

ACCESSING EMORY SPACE REMOTELY

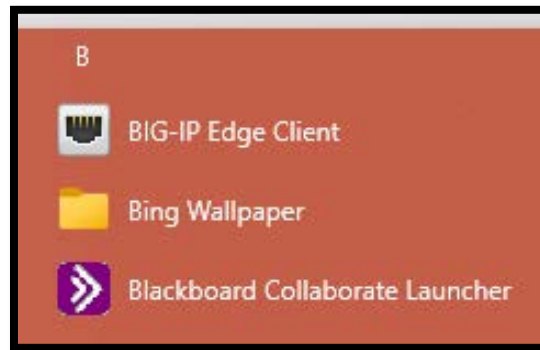
Purpose: In this job aid, customers will be able to access Emory Space via the CS Customer Portal remotely.

Target Audience: CS customers

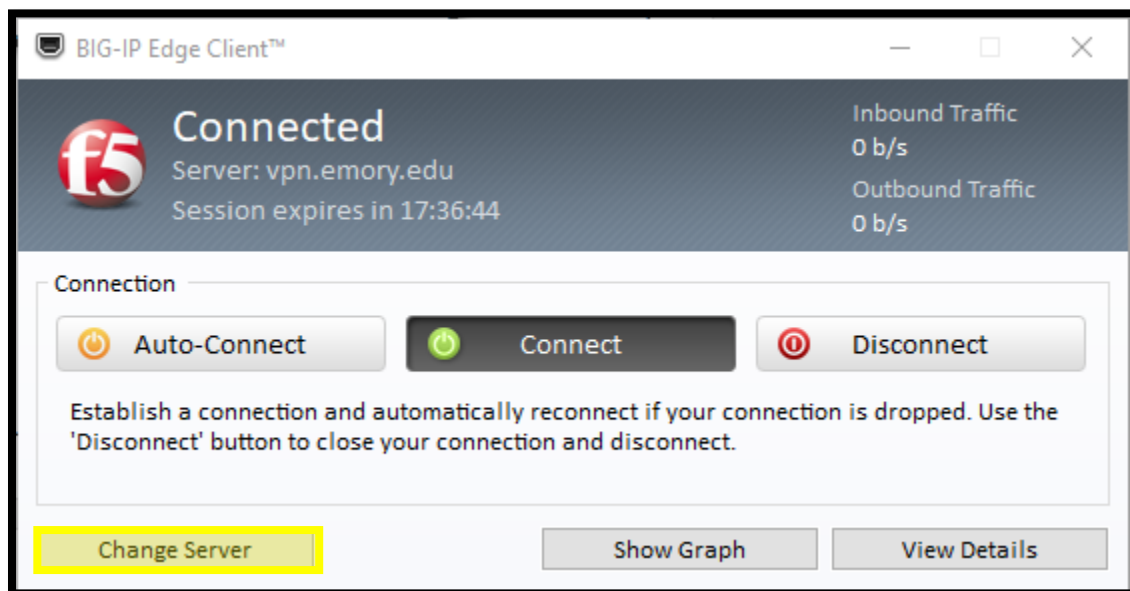
Steps:

1. Under your Programs, launch 'Big IP Edge Client'.
2. Click "Change Server", then click 'Next'.
3. Edit the server name to 'VPNproxy.emory.edu'.
4. You may need to authenticate using DUO.
5. Using your browser, visit campserv.emory.edu and click Customer Portal.
6. Click 'Emory Space'.
7. Helpful Links
8. Contact Us

1 Under your Programs, launch 'Big IP Edge Client'.

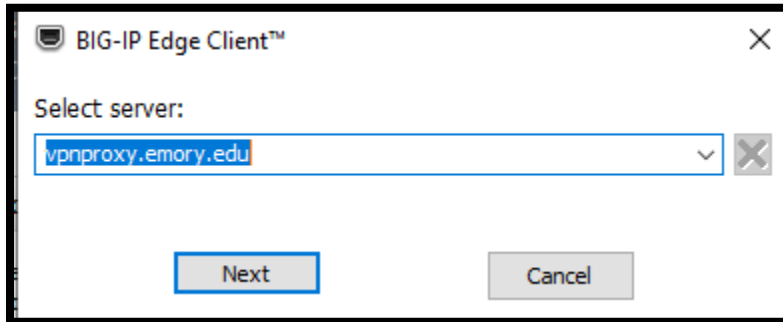


2 Click "Change Server".



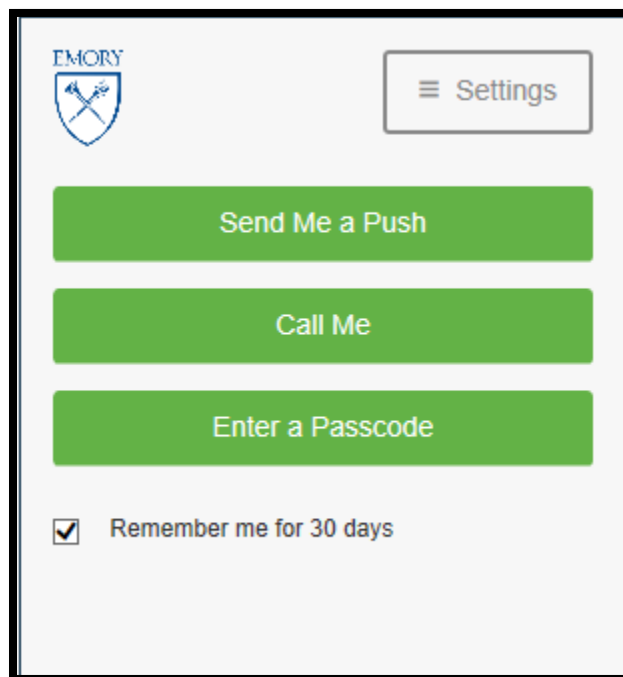
3

Edit the server name to 'VPNproxy.emory.edu'.



4




You may need to authenticate using DUO.



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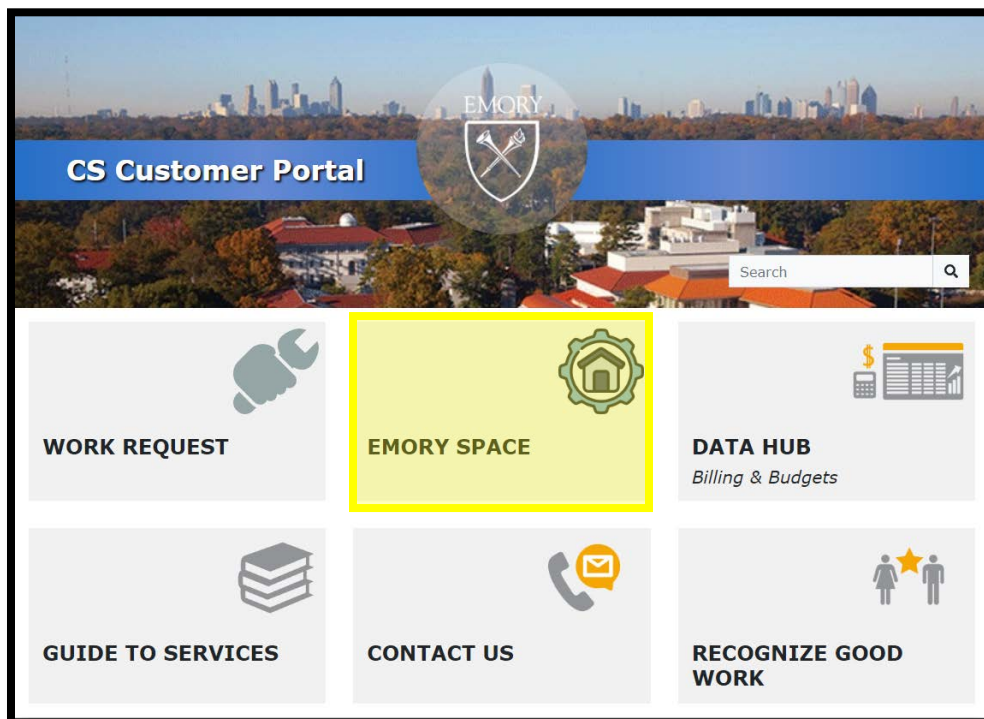
Using your browser, visit campserv.emory.edu and click Customer Portal.

I am a...

 STUDENT Emory's Covid-19 Website Residential (Housing) Service Request Transportation & Parking	 FACULTY + STAFF Customer Portal Guide to Services Service Request Search	 CAMPUS SERVICES EMPLOYEE AiM Employee Portal MyFacility
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Click 'Emory Space'.



The screenshot shows the CS Customer Portal interface. At the top, there is a blue banner with the text "CS Customer Portal" and the Emory University logo. Below the banner is a search bar. The main content area features a grid of six service tiles: "WORK REQUEST" (with a wrench icon), "EMORY SPACE" (with a house icon, highlighted in yellow), "DATA HUB" (with a dollar sign and bar chart icon, with the subtitle "Billing & Budgets"), "GUIDE TO SERVICES" (with a stack of books icon), "CONTACT US" (with a telephone and envelope icon), and "RECOGNIZE GOOD WORK" (with an icon of two people and a star).

HELPFUL LINKS:

1. [Campus Services Website](#)
2. [Customer Portal](#)
3. [Emory Space](#)

CONTACT US:

For further questions on this process, email cscsc@emory.edu.

Last Updated: 4/18/2022