VPN, please contact IS on extension 4888 or <u>helpdesk@kent.ac.uk</u>.

Eduroam

Before you can access Agresso via Eduroam (wireless), you will need to ensure you have wireless correctly set up on your device.

To download the WiFi tool, please visit the below link and follow the instructions in the **Set up Eduroam** section:

https://www.kent.ac.uk/itservices/wireless/

After you have connected to Eduroam on your device, you will be able to install Agresso.

If you experience any difficulties in setting up Eduroam, please contact IS on extension 4888 or <u>helpdesk@kent.ac.uk</u>.

2 Installing Agresso onto your device

1. Navigate to your desktop and right-click anywhere on the screen. In the menu that appears, find **New**, left-click and select **Shortcut** from the list that appears.



2. On the **Create Shortcut** screen that appears, click inside the **Type the location of the item:** box and enter exactly the following (you can copy and paste the path from here if it is easier):

\\fileserver2\RemoteApps\LiveAgresso (Work Resources).rdp

Then, click Next.

Create Shortcut What item would you like to create a shortcut for?	and the second
This wizard helps you to create shortcuts to local or network programs, Internet addresses. Type the location of the item:	files, folders, computers, or
\\fileserver2\RemoteApps\LiveAgresso (Work Resources).rdp	Browse
Click Next to continue.	

3. In the **Type a name for this shortcut**: box, left-click inside the box and enter **Agresso Client**. Then, click **Finish**.

Create Shortcut	X
What would you like to name the shortcut?	
Type a name for this shortcut: Agresso Client	
Click Finish to create the shortcut.	
	Finish Cancel

4. You should now have the below icon on your desktop. However, you will notice that the icon is not correct.



To change the icon, right-click on the shortcut and select **Properties** from the drop-down menu.

5. In the Properties window, click the **Change Icon...** button in the middle of the screen.

agresso Clien	t Properties			
General Shortco	ut Security Details Previous Versions			
Agresso Client				
Target type:	Remote Desktop Connection			
Target location:	RemoteApps			
Target:	RemoteApps\LiveAgresso (Work Resources).rdp"			
Start in:				
Shortcut key:	None			
Run: Normal window				
Comment:				
Open File Location Change Icon Advanced				
OK Cancel Apply				

In the Change Icon window, click the **Browse...** button.



6. Enter \\fileserver2\RemoteApps (you can copy + paste from here if it is easier) into the file path box at the top of the screen. An icon named **agresso** will appear in the list, which should be selected by double-clicking on it.

🛃 Change Icon						 X	J
- Vetwork + fileserver2 + RemoteApps +			▼ \$ ĵ	Search RemoteA	Apps	Q	
Organize 🔻 New folder				8	•	1 🕐	
Documents Name	Date modified	Туре	Size				
Music Limited Access	04/02/2016 10:09	File folder					
Videos Agresso	22/01/2015 10:08	Icon	57 KB	ł			
Image: Computer Image: Compute							
File name:			•	Icon files Open 💌	Can	▼ icel	

Click the **OK** button to close the window, and click **Apply** and then **OK** in the remaining Properties screen to finish. The icon should now be correct.



3 Logging in via VPN/Eduroam

University-owned devices

If you are using a university-owned device to access Agresso, then the log in procedure will be the same as on staff desktops, as the devices are within the university's group of registered devices.

Locate the **Agresso icon** and double-click it to open the software. You will then be able to log in as normal.

Personally-owned devices

Due to user group policies not being present on personal devices accessing the network via VPN or Eduroam, you will need to log in twice whenever you wish to use Agresso on personal equipment. You will also be presented with the two dialog boxes shown in the instructions below.

Please bear in mind that there is no way to prevent these messages from appearing and that they will not affect your use of Agresso in any way.

1. Locate the **Agresso icon** on your desktop or in the start menu and doubleclick it to open the software. The following warning will appear when you double-click the icon. Click the **Connect** button.

🖳 Rem	noteApp	×			
$\widehat{\mathbb{O}}$	The publisher of this connect to run the pr	RemoteApp program can't be identified. Do you want to ogram anyway?			
This R progra	emoteApp program could h m unless you know where	narm your local or remote computer. Do not connect to run this this program came from or have used it before.			
	Publisher:	Unknown publisher			
750	Туре:	RemoteApp program			
	Path:	LiveAgresso			
	Name:	LiveAgresso			
	Remote computer:	RDS.KENT.AC.UK			
🗖 Do	n't ask me again for conne	ections to this computer			
Show Details Connect Cancel					

 Clicking Connect may or may not cause the following login error to occur. Regardless, enter your credentials into the appropriate fields and click the OK button. You should then be presented with the official log in screen.

Windows Securit	Y	×			
Your credentia The credentials t Please enter new	als did not work hat were used to connect to RDS.KENT.AC.UK did not work. v credentials.	_			
	UKC\sl301 Password				
	Use another account				
Remember my credentials					
🔞 The I	ogon attempt failed				
	OK Cancel				

When presented with the login window, enter your staff ID (username e.g. md537) into the Username field, UKC into the Domain field, and your network password into the Password field. Click the Login button.

Login		
Windows password authen	tication	
	a secondary and	
UNIT	1	
Aaros		
Agres	50	
	Territor	110
User name	md537	
Domain	UKC	
Password		
	Leain	
	Login	
Milestone 4.		
This program is protected by in	nternational copyright laws.	
@ 1967-2013 UNIT4 ABW B.V.		

4 Further Assistance

If you have any issues regarding the information in this document, please contact the **Finance systems (Agresso help) helpdesk** using the below contact details:

Tel: 01227 827116

Web: www.kent.ac.uk/finance-staff/services/agresso/index.html

E-mail: agrhelp@kent.ac.uk