

STAFF AND LEGISLATORS MOBILITY SERVICES GUIDE

Revised 2-2-2016

Purpose

The purpose of this guide is to provide the Legislators and Staff with information and instruction regarding mobile services that are available to them.

Mobile Services

- ***Internet Access***

Wireless Internet access is provided at the Connecticut General Assembly (CGA) campus. This includes the State Capitol Building, the Legislative Office Building (LOB), and the Old State House (OSH). Objectionable advertising, pornography, spyware, viruses, and other inappropriate content is blocked.

CGA staff can connect to the Internet using either a personal device or a CGA-assigned laptop. Two Wi-Fi networks are available: CGA_Guest, which provides visitor access, and CGA_User, which provides staff and legislator access. Connect your device to the CGA_User wireless network.

- ***Wireless Printing***

Several wireless printers are available to staff and legislators throughout the campus. A device can only detect and print to wireless printers within the same building. All wireless Windows devices, iOS devices version 6.0 and higher, and Android devices version 4.3 and higher should all have the capability to print to these printers. Please see this [link](#) for information on how to setup and print to a wireless printer from a mobile device.

- ***Employee Portal***

The purpose for the Employee Portal is to provide staff and legislators the ability to access useful information and applications from their mobile devices or from non-CGA computers. The portal can be accessed from www.cga.ct.gov by clicking on the Employee Portal link at the bottom of the page and logging in with your Windows account user name and password.

- ***Remote Network Access***

Legislators and Staff have several options for remote network access:

- Remote Desktop Gateway (RDG) allows you to use your own device (home computer, tablet, etc.) to connect to your CGA computer. This allows you to access and run any application on your office computer. Detailed instructions on how to install and use RDG are provided in this document, [Secure Remote Desktop Access](#).

- Access your Office PC from your iPad, iPhone, or MAC
[*iPad/iPhone/MAC Remote Desktop Setup Instructions.*](#)
- Access your Office PC from your Android Device
[*Android Device Remote Desktop Setup Instructions.*](#)
- Virtual Private Network (VPN) allows you to use your CGA laptop to connect to the CGA network from a remote location. Instructions are provided in this document, [*CGA-VPN, Virtual Private Network, \(for DSL, Cable Modem, or Wireless\) Quick Reference.*](#)
- ***Email and Calendar Access***

Legislators and Staff can access their CGA email and calendars from their mobile devices.

 - Direct Access. Configuration of each type of mobile device is a bit different, but the key information needed to setup your device is as follows:
 - Type of account: Exchange
 - Exchange Server: owa.cga.ct.gov
 - Domain: GENERAL
 - Use encrypted or secure SSL connection

If you need assistance in setting up your device, please contact the ITS Help Desk at x0000.

 - Outlook Web App (OWA). OWA allows you to access your mailbox from any computer that has an Internet connection. Follow this link to connect to the CGA's OWA server: <https://owa.cga.ct.gov/owa>. For additional instruction on OWA please see <https://www.cga.ct.gov/its/docs/Outlook%20Web%20App.pdf>.
- ***Web Applications and Employee Portal***

Multiple web applications have been created for use by staff, Legislators, and the public. On mobile devices, general public web applications can be accessed from www.cga.ct.gov by selecting Mobile Web Apps from the Menu icon on the top right of the web site. They can also be accessed through the picture slideshow on the home page of the web site.