Connecting to the Virtual Lab from a Windows Machine

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

Phase 1:
Installing Global Protect
(You only have to do this once, unless you use a different device.)

1. **Open** your **Web Browser** (Chrome, Edge, Firefox…)

2. In the navigation bar type: **SLAS-VPN.CSI.CUNY.EDU**

3. **Press Enter**
   Login using 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**

4. **Click** the **GlobalProtect Agent** link on the top right of the webpage

5. When you get to the *GlobalProtect Portal* webpage, **Click** the version that matches your device's Operating System (in this case, either Windows 32 bit or Windows 64 bit)
   *Note: To find out what version of Windows you have, **Right-Click** the **Start Button, Select System**, and look under **Device specifications***
   a. Next to **System type** you will see whether you are using the 32-bit or 64-bit version of Windows
   b. Make a note of this and then you may close this window by **Clicking** the **X** in the top right corner.

6. After the file downloads, **Click** the **downloaded file** to run the Installer
   Note: If you do not see the downloaded file, check your downloads folder, which is usually in C:\Users\YourUsername\Downloads.

7. On the *Welcome to the GlobalProtect Setup Wizard* window, **Click Next**

8. On the *Select Installation Folder* window, **Click Next**

9. On the *Confirm Installation* window, **Click Next**

10. On the *Installation Complete* window, **Click Close**

11. **Enter SLAS-VPN.CSI.CUNY.EDU** in the box and **Click Connect**

12. On the *GlobalProtect Sign In* window:
    Sign In using 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**

Phase 2:
Connecting to Global Protect VPN and then using Windows Remote Desktop.
(Follow these instructions <u>every time</u> you want to connect to CSI's Remote Computer Lab)

13. In Windows - **Click Start**, **Scroll to** and **Click** on the **Palo Alto Networks** Folder

14. Click GlobalProtect, and a connection window should open up.

15. **Enter SLAS-VPN.CSI.CUNY.EDU** in the box and **Click Connect**

16. On the *GlobalProtect Sign In* window:

    Sign In using your <u>CSI credentials</u>

    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**

17. **Open** your **Web Browser** (Chrome, Firefox, Edge…)

18. In the navigation bar type: https://remoteaccess.labstats.com/college-of-staten-island-cuny

19. **Press Enter** and you should see the webpage which lists all computers available for use, at any given time.

20. **Click** the **Connect** button next to one of the available computers.

21. **Click** the **Download** button

22. After the *Windows Remote Desktop Configuration* file downloads, **Click** on the downloaded file to connect to the computer.
    Note: If you do not see the downloaded file, check your downloads folder which is usually in C:\Users\YourUsername\Downloads.

23. If you get a *Unknown Publisher* warning window, **Click Connect**

24. **Login** using your <u>CSI credentials</u>

    Note 1: Format for **usernames** below:

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

    Note 2: If you have used Windows Remote Desktop on your computer before, you may have to **Click More choices** on the bottom and **Select Use a different account** before entering in your login Information.

25. **Click OK**

26. If you see the Remote Desktop Connection *Certificate error*, **Click Yes**

27. **Click OK** to login.

The computer should automatically login. Please wait as the computer "Prepares Windows"

Afterwards, you should see the desktop and can use the computer as if you were sitting in the lab.

Saving Your Work and Disconnecting From Lab Computer

All work must be saved either to your email or some other online storage (Dropbox, Onedrive, etc…)

Do not save work on the lab computer – it will be erased and be irretrievable!

Once you are done using the computer and have **saved your work (online)** you must **Sign out** from the remote computer

1. **Click Start**, and move your mouse up along the left navigation pane to the User Icon
2. **Click on Your name** or the **User Icon**
3. **Click Sign out**

   Note: This will sign you out of the remote computer but you are still connected to the VPN

4. To disconnect from the GlobalProtect VPN, **Click Disconnect**

   Note: If you do not see the GlobalProtect Disconnect , you can access it through the Start Menu:
   - In Windows - **Click Start**, **Scroll to** and **Click** on the **Palo Alto Networks** Folder
   - Click **GlobalProtect**
   - Click **Disconnect**

   You are now completely disconnected from the CSI network!