How To Access CalTime using RDP on Windows

Overview

To access CalTime using Remote Desktop Protocol (RDP), you must download the CalTime RDP file to your computer. Follow the steps below.

1. Download the RDP to your PC.
2. Log into CalTime.

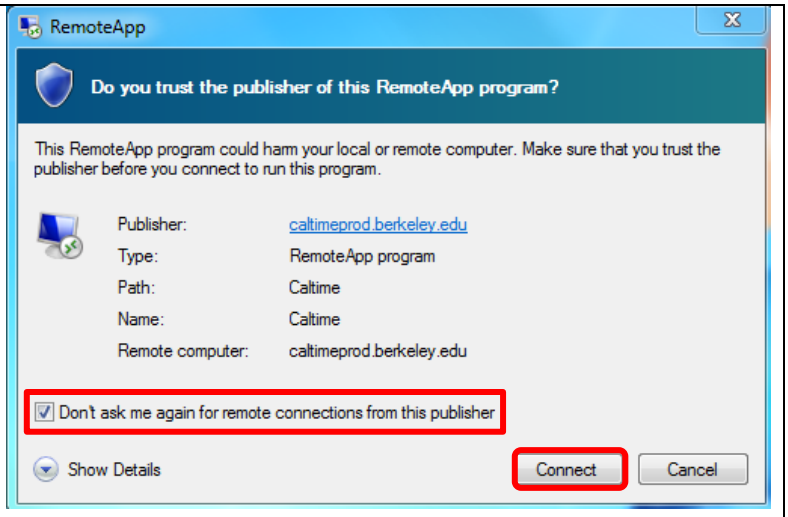
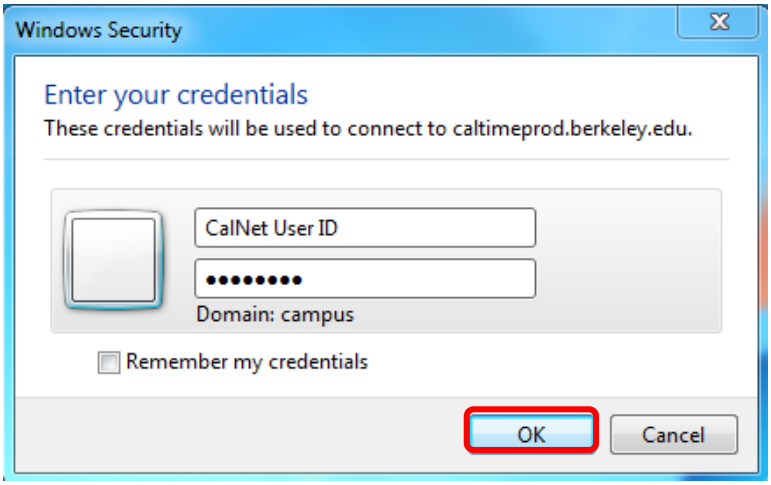
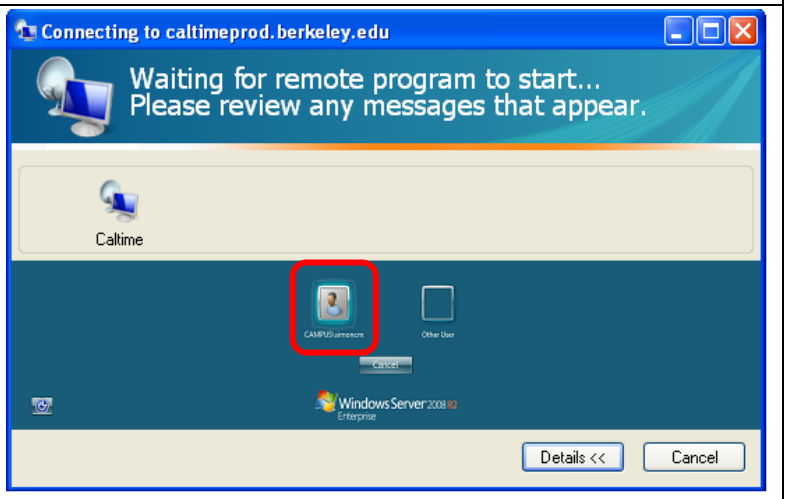
NOTE: The downloaded file connects you directly to the CalTime system. This file is not to be confused with any other RDP file(s) you may use to access other campus systems such as BAIRS, BFS, and CalAnswers.

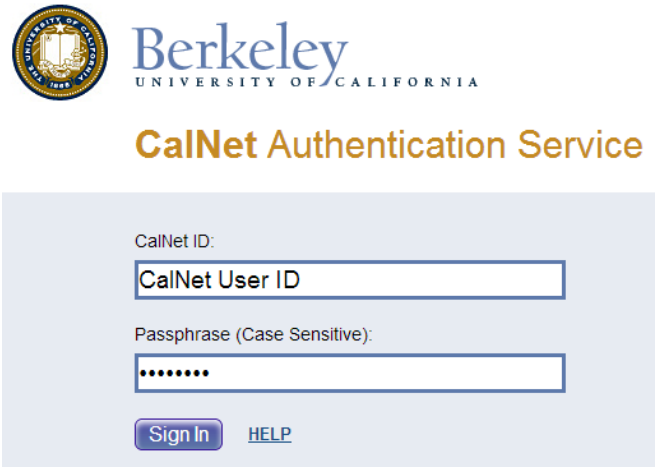
1	Go to caltime.berkeley.edu/access	
2	Go to the **For PC Users** section and click the **Download** button.	

ALERT: Do NOT change the name!

Log into CalTime using the CalTime RDP icon on your desktop

3	Locate the **Caltime_win.rdp**. If it is in your Downloads folder, right-click on the file and select Copy. Go to your desktop, right-click and select Paste. The RDP icon should appear on the screen. Double-click on the icon.	

4	1. Click the checkbox labeled **Don't ask me again…** 2. Click **Connect**.	
5	a. Enter your CalNet User ID and Passphrase. **IMPORTANT:** Make sure the Domain field is "**campus**" b. Click **OK.** **NOTE:** You may need to wait up to 30 seconds for the CalTime RDP to connect with the CalTime server.	
6	XP users will see an additional screen requiring another login. a. Click your name. b. Enter your CalNet passphrase.	

7	a. Enter your **CalNet ID** and **Passphrase**. b. Click the **Sign In** button.	

Support

If you have any issues downloading or using the CalTime RDP on your system, please contact the CalTime Help Desk:

- ✓ **Email:** caltime@berkeley.edu
- ✓ **Phone:** (510) 664-9000 (press 1 for IT, then 2 for Application Support, then 3 for CalTime)