How-To: Remotely Access the SPA Computer Lab

Last Edit: Nathaniel Lambright Dale

Summary

This document will provide step-by-step instructions for remotely connecting to computer lab PCs in the School of Public Affairs at CU Denver.

NOTE: These PCs may delete any changes/data stored on them as soon as you sign off. Rebuilds/user profile removals happen frequently. Please be sure to copy your data to a service such as Microsoft OneDrive before you sign off!

More info on Microsoft OneDrive here: https://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/onedrive

You will need the following to progress:

- Active CU Denver account
- Currently enrolled in School of Public Affairs at CU Denver
- Access to high-speed internet
- Computer running Windows 10 or macOS
- Access to the CU Denver VPN
  - For VPN installation/connection support, please contact the OIT Help Desk

Instructions (Windows)

1. NOTE: The most important instruction in this guide is how to log off properly. Please follow these instructions, as it is important for other people to be able to access the machine you are working on after you log off properly.
2. First, please connect to the CU Denver VPN. You can find instructions and downloads for this at the link below:
   https://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/vpn-and-remote-access
3. Once connected to the VPN, open Remote Desktop on your computer – it comes preinstalled in Windows operating systems.
4. Copy and paste a computer name from the spreadsheet that is being distributed into the “Computer” field.
5. When prompted to login, select “More choices.” Then choose “Use a different account.”
6. For the username, type in UNIVERSITY\username, replacing “username” with your CU Denver username. Your password is your CU Denver password.
7. ONCE YOUR WORK IS COMPLETE! Please be sure to “Sign Out” of the computer so that others may use it after you are done. DO NOT hit the “X” at the top of the screen to close! DO NOT SHUT DOWN!
Visual Instructions (Windows)

1. First, please connect to the CU Denver VPN. You can find instructions and downloads for this at the link below:
   https://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/vpn-and-remote-access
   a. For VPN installation/connection support, please contact the OIT Help Desk

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6. **ONCE YOUR WORK IS COMPLETE!** Please be sure to “Sign OUT” of the computer so that others may use it after you are done. Please DO NOT CLICK the “X” OR SHUT DOWN!

7. Please sign out as such:
   1. Click the Start button
   2. Click profile pic
   3. Click “Sign out”
Instructions (macOS)

1. First, please connect to the CU Denver VPN. You can find instructions and downloads for this at the link below: https://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/vpn-and-remote-access
2. Open the App Store.
3. Search for Microsoft Remote Desktop and click Get to install it.
   a. You may be asked for your Apple ID username/password. Type that in here.
4. Once installed, open Finder, navigate to Applications, and open Microsoft Remote Desktop.
5. On the initial page, select Add PC.
6. Under “PC Name,” type in the hostname of the computer you would like to connect to. Accept all other default settings.
7. Once added, the PC will show up in the initial Remote Desktop list. Double-click the PC to attempt to connect.
8. You will be prompted to login. Use your University credentials.
9. The next prompt will warn you about a security certificate. This is normal. Click Continue.
10. At this stage, the desktop for the PC you are connecting to should now open.
11. ONCE YOUR WORK IS COMPLETE! Please be sure to “Sign Off” of the computer so that others may use it after you are done.
Visual Instructions (macOS)

1. First, please connect to the CU Denver VPN. You can find instructions and downloads for this at the link below: https://www1.ucdenver.edu/offices/office-of-information-technology/software/how-do-i-use/vpn-and-remote-access
2. Open the App Store.
3. Search for Microsoft Remote Desktop and click Get to install it.
   a. You may be asked for your Apple ID username/password. Type that in here.
4. Once installed, open Finder, navigate to Applications, and open Microsoft Remote Desktop
5. On the initial page, select Add PC.

6. Under “PC Name,” type in the hostname of the computer you’d like to connect to. Accept all other default settings.

7. Once added, the PC will show up in the initial Remote Desktop list. Double-click the PC to attempt to connect.
8. You will be prompted to login. Use your University credentials.

9. The next prompt will warn you about a security certificate. This is normal. Click Continue.
10. At this stage, the desktop for the PC you are connecting to should now open. ONCE YOUR WORK IS COMPLETE! Please be sure to “Sign Off” of the computer so that others may use it after you are done.

11. Please sign out as such:

   1 – Click the start button
   2 – Click profile pic
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