Virtual Computing Lab Instructions

System Requirements:

Windows:	Remote Desktop Connect software (already built into Windows XP, Vista, and 7 operating systems)
Mac:	(free) Microsoft Remote Desktop Connection (paid) Jump Desktop, Remoter
iPad/iPhone/Android:	(free) Microsoft Remote Desktop Connection (paid) Jump Desktop, Remoter

If you use a free app for either a Mac or mobile device you will perform Step 10 manually.   You can obtain the above Mac and mobile device apps from their respective online stores.

Instructions:

1. In the address field of your browser type: lab.hood.edu.

2. Under *"Please select an authentication method to use:"* select **Pergola** from the drop down menu.

3. Click **proceed** to login.

4. Enter your Hood College **network user account** (example: abc1) in the Userid field and your Hood College **network password** in the Password field.

5. Click **Login**.

6. On the Welcome to the Virtual Computing Lab page, click **New Reservation** located in the left navigation panel. Users are restricted to one reservation during any time period.

7. From the **"***Please select the environment you want to use from the list:***"**
   - Click the drop down box and **select the VCL environment** (this is the software application) you would like to use.
   - Select the **time** you would like to start the reservation. For an immediate session select **Now.**
   - Select the **duration** of your reservation. The default initial duration is 1 hour. Once the reservation is active it can be extended for to up to 4 hours. Please contact EUC If you need a session that is longer than 6 hours.

8. Click **Create Reservation** to submit your request.
   - You will be taken to the Current reservations page. Here you will see a pending signal while the assigned computer node is being prepared. If desired you can click on the **Pending…** link for details of the processing.
   - A **Connect** button will appear once the computer environment read

9. Click the **Connect** button. After clicking the connect button you will see the details of your requested computer environment. The details include the remote IP address, a one-time password, and information on how to connect to the remote computer running the environment you selected. The details regarding the connect information will change for each reservation you make.

   The window may look like the following:

<p align="center">**Connect!**</p>

You will need to use a Remote Desktop program to connect to the system. If you did not click on the **Connect!** button from the computer you will be using to access the VCL system, you will need to return to the **Current Reservations** page and click the **Connect!** button from a web browser running on the same computer from which you will be connecting to the VCL system. Otherwise, you may be denied access to the remote computer.

Use the following information when you are ready to connect:
- **Remote Computer**: 144.175.20.102
- **User ID**: jls49
- **Password**: QJZDAY

You will need this password to log into your selected VCL environment for this session.

NOTE: The given password is for *this reservation only*. You will be given a different password for any other reservations. For automatic connection, you can download an RDP file that can be opened by the Remote Desktop Connection program.

| HDOLSUXhzO5H | Get RDP File |

10. Click **Get RDP File** and click **Open** if challenged
    - If challenged with *"The publisher of this remote connection cannot be identified. Do you want to connect anyway?"*, Click **Connect**.
    - If challenged with *"The identity of the remote computer cannot be verified. Do you want to connect anyway?"* click **Yes**.
    - Browsers other than Internet Explorer will require you to download the RDP and then run it.

11. Your RDP client will open. A Log On to Windows pop-up box will appear. Your user name will be auto-populated. Type the **VCL password** provided in step 9 to log on to the system. A virtual desktop will appear that includes an icon for the software application you reserved. Click on this icon and begin using the software just as you would when sitting at a lab computer.

12. When you are finished with your VCL session click **Log off** or **Disconnect** in the lower left corner. A pop-up will appear asking you to verify that you want to log-off or disconnect.

13. Click on the Connect! page.
    - To connect to your VCL environment again, click **Current Reservations** and **Connect!**.
    - In order to reserve a different VCL environment you must first end the current reservation. If the session is still active, click **Current Reservations** and **End**.
    - You'll see an End Reservation page and be prompted to confirm that you want to end your VCL session.
    - To create a new VCL reservation, go back to Step 6 and reserve a new VCL session.
    - To leave the VCL, click **Logout**.

Printing Options:

- **Printing from Hood computers:**
  Double-click **Printer Mappings** on the desktop. You will be prompted for your user name and password. Enter domain\xxx and your password, where the domain is pergola. Click **YES** to download the driver.

- **Printing from your home printer:**
  Not all printers are compatible with the VCL environment. If your local printer is compatible it will be listed under "Printers and Faxes". If your local printer is not available, save your file to your C: drive on your home computer and print from the C: drive to your computer.

Saving Your Data:

Be careful when saving your data. Any data you save to the C: drive of the virtual computer will be lost when you log out. When you click **SAVE** from within an application and the **Save As** window is open, click on the computer icon in the left hand window pane. The computer icon will be the name of the application followed by the operating system name, for example, "Minitab 17 / Windows 7". A list of the available drive mappings will be shown.

You have the following safe ways to save your data:

- Save to your **C: drive on your home computer**. Under "Minitab 17 / Windows 7" (My Computer), there is a section called "Other." These are the drive locations on your home computer. It will have a label similar to "*Drive letter* on *Computername*", for example "D on Home PC".

- Save to your **USB drive** on your home computer using the same process as described above.

- Save to the **C: drive of the virtual computer** (labeled "DO NOT SAVE HERE(C:)" **THEN** email that file to yourself or upload the file to your **OneDrive** or other cloud storage location.

  To access your **OneDrive**, open a web browser (within the VCL RDP window). Go to the Hood College website, www.hood.edu. From the top menu labeled "Current Students" select "Email – Office 365". Log in with your username (username@hood.edu) and password. Click the tile labeled "OneDrive". Click Upload and select the files you saved on the C: drive of the virtual computer.