IMPORTANT MESSAGE:

PLEASE READ BEFORE PROCEEDING!!!

Would you like to CONVENIENTLY access software that you need?

Then follow these EASY, step-by-step, instructions.

If you follow these steps, IN THE PROPER ORDER, the process will be clear and you will avoid problems.

There are ONLY 4 Sections you need to do:

In Section 1, you will install Global Protect and Microsoft Remote Desktop.

You will ONLY need to install these programs THE FIRST TIME you use a new device.

In Section 2, you will Connect to CSI's VPN using Global Protect.

In Section 3, you will learn how to CONNECT to a computer.

In Section 4, you will learn how to SAVE YOUR WORK and DISCONNECT from the computer and VPN.

Attention Students:

If at any point you get authentication failed or a wrong password error, please try resetting your CSI password at: <u>https://slasreset.csi.cuny.edu</u>

If you have any questions, please contact the CSI Helpdesk at: 718-982-3695 HelpDesk@csi.cuny.edu

Attention Students: When contacting Helpdesk; please provide your full name, EMPLID, the class you are taking, and the best phone number to contact you.

How to connect to CSI's Virtual Lab from a Chromebook at home

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

First, 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.

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

÷	globalprotect			_ @ × Q
	G P	alo Alto Networks		Install
	3.4★ 1K reviews	100K+ Downloads	Everyone O	

Step 3: After it finishes installing, click the back button

$\left(\right)$	← globalprotect					. ▣ ×
	Glob Insta	alProtect ♥			Open	
	3.4★ 1K reviews	100K+	E Everyone ()			

Step 4: Search for "Microsoft Remote Desktop"



← Remote Desktop 8 Microsoft Corporation
Install
A11★
111K reviews
10M+
Downloads
Everyone ◊

Step 5: Make sure it is Remote Desktop 8 by Microsoft Corporation and click Install

Step 6: After it finishes installing, 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



Section 2: Connecting to the CSI VPN

Step 1: Click the Launcher button



Step 2: Click the UP arrow to view your apps

	G Search your device, apps, web	
	🕽 Files 🍯 Gmail 👨 RD Client 🕜 GlobalProtect 🕟 Play Store	
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Step 3: Find the GlobalProtect app and click it to open it



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

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GlobalProtect		
What's your portal address?		
Address slas-vpn.csi.cuny.edu		_
CONNECT		
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You will then 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: Username Format must be as follows:

Students: FirstName.LastName@cix.csi.cuny.edu and your SLAS password Faculty/Staff: FirstName.LastName@csi.cuny.edu and your FLAS password

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Back	GlobalProtect	
Sign in		
Portal: slas-vpn.csi.cuny.edu		
Please enter your CSI Credentials		
Username		
@csi.cuny.edu		
		SI
	SIGN IN	
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Step 6: If you get a Connection request pop up window, Click OK



You will then see that you are **CONNECTED** to the VPN. You can now minimize the Global Protect app.



Section 3: Connecting to the Virtual Lab and a Computer

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.

Remote Computer Access - Colle × +				_ @	×
\leftrightarrow \rightarrow C $\hat{\mathbf{e}}$ remoteaccess.labstats.com/college-of-	-staten-island-cuny		ž	7 \$:
College of Staten Island	I CUNY				
Message to All Users					
The CSI Virtual Lab is available 7 days a week with the exception of the following times: Every night, from 12:00am (Midnight) to 3:00am, for maintenance purposes.					
Please save your work frequently to any of the following locations: Your personal device or any online storage location (OneDrive, Dropbox, etc.) You can also email your work to yourself or upload your files to Blackboard.					
Any data left on a CSI Virtual Lab Computer wi	ll be erased and irretrievable).			
Use of the CSI Virtual Lab is for academic purpu you agree to comply with the CUNY Computer L https://www.csi.cuny.edu/sites/default/files/pd	oses only. By using the comp Jse Policy: If/privacy/CUNY_Computer_V	outers in the CSI Virtual Lab, User_Responsibilities.pdf			
Computer Labs 1L212 General Open Lab	1L212 Genera 24 computers availab	al Open Lab			
	1 L212-09	1L212-09.slas.csi.cuny.edu	Connect		
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Step 2: Click Connect next to the computer you want to use

📕 1L212A-19	1L212A-19.slas.csi.cuny.edu	Connect
1L212-22	1L212-22.slas.csi.cuny.edu	Connect
1L212-20	1L212-20.slas.csi.cuny.edu	Connect
1L212-07	1L212-07.slas.csi.cuny.edu	Connect
📕 1L212-14	1L212-14.slas.csi.cuny.edu	Connect

Step 3: You will get the following pop up window. Click Download

Remote Computer Access - Colle × +				-	ø	×
← → C	ten-island-cuny			\$	*	:
Computer Labs	1 24 Connect to 1L2	12-20 ×				
	Follow these steps		Connect			
	1. Download an	d open the connection file	Connect			
	Downloa 2. Press the 'Co	ad nnect' butter	Connect			
	3. Log in with yo You may need account' to er	our username and password I to choose 'More choices' and 'Use a different Iter your correct username	Connect			
	1 L212-18	1L212-18.slas.csi.cuny.edu	Connect			
	📕 1L212-01	1L212-01.slas.csi.cuny.edu	Connect			
	1L212-04	1L212-04.slas.csi.cuny.edu	Connect			
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Step 4: When the download completes, click **Show in folder**

	Download 2. Press the 'Connect' b 3. Log in with your userr You may need to choo account' to enter your	utton name and password ose 'More choices' and 'Use a different correct username	Connect Connect Connect
4	1L212-18	1L212-18.slas.csi.cuny.edu	Connect
4	1L212-01	1L212-01.slas.csi.cuny.edu	Download manager • now ^ Download complete 1L212-20.rdp
4	1L212-04	1L212-04.slas.csi.cuny.edu	SHOW IN FOLDER
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Step 5: You will only need to do this the first time. After the first time, skip to Step 7.

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

My files > Downloads		·		_ □ × Q == Áz :
() Recent	Name	Size	View (default)	Date modified 👻
Audio	🖺 1L212-20.rdp	630 byte:	😣 RD Client	Today 1:41 PM
Images			Open with Text	
🔛 Videos			change deradit	
🗸 🗖 My files				

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: Username Format must be as follows:

Students: slas\FirstName.LastName and your SLAS password **Faculty/Staff: flas\FirstName.LastName** and your FLAS password

Logon		
PC name 1L212-20.slas.csi.cuny.edu		
User name		
slas\firstname.lastname		×
Password		
		×
	CANCE	CONNECT

Step 11: Click **OK** on the login screen. The computer will now automatically login and bring you to the desktop



You can now 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 <u>EMAIL</u> OR SOME <u>OTHER ONLINE STORAGE</u> (DROPBOX, ONEDRIVE, Etc.) Do <u>NOT</u> save directly onto the computer (Desktop, Documents, etc.) <u>IT WILL BE ERASED</u>!!!

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

STEP 1:

- A: Click the Start Button
- **B:** Click the **User Icon** (Your name will show up when the mouse hovers over the icon)
- C: Click Sign Out



Step 2: Click the Menu Dots on the computer in Microsoft Remote Desktop and click Remove

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1L212-20.slas.csi.curry.edu	Edit Remove	
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Step 3: On the pop up, click **REMOVE**



Step 4: Close the Remote Desktop App





Step 6: Click the green shield icon in the middle of the screen to disconnect from the VPN

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You are now completely disconnected.