

# Portal 3 Remote Connection Guide

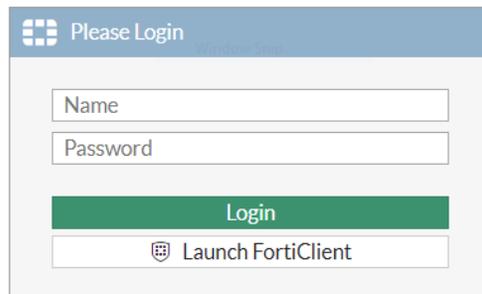
**Step 1.** Go to <https://portal3.countyofkane.org>

- **WE RECOMMEND USING CHROME, FIREFOX OR EDGE**

*Microsoft Internet Explorer will NOT work.*

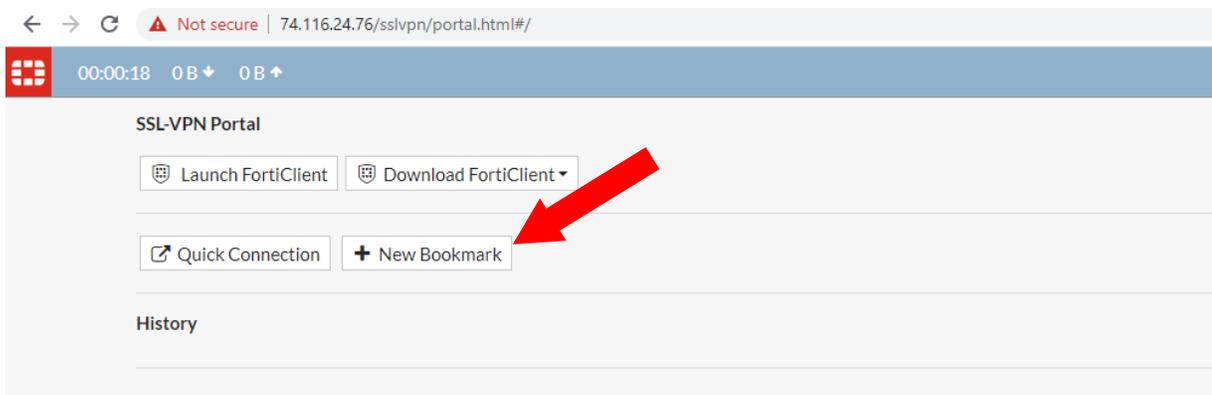
**Step 2.** You should see the login screen. When it asks for your Name, it means your username

Please use your typical Kane County Login name (ie: ITDABC) and password

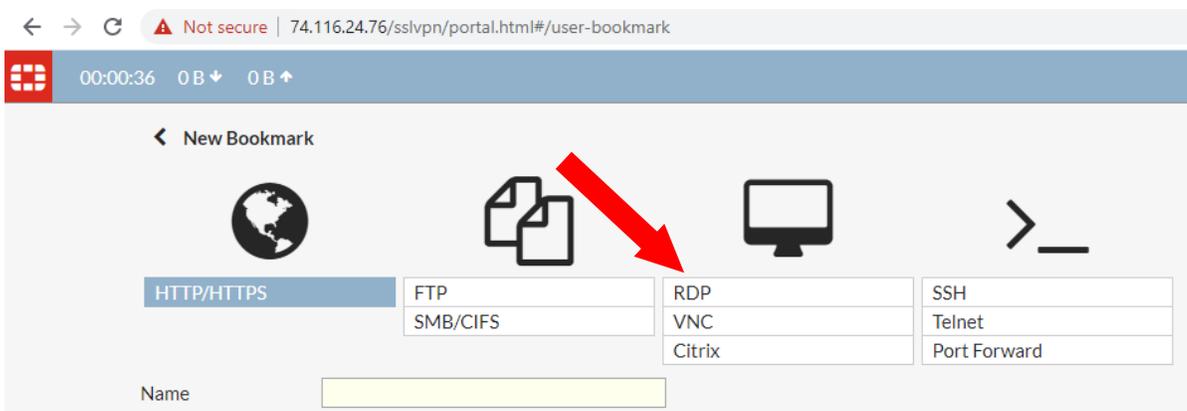


**Step 3.** Now you must add a bookmark that connects back to your work computer.

To do that, first select “+ New Bookmark”



**Step 4.** You should now see this New Bookmark setup. First select “RDP” on the third column



**Step 5.** Fill in the Following information for RDP Connection

Name: enter "Desktop"

Host: enter your work computer's IP address **(if you don't know how to do that see last page)**

Port: (should fill in automatically, so don't change)

Username: enter "kane\" then your Kane County username (ex. Kane\itdabc)

Security: Under "Security" select the dropdown and  
choose "Allow the server to choose the type of security"

Then click "Save"

00:02:18 0 B ↓ 0 B ↑

< New Bookmark

HTTP/HTTPS	FTP SMB/CIFS	<b>RDP</b> VNC Citrix	SSH Telnet Port Forwarding
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Name: desktop

Host: 172.25.0.000

Port: 3389

Description:

Use SSL-VPN Credentials:

Username:

Password:

Keyboard Layout: English (US)

Security: Allow the server to choose the type of security

Preconnection ID:

Preconnection Blob:

Load Balancing Information:

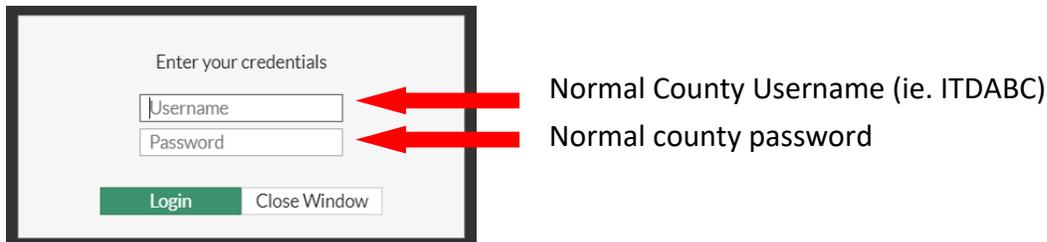
Save Cancel

**Step 6.** Now your desktop bookmark should be ready to use.

When you are ready double-click on the “desktop” bookmark

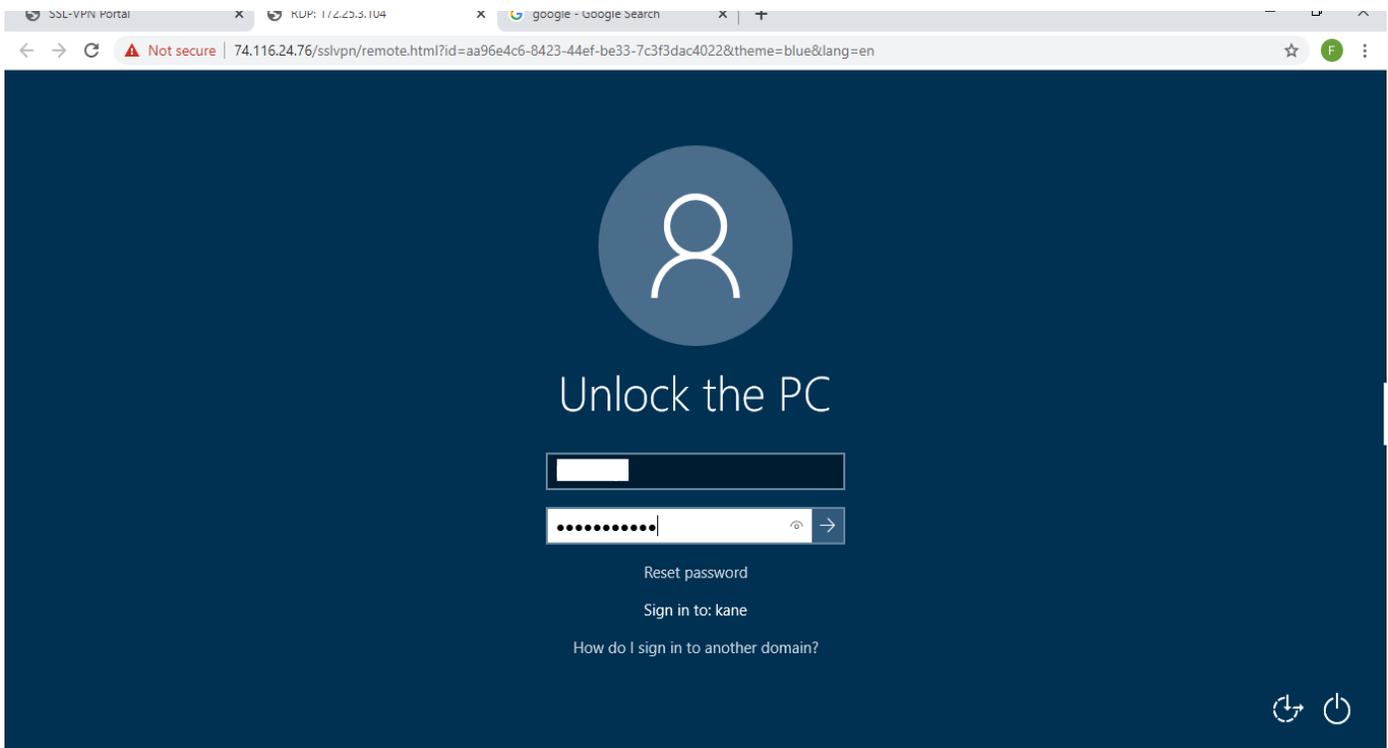


**Step 7.** You may be prompted again to enter your Kane County username and password. User



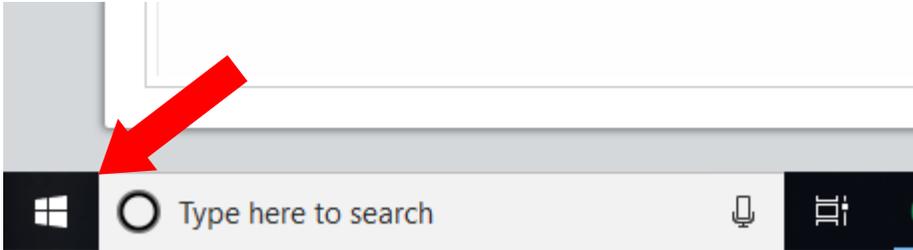
**Step 8.** Now you should see your desktop login screen. Your username should already be entered as “kane\username)”

Enter your password and you should be able to see your work desktop in your browser!

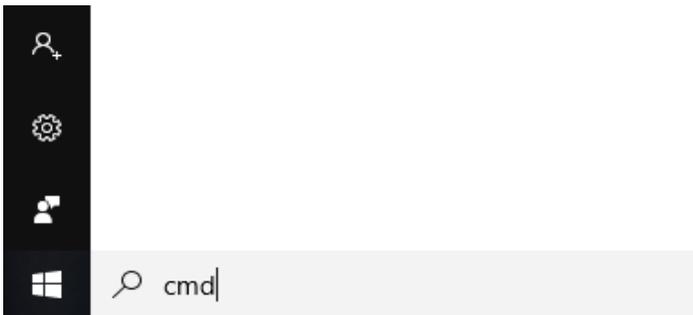


# How to find your PC's IP address

Finding your work computer's IP address is very simple, first, on your work computer, click on the Start Button (Windows icon on the bottom left of your screen)



Then type "CMD" (without the "s") and hit Enter



Once the command prompt comes up, type "ipconfig" (without the "s") and hit Enter

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Administrator: Command Prompt
Microsoft Windows [Version 10.0.17763.1039]
(c) 2018 Microsoft Corporation. All rights reserved.

C:\Users\itdfjb>ipconfig

Windows IP Configuration

Ethernet adapter Ethernet:

    Connection-specific DNS Suffix  . : co.kane.il.us
    Link-local IPv6 Address . . . . . : 
    IPv4 Address. . . . . : (Your IP Address)
    Subnet Mask . . . . . : 
    Default Gateway . . . . . : 

C:\Users\itdfjb>
```

Your IP Address will be listed under "IPv4 Address" and will have 4 numbers separated by periods (ex. 172.25.0.000)