

# Accessing the EMS Terminal Server

## Summary

The EMS Terminal Server is used to allow users access to the EMS Desktop Client without it being installed specifically on their PC.



Access to this server requires membership to the **CES - EMS Remote Access Users** group. If access is needed, follow [these instructions](#) to make a group request in IAM. If you are accessing the EMS Terminal server from off campus, you will need to [use VPN](#).

## macOS

### Install Microsoft Remote Desktop

- Click [this link](#) to open the Mac App Store and install **Microsoft Remote Desktop**



### Microsoft Remote Desktop 10

Work from anywhere  
Microsoft Corporation

2.9 ★★☆☆☆  
923 Ratings

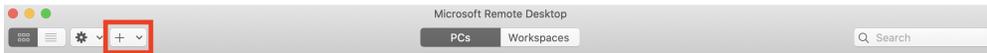
#1  
Business

OR

- Open Managed Software Center on your computer and install Microsoft Remote Desktop

### Configure Remote Desktop

- Open the newly installed Microsoft Remote Desktop
- click the '+' button and choose Add a PC



Add your first PC connection to get started.

Add PC



- fill out the new window with the following information:
  - PC name:** [bsp-rdsh-h5.its.bethel.edu](#)

- **User account:** Ask when required (alternatively, you can save your Bethel username/password by adding an account with Username: bu\username and Password: bethelpassword)
- **Friendly name:** EMS Terminal
- **Check** "Reconnect if the connection is dropped"
- Click "Add"

**Add PC**

PC name:

User account:

**General** | Display | Devices & Audio | Folders

Friendly name:

Group:

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Gateway:

Bypass for local addresses

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Reconnect if the connection is dropped

Connect to an admin session

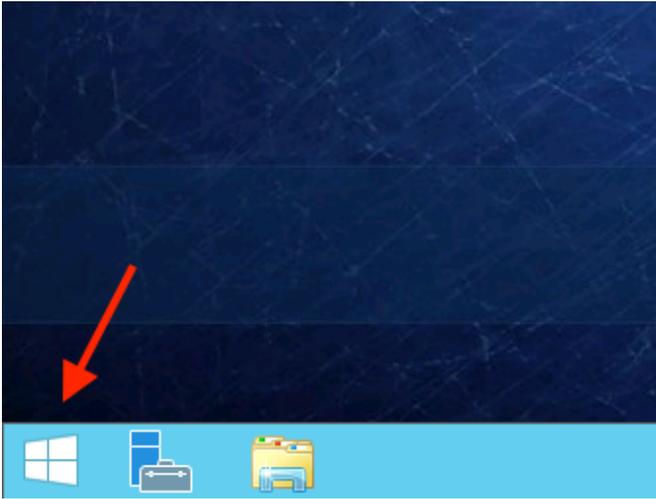
Swap mouse buttons

## Access the Terminal Server

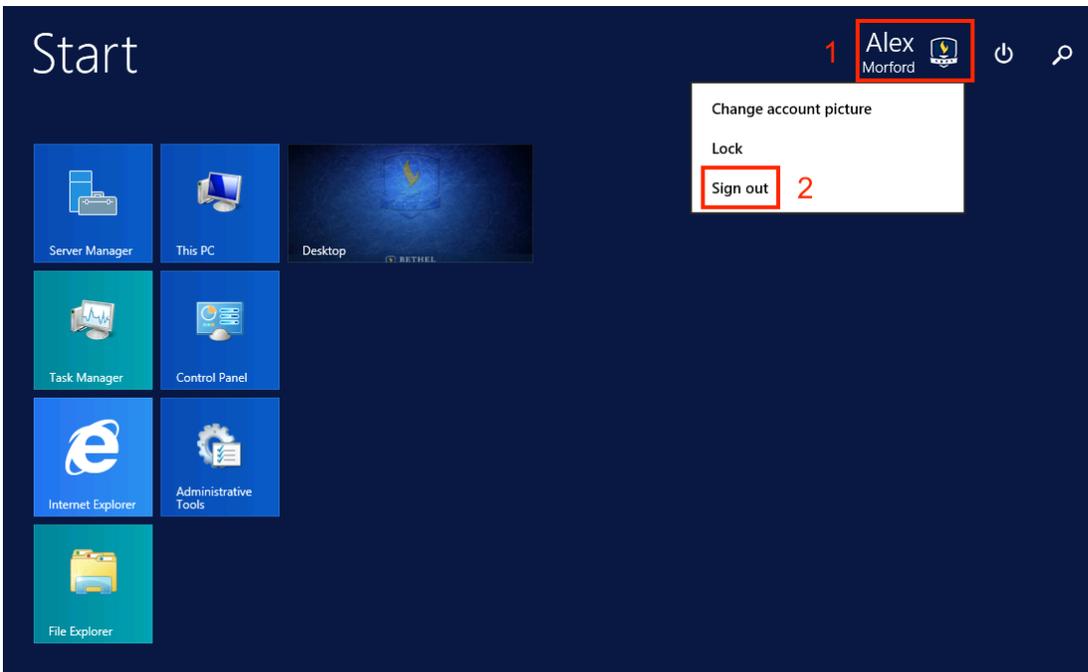
- Double-click 'EMS Terminal' under 'My Desktops'
- A new space will open with a Windows login screen.
- Login with your Bethel username & password (your username may need to be entered as **buusername**).
- Double-click the EMS desktop icon to start the Desktop Client
  - Note: Your first time using the EMS Remote Desktop, you may need to click the link to "Install EMS" found on the desktop.
- Contact [scheduling-services@bethel.edu](mailto:scheduling-services@bethel.edu) or the ITS Help Desk if you have any questions.

## Closing the Session

- When you are done using EMS, click on the start menu in the lower left corner



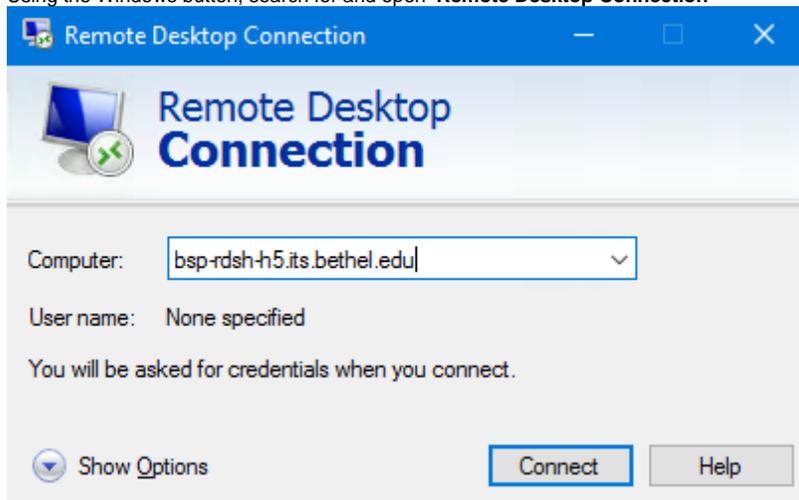
- Click your username and then "Logout"



## Windows

Connecting to the EMS Terminal Server

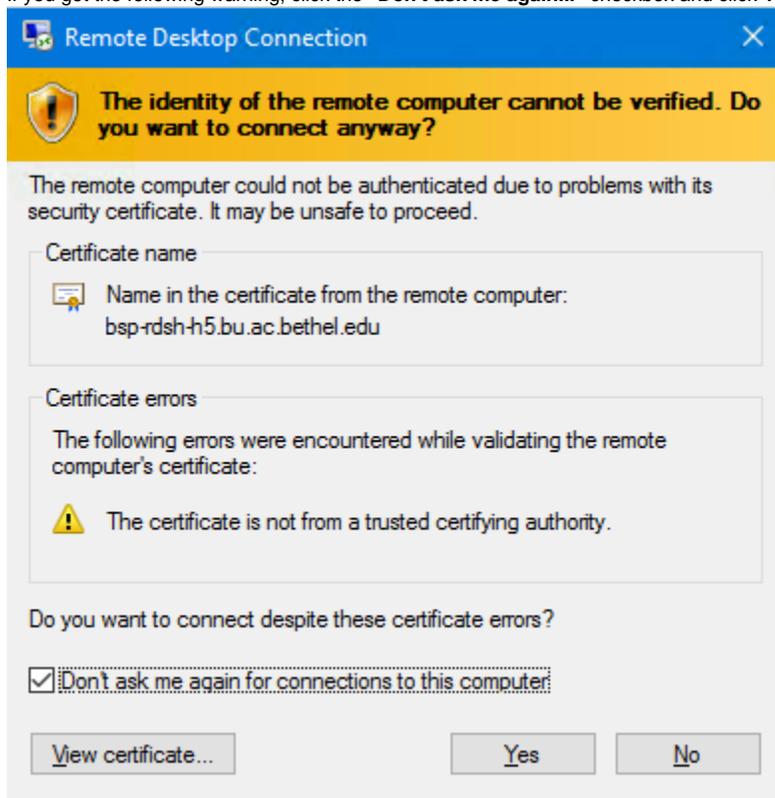
- Using the Windows button, search for and open 'Remote Desktop Connection'



- In the 'Computer' field, insert:

bsp-rdsh-h5.its.bethel.edu

- Click **Connect**
- Enter your Bethel username and password
- If you get the following warning, click the "Don't ask me again..." checkbox and click **Yes**

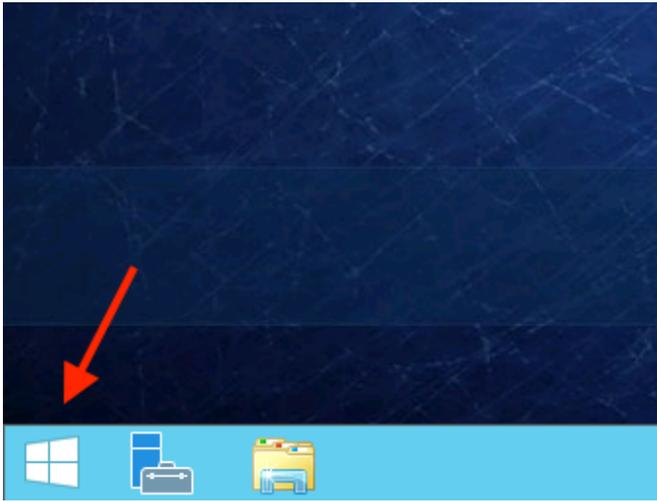


## Start EMS

- Double-click the EMS desktop icon to start the Desktop Client
  - Note: Your first time using the EMS Remote Desktop, you may need to click the link to "Install EMS" found on the desktop.
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