

# Setting up Remote Access from ACUA.com Website



Unauthorized Access is Prohibited

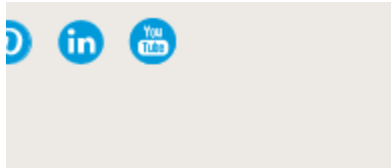
Violators will be prosecuted. By logging into the ACUA computer network, the user acknowledges that all electronic communications are subject to review by the Authority at any time, that the user has no right of privacy in these communications, and that improper use of electronic communication facilities may be cause for disciplinary action.

## Prerequisites for Remote Access

- 1) Remote access requires a good Internet connection.
- 2) Your Device should be up to date with the latest operating system update and any available security patches.
- 3) Avoid using free or open wi-fi when connected to ACUA Resources. Your Information could be captured for malicious purposes.

## Setting up Remote Access from Windows devices

- 1) Open an internet web browser and go to [www.acua.com](http://www.acua.com)
- 2) Scroll to the very bottom of the page and click on the **Employee Access** link



[Employee Access](#) / [Legal](#)

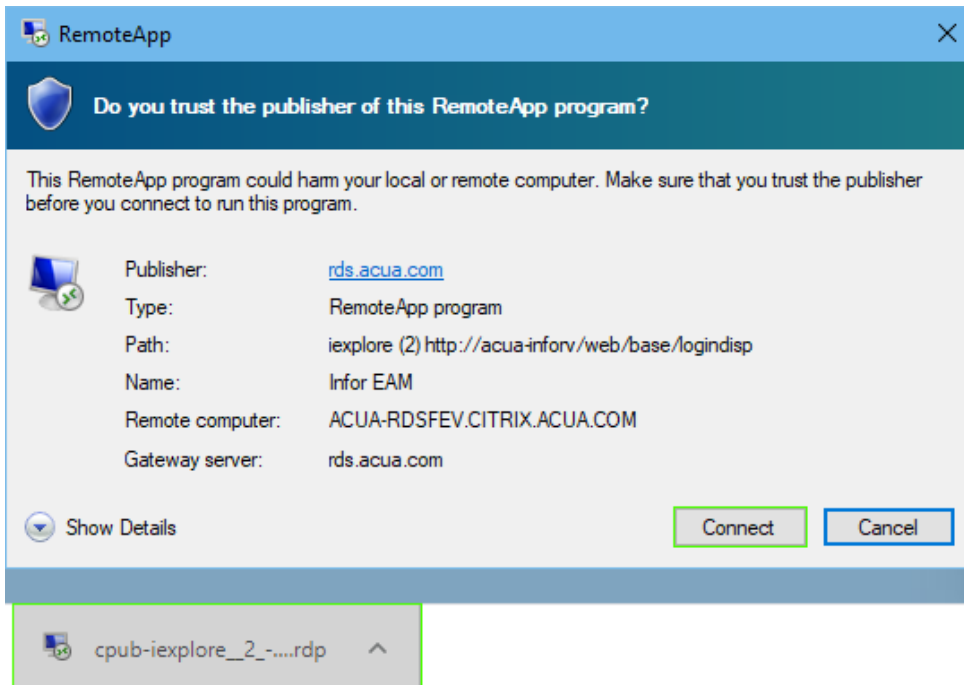
- 3) Enter your ACUA **Email address** as your username, type your **password** and click **save**.



- 4) Simply select an app to begin a new session. The app may show up as a download in the bottom left corner of your browser. Click the .RDP file. You may be prompted to trust the publisher and enter your credentials once more, before the app loads.



- 5) If it doesn't open automatically, click the on download at the bottom of the page.  
Click **Connect**



- 6) After configuring your app should open.

