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 Remote Desktop Mobile.

*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: https://slasreset.csi.cuny.edu

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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 an iPhone or iPad at home

## Section 1: Download and install necessary Apps from Apple App 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 App Store ⬚ on your iPad or iPhone, and search for "Global Protect"
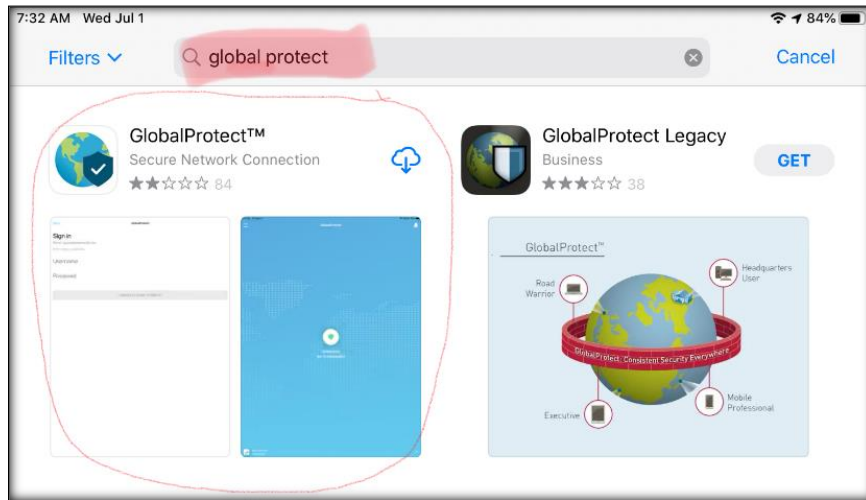
Step 2: Tap on the ☁ icon next to Global Protect (Secure Network Connection) and download and install the App

Step 3: Again, Open the App Store ⬚ on your iPad or iPhone, and search for "Remote Desktop Mobile"
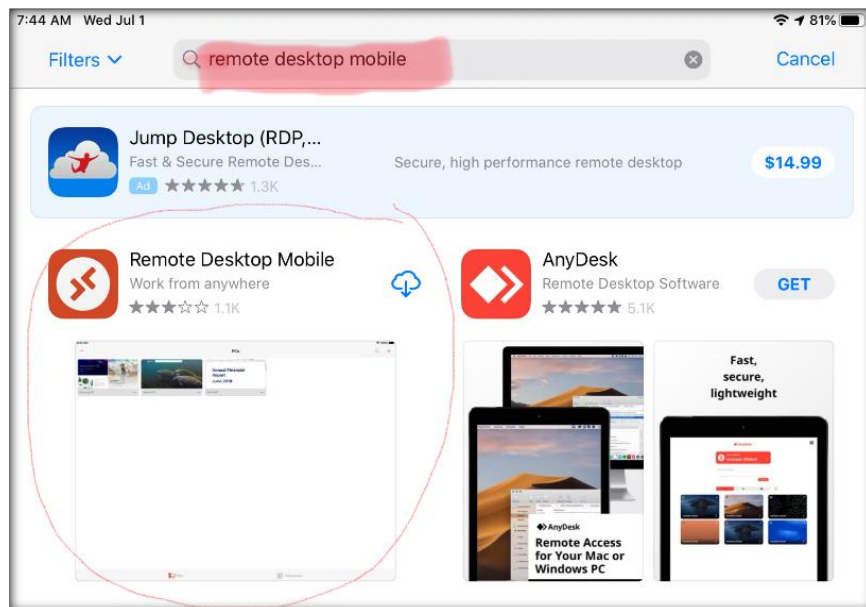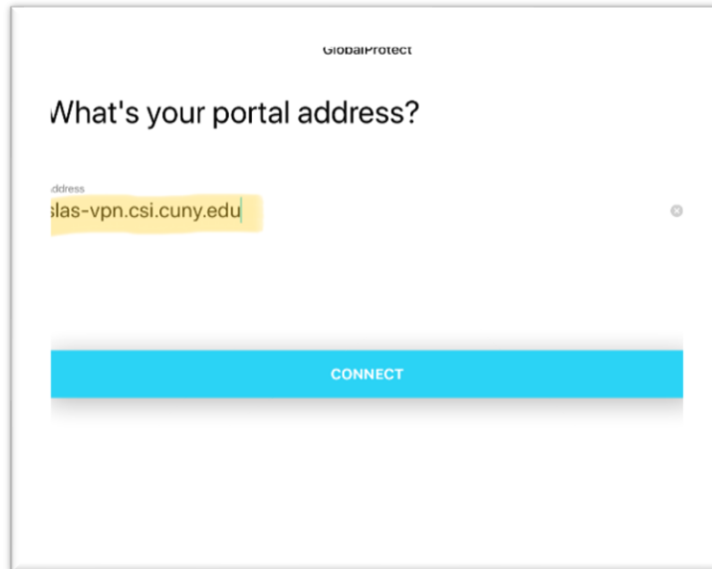

Step 4: Tap on the ☁ icon next to Remote Desktop Mobile (Work from anywhere) and download and install the App

Section 2: Connecting to the CSI Student VPN

IStep 1: Open the Global Protect App by tapping on the [icon] icon

Step 2: Tap "Allow" on the "*GlobalProtect Would Like to Send You Notifications*" pop up
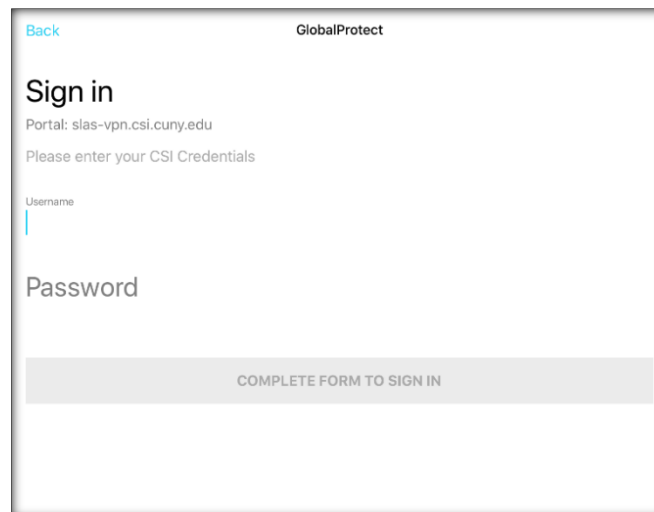
Step 3: Enter **SLAS-VPN.CSI.CUNY.EDU** for the Portal Address, then tap **Connect**

GlobalProtect

What's your portal address?

.ddress
slas-vpn.csi.cuny.edu

CONNECT

Step 4: Tap "Allow" on the "*GlobalProtect Would Like to Add VPN Configurations*" pop up. It may ask for your "Fingerprint Touch ID" or PIN to proceed

Step 5: You will then be prompted to Sign In: *

Back   GlobalProtect

Sign in
Portal: slas-vpn.csi.cuny.edu
Please enter your CSI Credentials

Username

Password

COMPLETE FORM TO SIGN IN

*Note: You will need to do this each time you want to connect to the virtual lab. Tap 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: Username Format must be as follows:

Students: FirstName.LastName@cix.csi.cuny.edu and your SLAS password
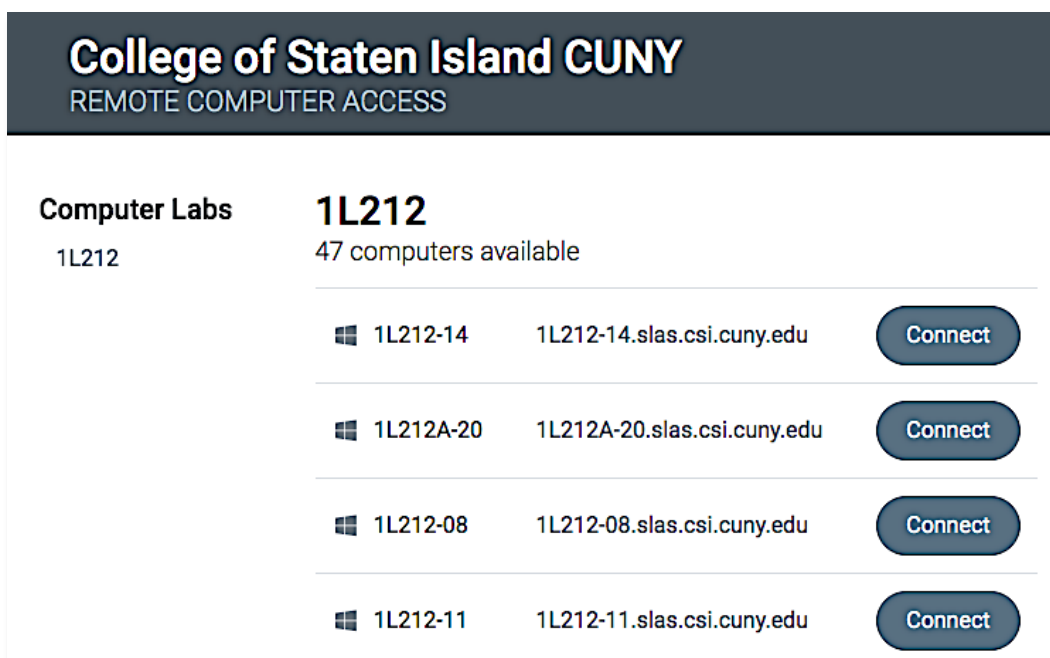**Faculty/Staff: FirstName.LastName@csi.cuny.edu** and your FLAS password
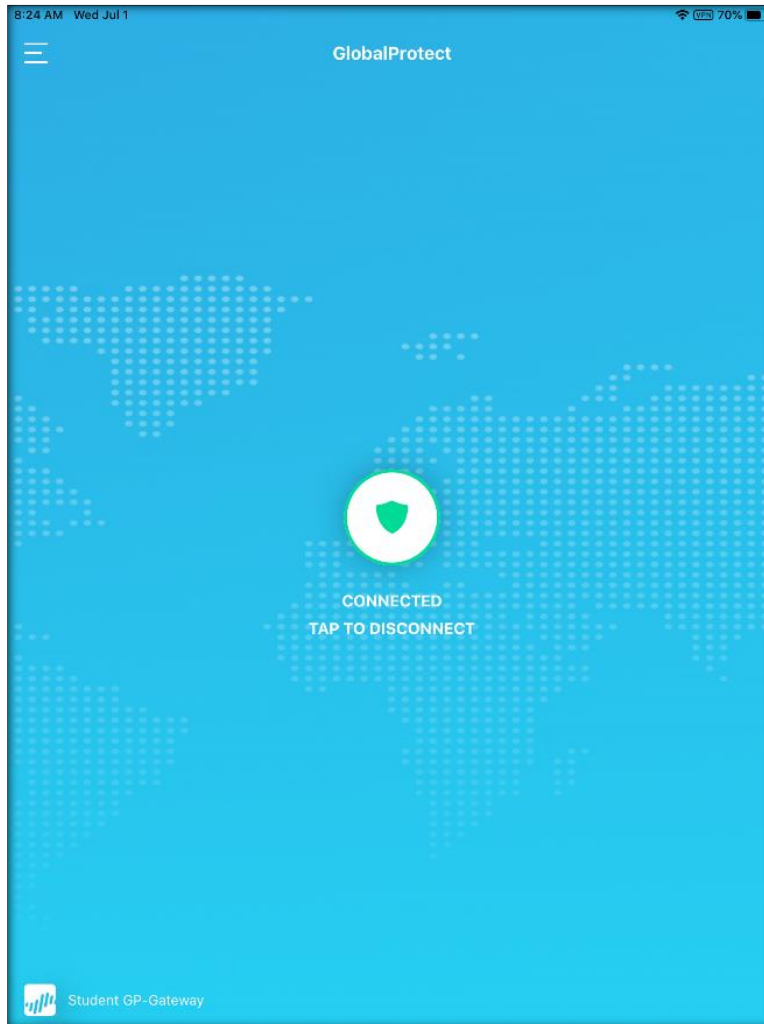
You should then see that you are **Connected** to the VPN

Section 3: Connecting to the Virtual Lab and a Computer

Step 1: Open Chrome or Safari 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!

College of Staten Island CUNY
REMOTE COMPUTER ACCESS
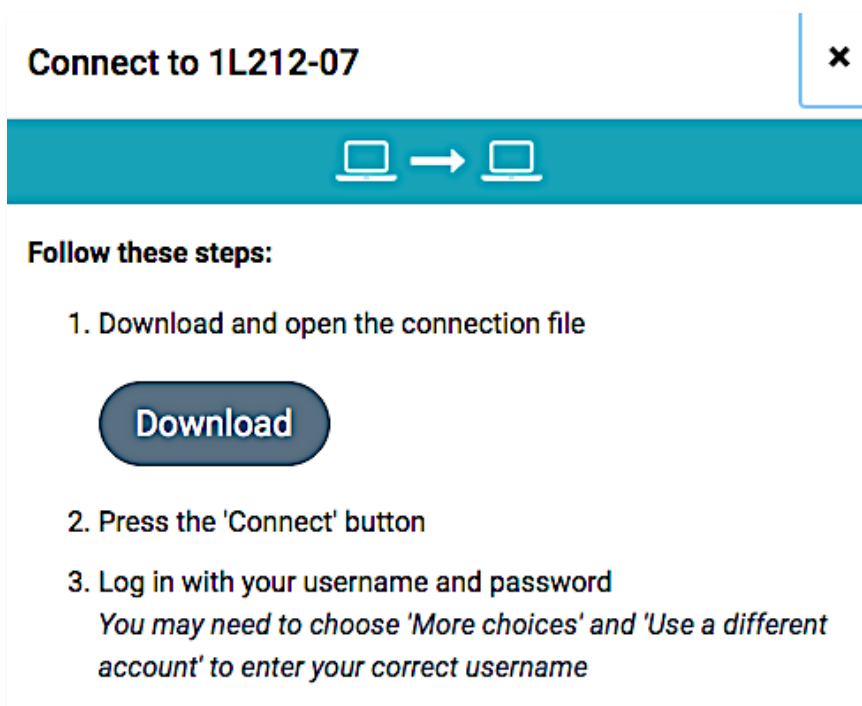
Computer Labs	1L212
1L212	47 computers available

	1L212-14	1L212-14.slas.csi.cuny.edu	Connect
	1L212A-20	1L212A-20.slas.csi.cuny.edu	Connect
	1L212-08	1L212-08.slas.csi.cuny.edu	Connect
	1L212-11	1L212-11.slas.csi.cuny.edu	Connect

The list of computers you see here are available to use:

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

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

Connect to 1L212-07

Follow these steps:

1. Download and open the connection file

Download

2. Press the 'Connect' button

3. Log in with your username and password
   You may need to choose 'More choices' and 'Use a different account' to enter your correct username
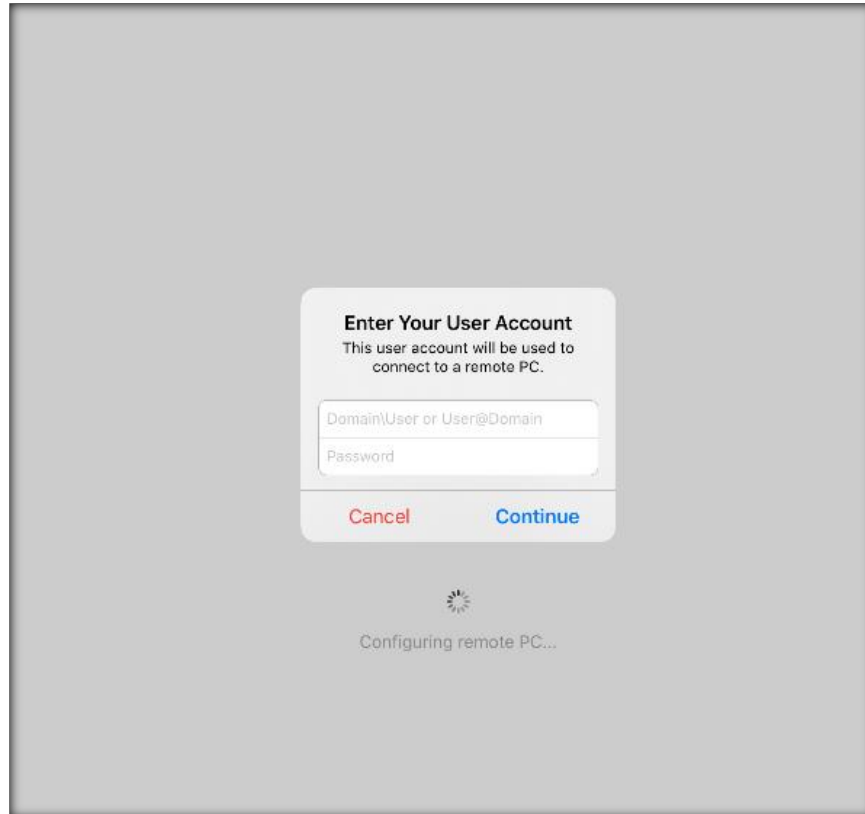
Step 4: You will get the following pop up window. Tap **Download** again.
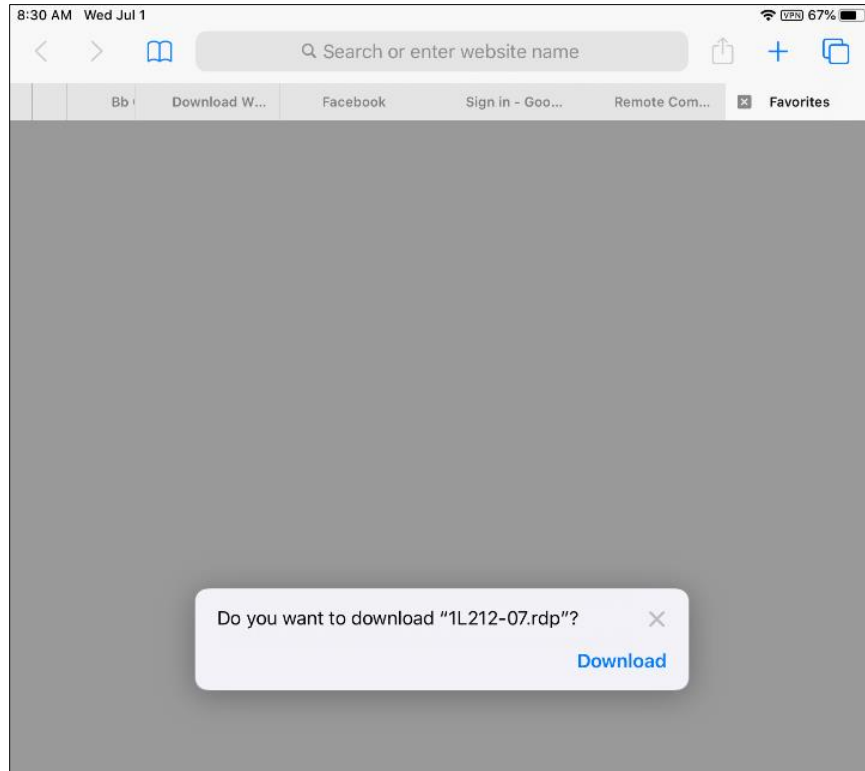
Step 5: Locate and tap the files icon and find the downloaded file in your Downloads folder.
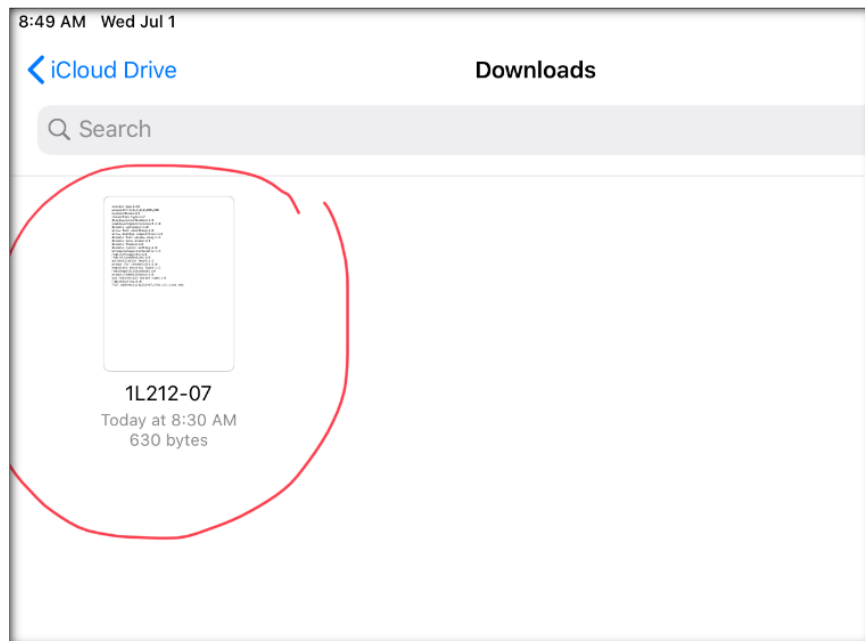
Step 6: Tap the downloaded file and it will open up using the "Remote Desktop Client" app you downloaded in Section 1.

Step 7: Sign in with your CSI credentials and tap **Continue**.

**NOTE: Username Format must be as follows:**

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

Once you tap continue it will direct you to the remote desktop screen on the remote computer.

Note: if you have any Bluetooth input devices connected to your device, you may have to allow access on the pop-up window.

Step 8: Move your mouse cursor to OK button and tap to login.
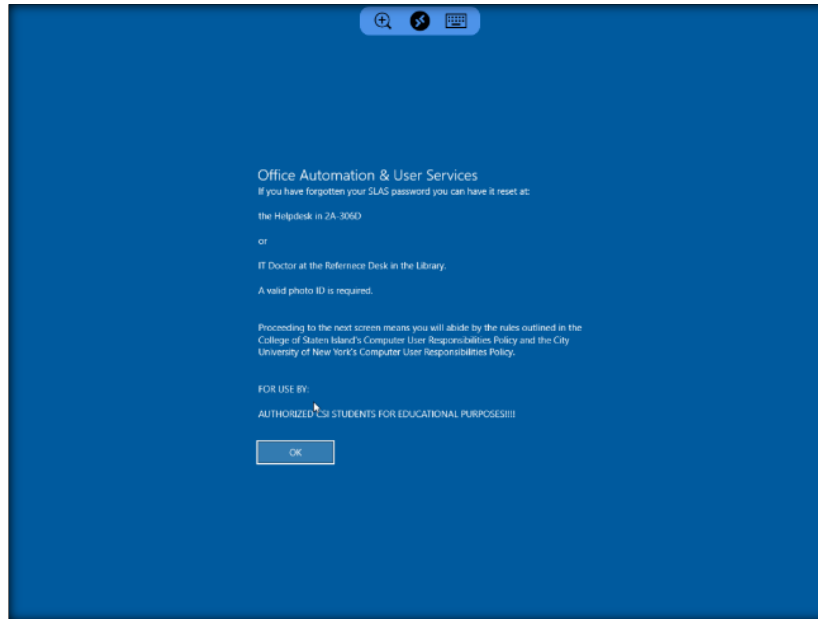
The computer will now automatically login and bring you to the desktop in full screen mode.

Please be familiar with tools on the top bar on in order to navigate to computer easier.

- Zoom
- Return to App home
- On-Screen Keyboard

You can now use the computer as if you were sitting in a lab.

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**

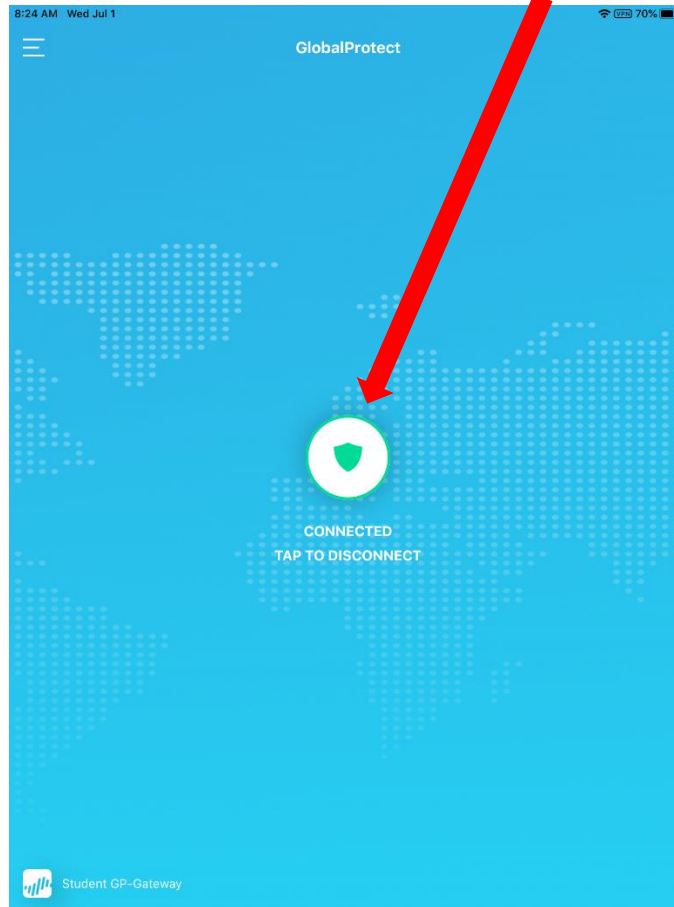> **B:** Click the User Icon   (Your name will show up when the mouse hovers over the icon)

> **C:** Click **Sign Out**
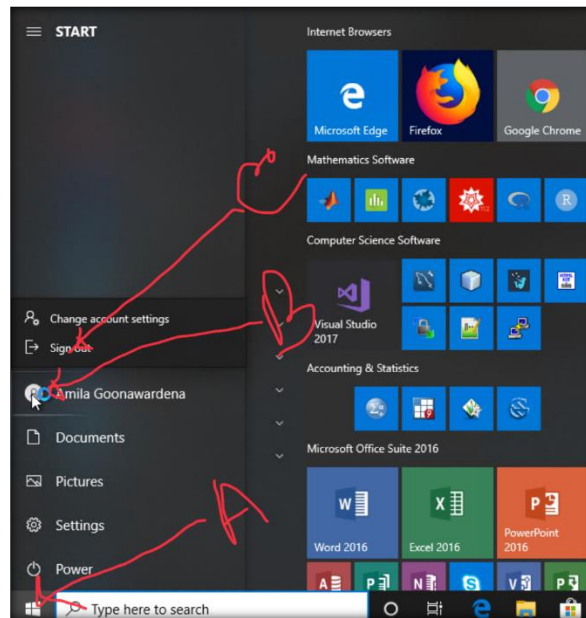
Step 2: go to Global Protect App and tap on the white and green circle to **Disconnect**

You are now completely disconnected.