



Winchester Fire and Rescue

FIRE, RESCUE, HAZARDOUS MATERIALS & EMERGENCY COMMUNICATIONS

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INFORMATIONAL BULLETIN IB-11003

TO: All Fire Department Personnel
FROM: Scott Kensinger, Operations Captain
RE: Terminal Services Login
Date: January 11, 2011

The Firehouse upgrade project that was initiated some time ago with our Informational Technology Department is now complete. All testing of printers and individual user accounts is complete and we are now ready to implement your individual user accounts.

As of Monday, January 18, 2011 **ALL** "FHTEST" accounts will become disabled. At this time you may activate your unique individual user account for accessing the Terminal Server and Firehouse. To do this from any field desktop or laptop that we generally use to make access to Firehouse:

1. Log into Windows as normal with your user account.
2. Select the "VPN Client" icon on the desktop and supply your unique VPN username and password.
3. Once connected to the VPN, select the "Remote Connection" icon on the desktop and follow below:
 - a. Your username will be your first initial of your last name and then the last four digits of your social security number (i.e. k1406)
 - b. Your password will be the same as your username except the first initial of your last name needs to be capitalized. (i.e. K1406)
 - c. Once you have logged into the terminal server the system will required you to change this password for the first time. Select a password that you will remember and that is unique.
 - d. Remember, as outlined in the City acceptable computer use agreement, you are responsible for your user accounts, giving others your username and passwords is strictly prohibited.

4. Once you are into the Terminal Server desktop, select the "FH" icon and Firehouse will automatically authenticate your username and log you in without user intervention.
5. When you have completed your session of Firehouse, **ALWAYS** log off properly. Selecting the "**X**" in the upper right hand corner is **NOT** a proper log off and will result in your account locking up with user licenses being tied up. If you have trouble understanding this I will be more than happy to show you this procedure.
6. Please direct all questions to my attention.