

Connecting to the Virtual Lab from a Mac

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: Connect to CSI's VPN

Installing Global Protect

(You only have to do this once, unless you use a different device.)

Step 1: Open a web browser and type **SLAS-VPN.CSI.CUNY.EDU** in the URL address bar.

Step 2: Sign in with your CSI Credentials

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 3: Click the **GlobalProtect Agent** link on top.

Step 4: You will be taken to a download page. Click on **Download Mac 32/64 bit GlobalProtect agent**.

If you are using **Google Chrome**, the download will be at the bottom right of the browser window

If you are using **Safari**, your download will be on the top right of the browser window

Step 5: Once the download finishes, click it to open it (Single Click in Chrome, Double Click in Safari) and the Installer window will open

Step 6: Follow the prompts to install the software

During the install process, you will be prompted to enter your password. Type the password you use to log onto the computer you are currently using. (This is your personal computer password. Your name will already be in the User Name field.)

Step 7: Depending on the version of your Operating System, you might get a "System Extension Blocked" pop up. Click **Open Security Preferences**

Click the **Lock** icon to unlock your preferences, type in your personal computer login password and click **Allow**.

Close your System Preferences window and you should see the installation was successful window. Click **Close**

You will then be asked if you want to move the installer file to the Trash. Click **Keep**. This is in case you need to re-run the installer in the future.

It's time to connect to the VPN

On the top right of your screen, by the time and battery, you will see a new icon that looks like a **Globe**

Step 8: Click on the Globe and you will get the "Welcome to GlobalProtect" window.

Step 9: In the Portal Address field, type **SLAS-VPN.CSI.CUNY.EDU** then click **Connect**.

Step 10: You will then be prompted to **Sign In**:

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

Sign in with your CSI Credentials

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**

You should then see that you are **Connected** to the VPN

Section 2: Installing Microsoft Remote Desktop

(You will only need to do this for the first time you are connecting)

Step 1: Open the App store by clicking the Apple and then App Store and search for Microsoft Remote Desktop

*Note: Your Mac will need to be running the 10.13 Operating System or later to install this software

Step 2: Find Microsoft Remote Desktop. The icon is a red circle with two white arrows inside. Click **Get**

Step 3: Click **Install App**

Step 4: You'll be prompted to enter your Apple ID and Password

Enter your Apple ID and Password and click **Get**

Step 5: If you get a pop up asking when to require a password, you can click any option of your choice

Step 6: Click **Open**

Step 7: The Microsoft Remote Desktop App will open.

You can now quit out of the application.

Section 3: Connecting to the Virtual Lab and a Computer

Step 1: Open Chrome or Safari and go to the following site:

<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. Click on any computer of your choice.

Step 2: On the "Connect to ..." window, click **Download**

Step 3A: The following steps will only need to be done the first time you connect.

***Note: Each time after, follow from Step 3B on.**

Step 3A-1: Open the folder containing the downloaded file

**Chrome Users:* you will see the download at the bottom of the browser window.

- Click on the **up arrow**
- Click **Show in Finder**

**Safari Users:* You will see the download at the top right of the browser window.

- Click on the **down arrow** to view the downloaded file
- Click the **magnifying glass**

Step 3A-2: Right Click on the file and click **Get Info**

Step 3A-3: Under the "Open with:" section, Click on **Remote Desktop Connection**

Step 3A-4: Click **Microsoft Remote Desktop**

**If Microsoft Remote Desktop is not shown:*

- Click **Other**
- Select **Microsoft Remote Desktop** in your Applications Folder and Click **Add**

Step 3A-5: Click **Change ALL**

Step 3A-6: Click **Continue**

Step 3A-7: Close the Get Info window

***Note: Double check that you are still connected to the Global Protect VPN client. Your session may have timed out. If it is not connected, reconnect. If it is still connected, proceed to the next step.**

Step 3A-8: Double click on the downloaded file.

(Your finder window should still be open. If it isn't, go to your default downloads location).

Step 3B: Open the downloaded file

**Chrome Users:* You will see the download at the bottom of the browser window.

- Single Click on Downloaded file.

**Safari Users:* You will see the download at the top right of the browser window.

- Click on the **down arrow** to view the downloaded file
- Double Click on the downloaded file

Step 4: Sign in with your CSI credentials and click **Continue**.

***NOTE: Username Format must be:**

Students: `slas\FirstName.LastName` and your SLAS password

Faculty/Staff: `flas\FirstName.LastName` and your FLAS password

Step 5: On the “Your connection may not be secure pop up, click **Continue**

You are now connected to a CSI Lab Computer. You should see the CSI Login Window.

Step 6: Click **OK** to login. 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!!!

Step 1: Once you are done using the computer and have **saved your work (online)**, you must **Sign Out** of the remote computer.

- Click the **Start Button**
- Click the User Icon (your name will show up when the mouse hovers over the icon)
- Click **Sign Out**

Step 2: Click the Global Protect Icon (at the top) and click **Disconnect**

Step 3: Quit out of Microsoft Remote Desktop

You are now completely disconnected.