

Connecting to the Virtual Lab from a Chromebook

The following instructions walk you through:

- Downloading and connecting to the GlobalProtect VPN, which is necessary to connect to CSI's network.
- Downloading and installing RDP (Remote Desktop Protocol) which will allow you to remotely use one of the available computers in a CSI computer lab.
- Choosing a machine to connect to in a lab

Section 1: Download and install necessary Apps from the Google Play Store

You will need to download the Global Protect App and Microsoft Remote Desktop App. This process will only need to be done the first time, unless you are using a different device,

Step 1: Open the **Google Play Store**, search for "GlobalProtect" and hit Enter

Step 2: Make sure it is *GlobalProtect* made by *Palo Alto Networks* and click **Install**

Step 3: After it finishes installing, click the **Back** button

Step 4: Search for "Microsoft Remote Desktop"

Step 5: Make sure it is *Remote Desktop 8 (or later)* by *Microsoft Corporation* and click **Install**

Step 6: After the installation completes, click **Open**

Step 7: Remote Desktop will open and you must Accept the terms of agreement. Click **Accept**

Step 8: **Minimize** the Remote Desktop app

Step 9: **Close** the Google Play Store

Section 2: Connecting to the CSI VPN

Step 1: Click the **Launcher** button

Step 2: Click the **UP** arrow to bring up your apps

Step 3: Find the *GlobalProtect* app and click on it to open it

Step 4: When asked for the portal address, type: **slas-vpn.csi.cuny.edu** and click **CONNECT**

You will be taken to the Sign in page

*Note: You will need to do this each time you want to connect to the virtual lab. The Portal will already be filled in from the first time you entered it.

Step 5: Sign in with your CSI Credentials and click **SIGN IN**

Note: Format for **usernames** below:

- Students - Use **firstname.lastname@cix.csi.cuny.edu** and **your SLAS Password**
- Faculty/Staff - Use **firstname.lastname@csi.cuny.edu** and **your FLAS Password**

Step 6: If you get a *Connection request* pop-up window, Click **OK**

You will then be **CONNECTED** to the VPN.

You can now minimize the Global Protect app.

Section 3: Connecting to a Computer in the Virtual Lab

Step 1: Open **Google Chrome** and go to the following website:

<https://remoteaccess.labstats.com/college-of-staten-island-cuny>

Welcome to the College of Staten Island's Virtual Lab!

The list of computers on this page are available to use.

Step 2: Click **Connect** next to the computer you want to use

Step 3: You will get a pop-up window for that computer. Click **Download**

Step 4: When the download completes, click **Show in folder**

Step 5: You will only need to do the next few instructions the first time. **After** the first time, skip to **Step 7**

- Click the **downloaded** file in your Downloads folder
- Click **OPEN**
- Click **Change default...**

Step 6: Click **RD Client**

Step 7: Double click on the **downloaded file**

(If the file does not open in Remote Desktop, click the **OPEN** button and click **RD Client**)

Step 8: In the *Allow access* pop-up window, click **Allow**

Step 9: On the *Certificate can't be verified* pop-up window, click **CONNECT**

Step 10: Sign in with your CSI credentials and click **CONNECT**

Note: Format for **usernames** below:

Students: Use **slas\FirstName.LastName** and **your SLAS Password**

Faculty/Staff: Use **flas\FirstName.LastName** and **your FLAS Password**

Step 11: Click **OK** on the login screen.

The computer will now automatically login and bring you to the desktop.

Please wait while it loads and then you can use the computer as if you were sitting in a lab.

Section 4: Disconnecting from a Virtual Lab Computer and the VPN

VERY IMPORTANT

***Note: When you are done using the computer, make sure you SAVE YOUR WORK!**

**SAVE IN YOUR EMAIL OR SOME OTHER ONLINE STORAGE (DROPBOX, ONEDRIVE, Etc.)
Do NOT save directly onto the computer (Desktop, Documents, etc.) IT WILL BE ERASED!!!**

Once you are done using the computer and have saved your work (online), you must **Sign Out** of the remote computer.

To sign out, follow these steps:

Step 1: Click the **Start Button**

Step 2: Click the **User Icon** (your name will show up when the mouse hovers over the icon)

Step 3: Click **Sign Out**

Step 4: Click the **Menu Dots** button on the computer in Microsoft Remote Desktop and click **Remove**

Step 5: On the pop-up, click **REMOVE**

Step 6: Close the Remote Desktop App

Step 7: Click the **GlobalProtect Icon** in the App Shelf

Step 8: Click the **Green Shield Icon** (Tap to Disconnect) in the middle of the screen to disconnect from the VPN.

You are now completely disconnected.