Feeding America Hosted
Remote Desktop and Ceres Login Procedures

Purpose of this document

This procedure document is to instruct users on how to log in to the Remote Desktop server, configure remote desktop, and then log in to Ceres. The document applies to Feeding America Hosted sites only.

Ceres Object release 5.00.00 is required for the functionality described in this document.

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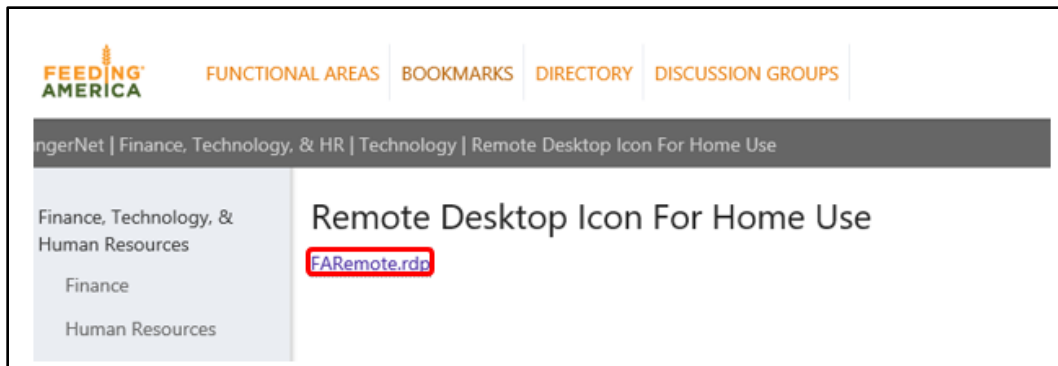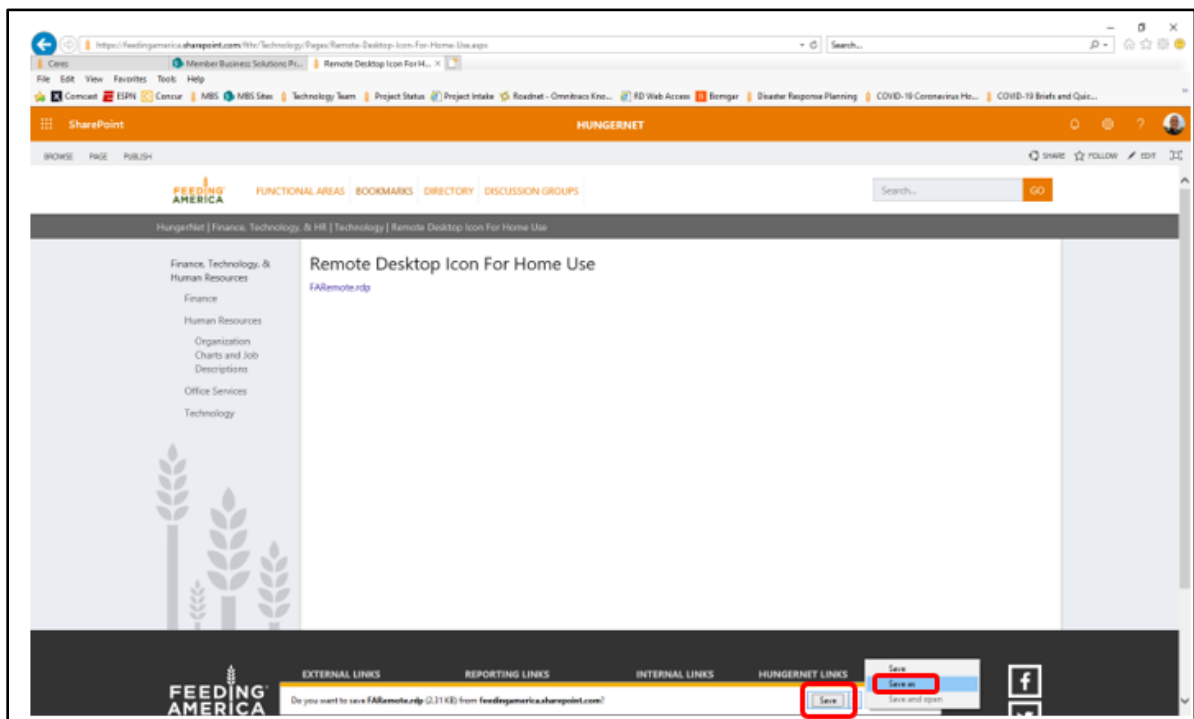
Overview

To access Feeding America Hosted sites you must first copy and paste to your Desktop the preconfigured Remote Desktop shortcut icon from HungerNet. The icon can be found HERE.

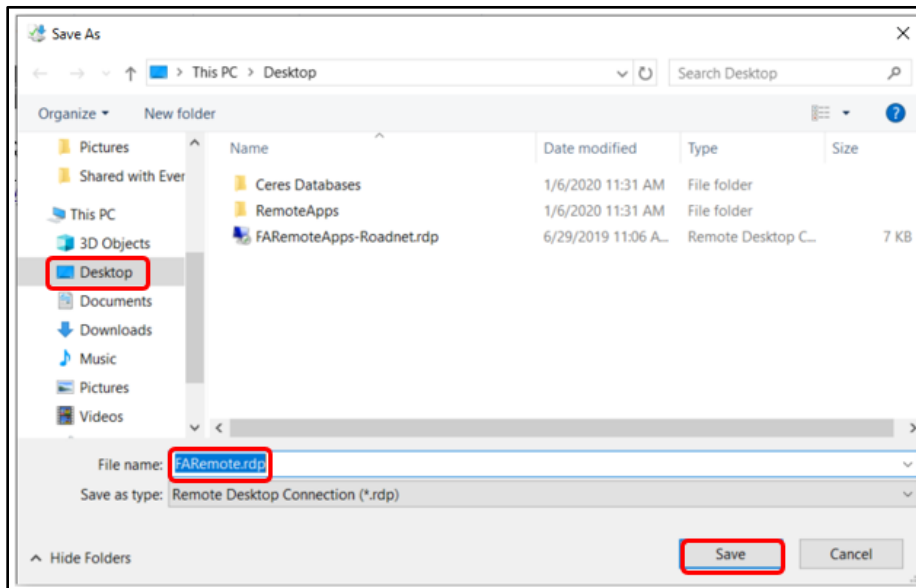## Login to Remote Desktop

1. After clicking on the "**HERE**" link above, you will be directed to the HungerNet page with the link to the "**FARemote.rdp**" icon.
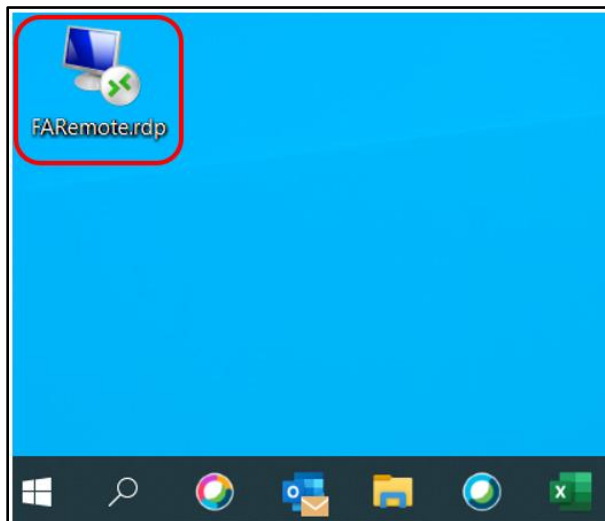

2. Click on the "**FARemote.rdp**" link and then you will see a gold box open at the bottom of the screen. Select "**Save**", then "**Save As**" from the menu options.
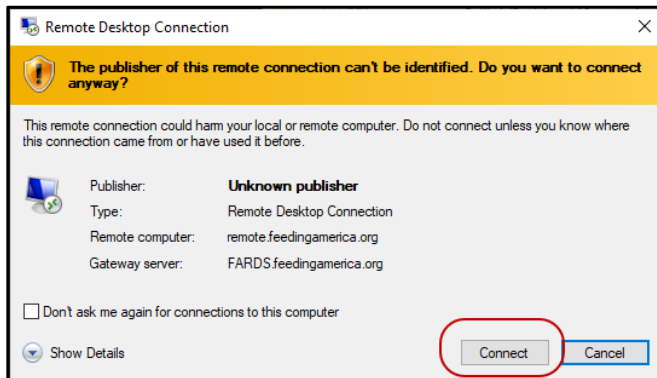
3. The "**Save As**" window will open. Scroll on the left side and select "**Desktop**" for the location to save the icon, then click on "**Save**" in the lower right of the window.
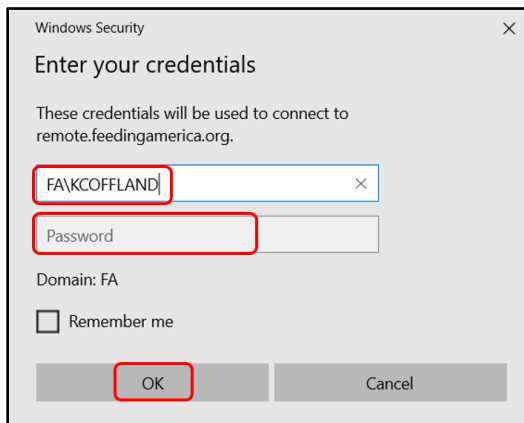

4. Go to the Desktop of your PC and you will then see the "**FARemote.rdp**" icon. Click on the "**FARemote.rdp**" icon.
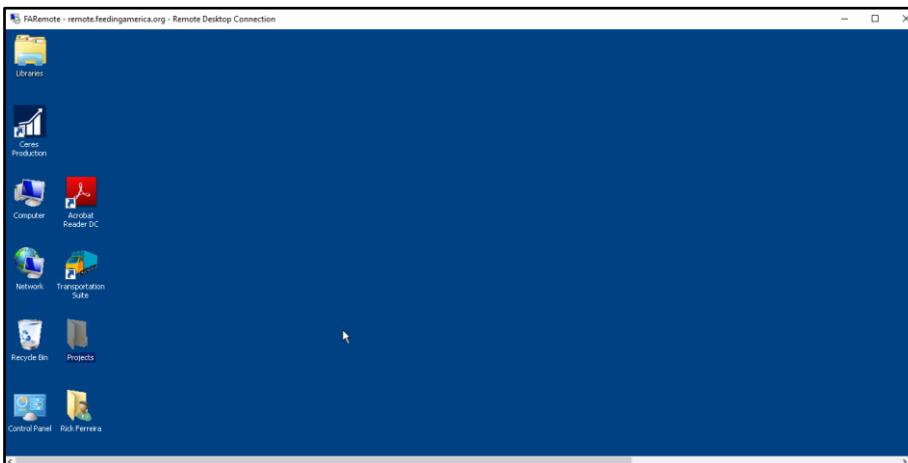
5. The "Remote Desktop Connection" window will open. Click on "**Connect**."

6. Enter your Feeding America assigned username and password as shown below. Click "**OK**."
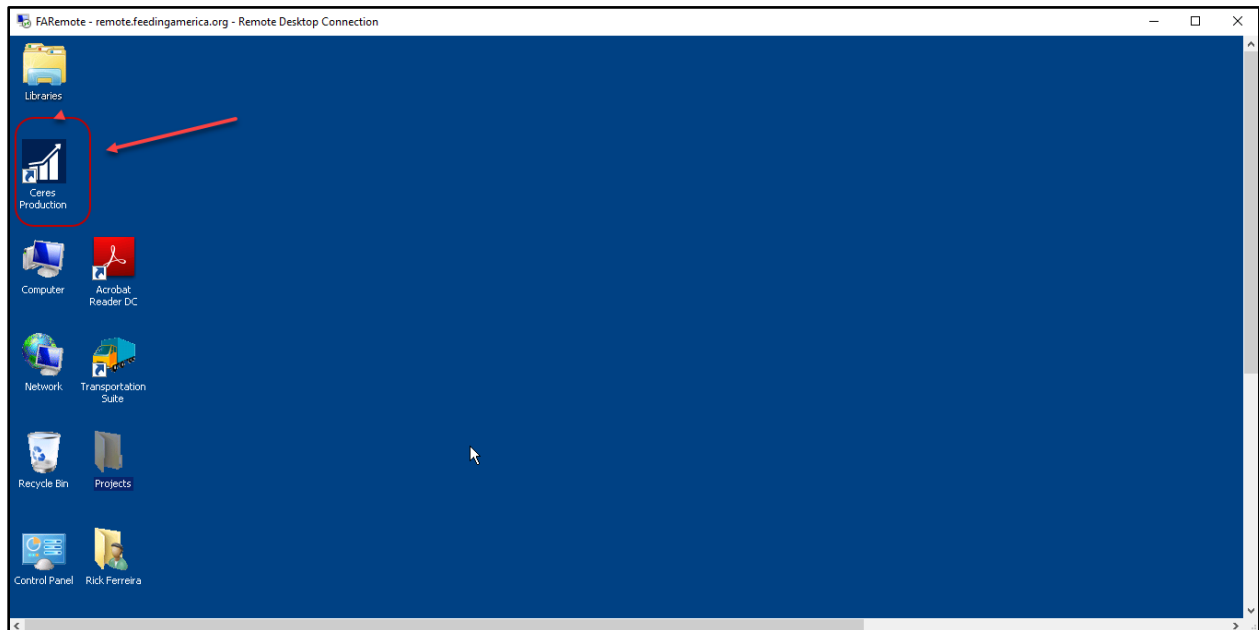

7. You will now be connected to the Feeding America Remote Desktop Server.

For any assistance with this step, please contact the Feeding America service desk (ServiceDesk@feedingamerica.org).

Starting Ceres

1. Go to the desktop, and double-click Ceres Production.

2. You are now in Ceres. Always **VERIFY** what database you're in