University of Kent

Guidance notes on accessing Agresso through the VPN / Eduroam

Contents

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 helpdesk@kent.ac.uk.

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 helpdesk@kent.ac.uk.

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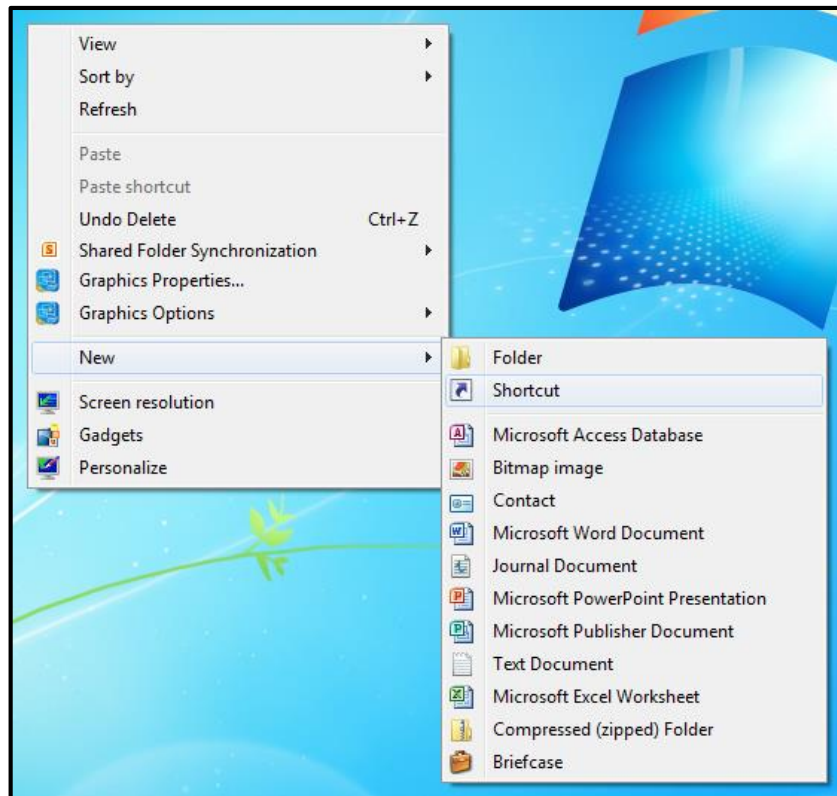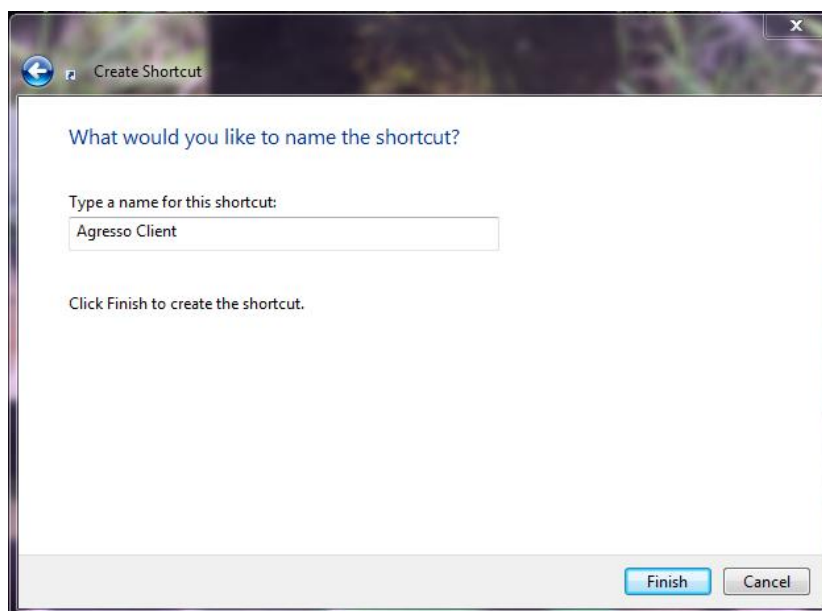
2. On the **Create Shortcut** screen that appears, click inside the **Type the location of the item:** box and enter exactly the following (you can copy and paste the path from here if it is easier):

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

Then, click **Next**.
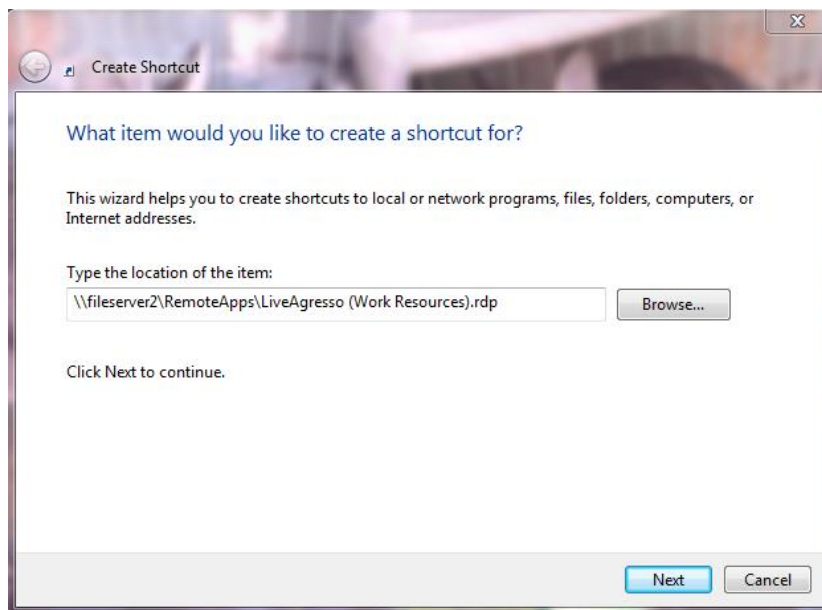
3. In the **Type a name for this shortcut**: box, left-click inside the box and enter **Agresso Client**. Then, click **Finish**.
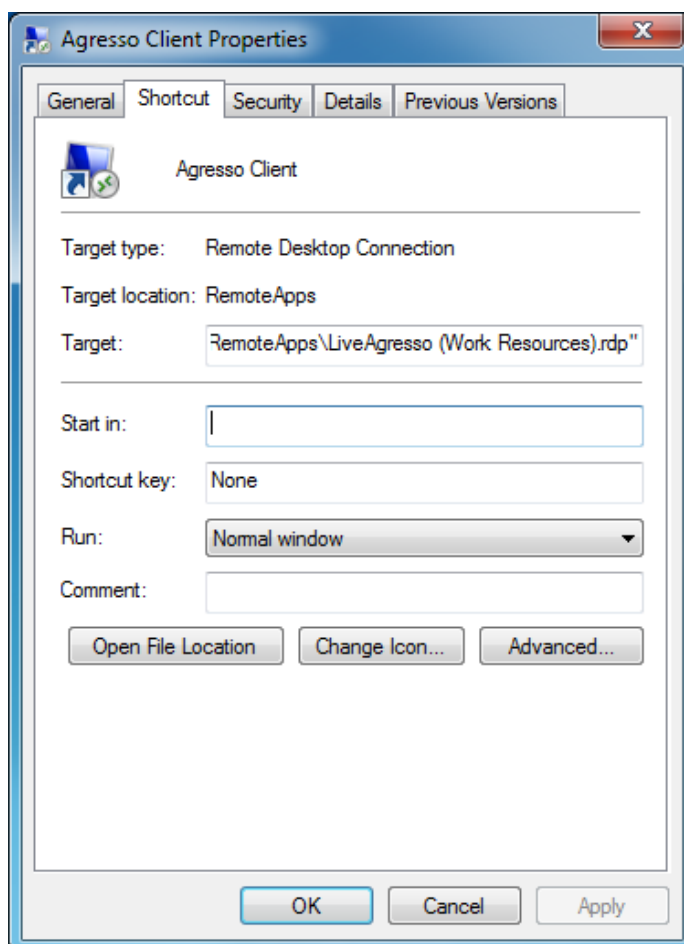
4. You should now have the below icon on your desktop. However, you will notice that the icon is not correct.

To change the icon, right-click on the shortcut and select **Properties** from the drop-down menu.
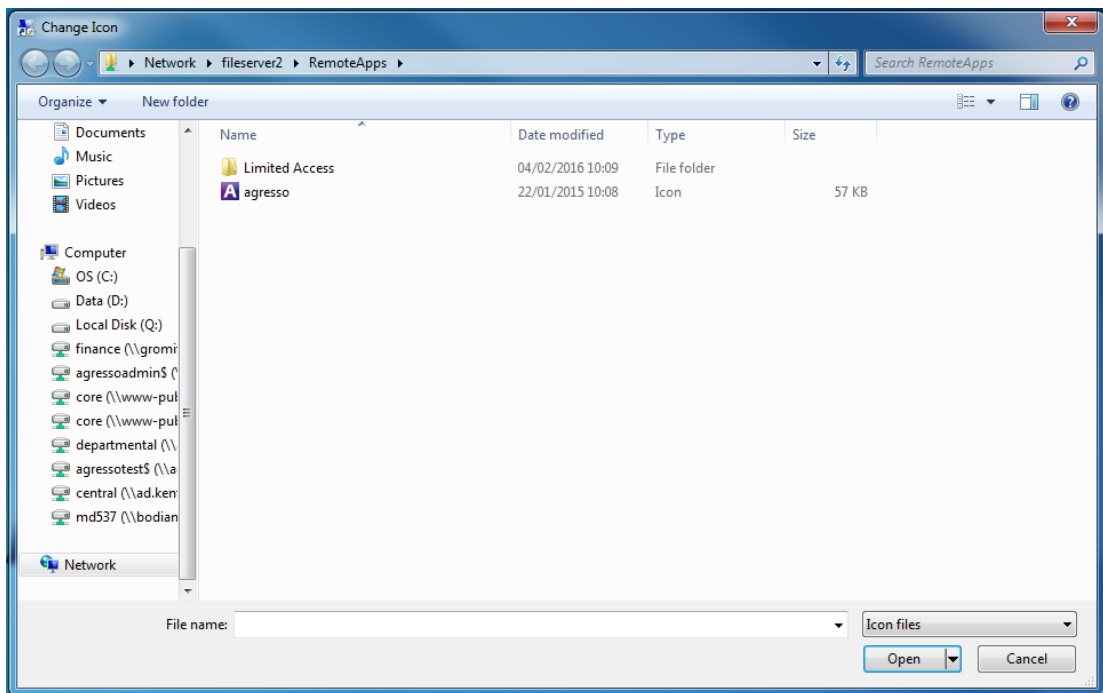
5. In the Properties window, click the **Change Icon…** button in the middle of the screen.

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.

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.
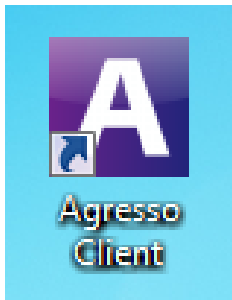
3 Logging in via VPN/Eduroam

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 double-click it to open the software. The following warning will appear when you double-click the icon. Click the **Connect** button.
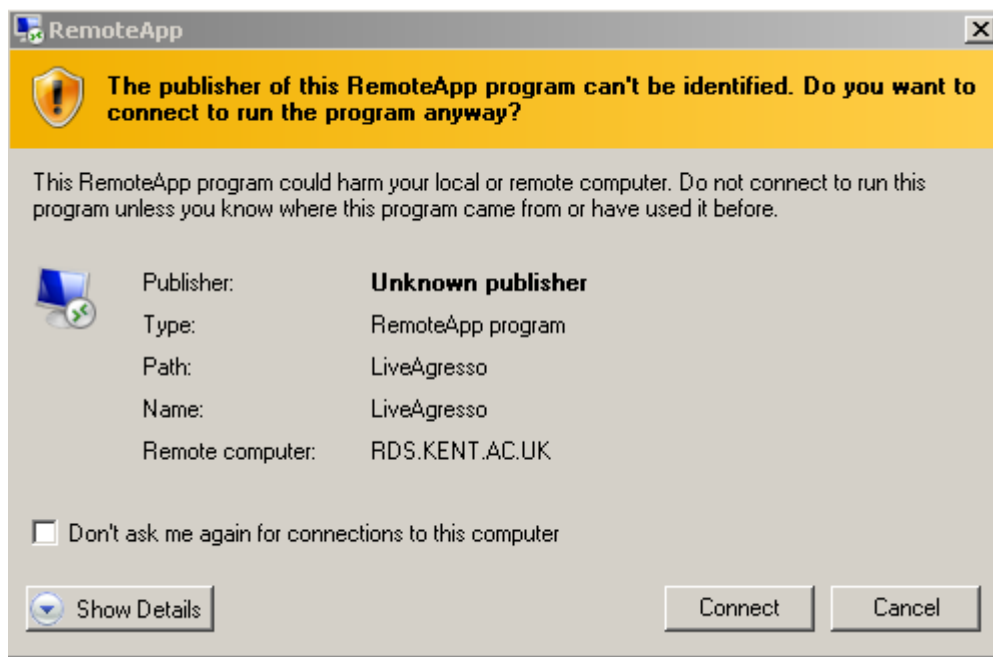
2. Clicking Connect may or may not cause the following login error to occur. Regardless, enter your credentials into the appropriate fields and click the **OK** button. You should then be presented with the official log in screen.
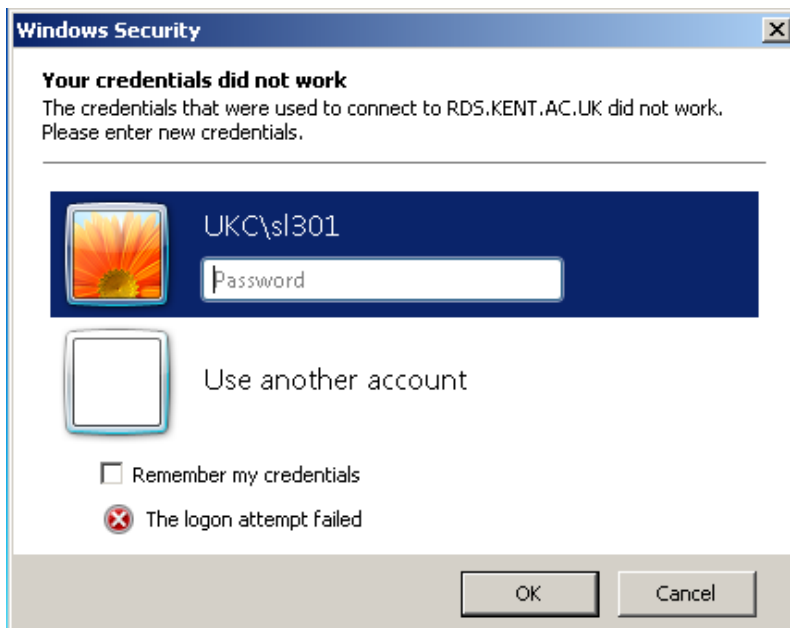
3. When presented with the login window, enter your **staff ID** (username e.g. md537) into the *Username* field, **UKC** into the *Domain* field, and your **network password** into the *Password* field. Click the **Login** button.

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