

Overview

This document gives basic operational instructions and descriptions of GSU's Virtual Computing Lab (VCL) for student accounts. VCL is a way to use programs (such as Microsoft Word) that are not on your computer. When you use a program via VCL, the program runs on another computer and VCL allows you to control that program from your own computer. The benefit of VCL is the ability to run programs you may not have locally on any computer anywhere in the world with 24 / 7 access in a tested environment.

Requirements

1. A desktop or laptop computer with a remote desktop client:
 - Windows operating systems have Remote Desktop Connection already installed
 - For Macs, Remote Desktop Connection can be downloaded from [Microsoft](#)
 - Unix/Linux has a package called **rdesktop** that can be used to connect to the virtual machine
2. A web browser
 - A secure internet connection
NOTE: A cable/DSL connection is recommended for better performance
3. Your GSU CampusID and password
NOTE: If you have forgotten your CampusID or password, use the [CampusID self-help system](#).

Contents

- [Quick Start](#)
 - [Log into the VCL interface](#)
 - [Request a reservation](#)
 - [Log in to your reservation session](#)
 - [Save your work](#)
 - [Log out](#)
- [Additional Topics](#)
 - [Change or cancel a reservation](#)
 - [Change user preferences](#)

Help

If you have questions, or need assistance, please contact the IS&T Help Center at (404) 413-HELP (4357) or help@gsu.edu.

WARNING

Save only to your local system.
Do not save anything on the remote system. It will be deleted when your session times out.

Quick Start

Log in to the VCL interface

You will log in to the VCL interface mostly to set and modify your reservations and to receive the password for your reservation session.

1. Navigate to the [Virtual Computing Lab homepage](https://vcl.gsu.edu/) (https://vcl.gsu.edu/)

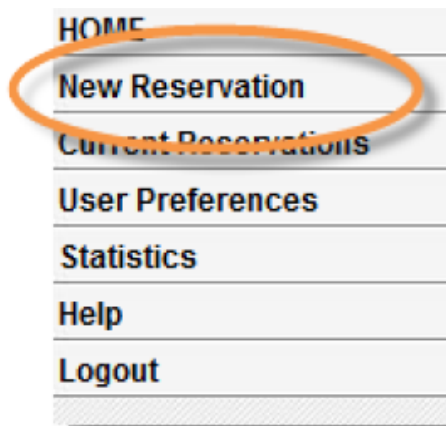
GSU CampusID ▾

2. Select
3. Click
4. Log in using your **CampusID** and **password**.

NOTE: If you have forgotten your CampusID or password, use the [CampusID self-help system](#).

Request a Reservation

1. Select **New Reservation** from the left navigation menu.



- Make your reservation **at least 30 minutes in advance**.
- Reservations can be made as far as 3 days in advance.
- *Each reservation will require about 10 minutes to process before you can begin using it.*

Figure 1: The “New Reservation” tab in the left navigation menu.

2. Select the image you would like to use from the drop-down list.
3. Select **Now** if you would like to use the environment immediately or **Later** for some time in the future.

NOTE: at times of high usage, it is likely that the environment will not be immediately available.

4. Select the duration you would like to use the environment.

*NOTE: The maximum time you can select for duration varies by access level. Most users (depending on access level) can [extend the length of a reservation](#) by selecting **Edit** on the *Current Reservations* page.*

5. Click **Create Reservation**.

NOTE: If the image is not currently available, the button will display "View Time Table" rather than "Create Reservation."

Clicking **View Time Table** will present you with a table of reserved and available time slots. Click one of the green areas to select a different time to use the environment.

"Pending..." (after clicking Create Reservation) means that the computer hosting your reservation is allocating resources.

Every reservation requires this time. This time does not impact the amount of time for which you have made a reservation.

6. Click **Connect!** when you are ready to access your reservation.

NOTE: The information the system displays is necessary to log in to your reservation. Your CampusID and password will not log you in to your reservation.

NOTE: Your reservations will time out if not activated within 30 minutes of the reservation being made.

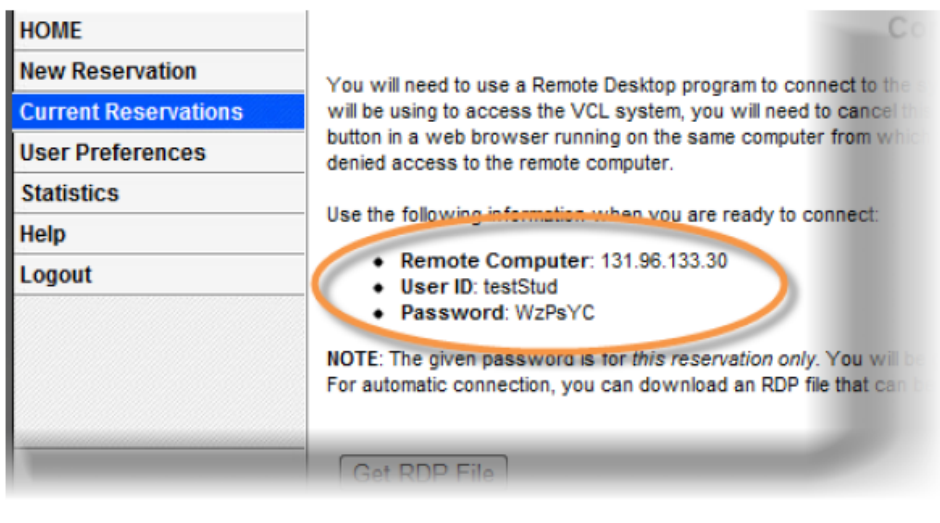


Figure 2: The reservation information you will need to log into the remote system.

Log in to your reservation session

1. Open your **Remote Desktop Connection** program.
 - Windows operating systems have Remote Desktop Connection already installed
 - For Macs, Remote Desktop Connection can be downloaded from <http://www.microsoft.com/mac/remote-desktop-client>
 - Unix/Linux has a package called **rdesktop** that can be used to connect to the virtual machine
2. Enter the in the "Computer" field the **Remote Computer number** given to you on the *Connect* screen in the VCL interface.

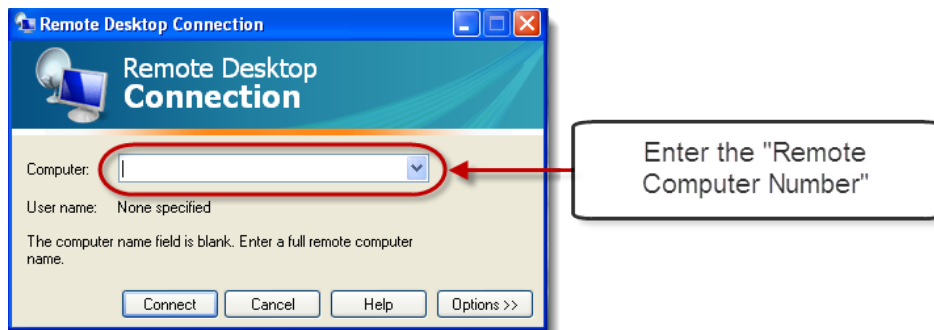


Figure 2a: Remote Desktop Connection dialog for Windows example

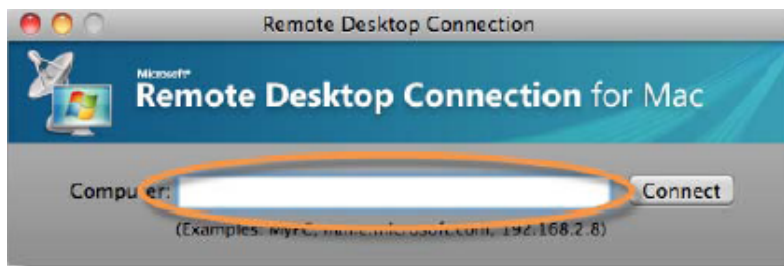


Figure 2b: Remote Desktop Connection dialog for Mac example

3. A. To upload and save from your hard drive or thumb drive for **Windows**:
 - a. Click **Options** on the *Remote Desktop Connection* dialog.

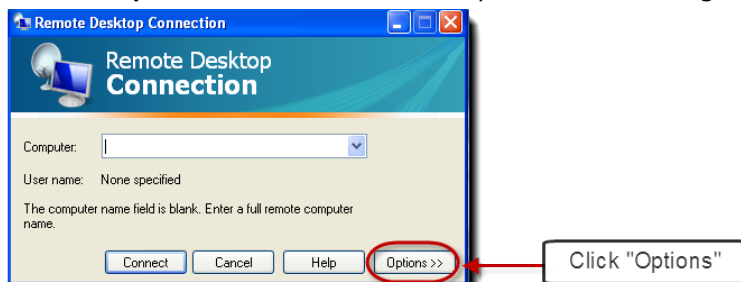


Figure 3: Click "Options"

b. Click on the **Local Resources** tab, and then click **More**.

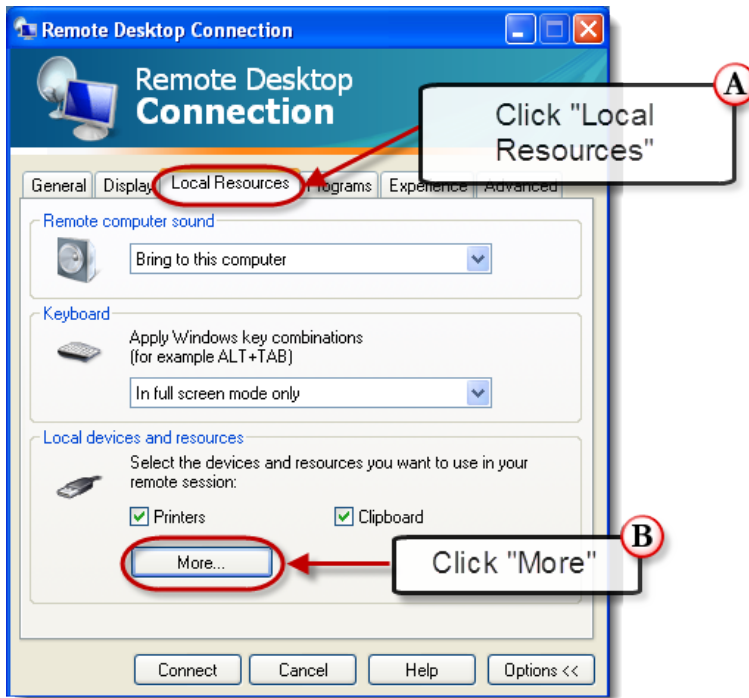


Figure 4: Click on the "Local Resources" tab and then click "More"

c. Check the **Drives** and **Supported Plug and Play devices** box, and then click **OK**.

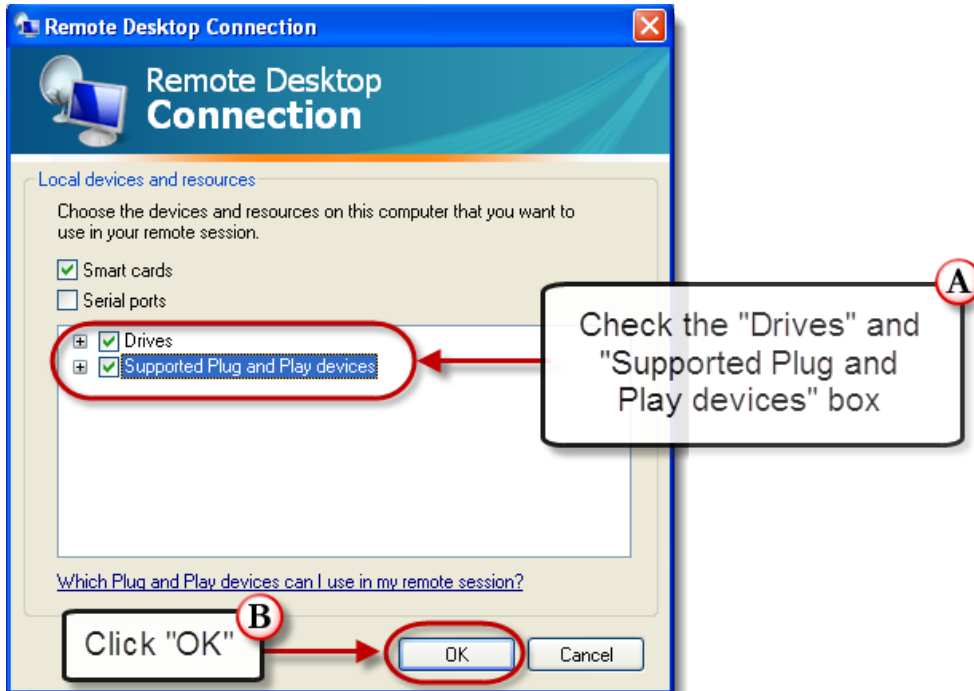


Figure 5: Check the "Drives" and "Supported Plug and Play devices" box.

3. B. To upload and save from your hard drive or thumb drive for **Mac**:
 - a. Select **RDC** from the Menu bar with the Remote Desktop Connection open.

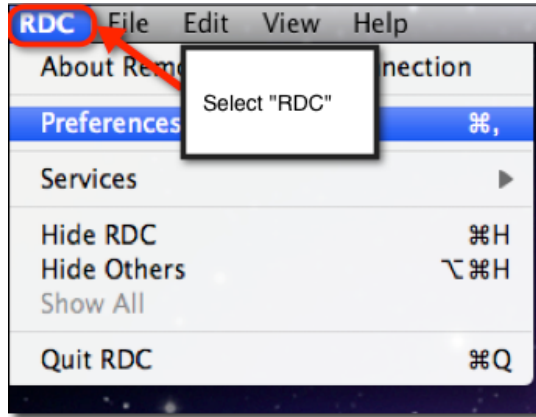


Figure 6: Select "RDC" from the Menu bar

- b. Select **Preferences**.

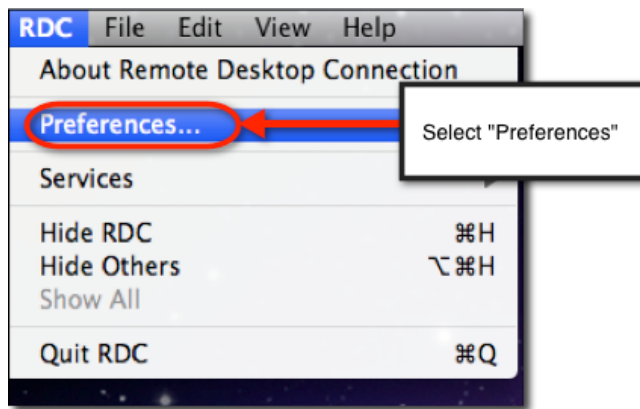


Figure 7: Select "Preferences"

- c. Click on the **Drives** tab and select **All disk drives** from the drop down menu.

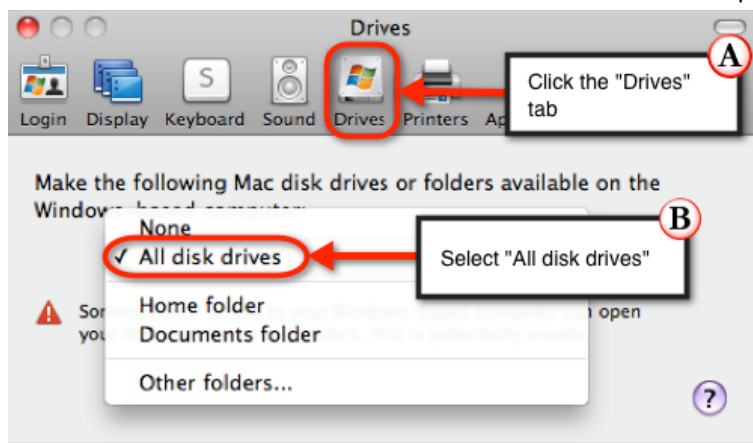


Figure 8: Click on the "Drives" tab and select "All disk drives."

4. Click **Connect**.

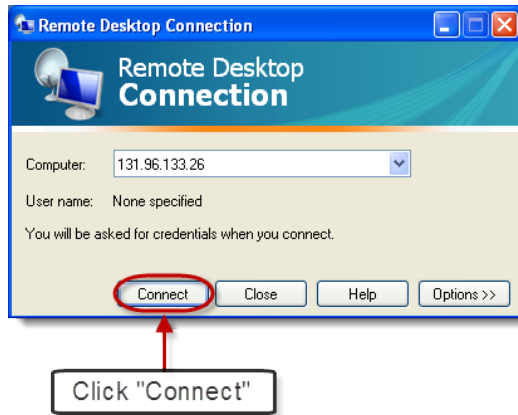


Figure 9: Click "Connect"

5. Click **Yes** and **Connect** on both of the Remote Desktop Connection security warning dialogs (if they appear)

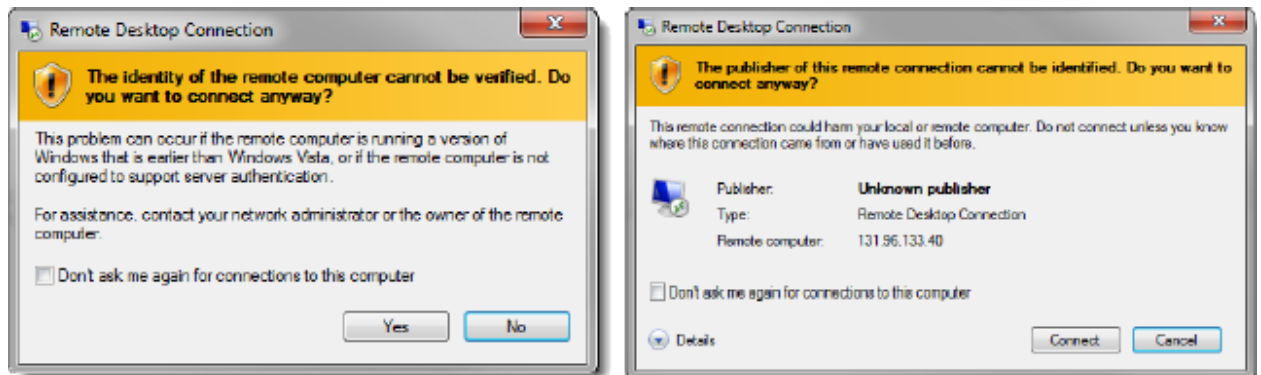


Figure 10: Remote Desktop Connection security dialogs

6. Enter your **User ID** in the "User name" field and your **password** in the "Password" field of the Windows Log in dialog, and then click **OK**

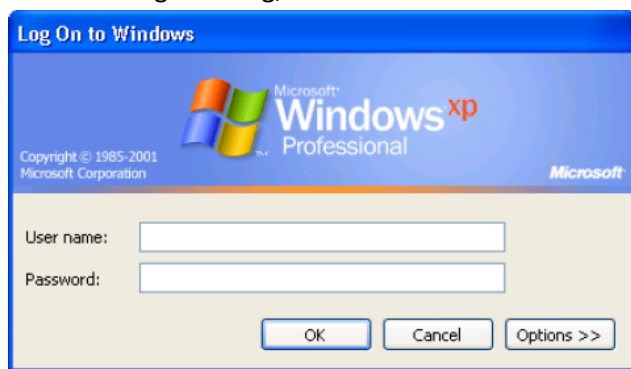


Figure 11: Windows Log on dialog.

NOTE: Your User Id and password are available in the VCL interface. Click Current Reservations and Connect beside the reservation for which you need the User ID and password.

Save your work

You must save to the hard drive of the computer in front of you, another networked computer, or some type of removable media (flash drive, CD, etc).

When saving, the computer in front of you is considered by the system as just another networked computer. Normally, you would save to the "Local Disk (C:)," but this "Local Disk" is the hard drive of the system your computer is controlling, i.e. not your local disk.

Do not save anything on the system you've signed into via remote desktop to run your reservation.

Once the session has ended, **your work will be deleted.**

To Save a File

1. Select **Save As** (usually under *File*) in the program for which you would like to save a file.
2. Click **My Computer** on the left panel of the pop-up window.

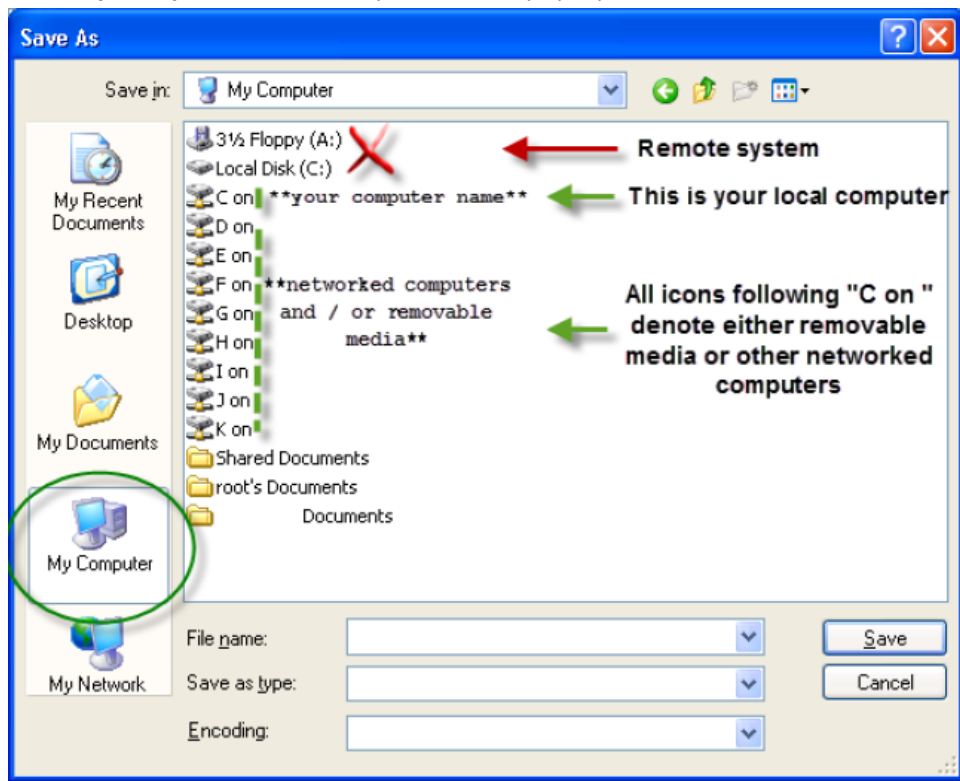


Figure 12: "Save" pop-up window.

3. Find and select the drive of the computer you are working on or another location to which you have access (removable media or another networked computer). Select the location you would like to save to.
4. Name and save the file to that location.

Log Out

To log out of / end your reservation session

1. Click the **Start** menu button at the bottom left-hand side of the screen.
2. Select either **log off** or **disconnect**.
3. Select **End Reservation** on the *Current Reservation* page in the VCL interface.

To log out of the VCL interface

1. Select Logout from the left menu.
NOTE: This returns the browser to the log in screen.
2. Close the browser.



Additional Topics: Change or Cancel a Reservation

Change a Reservation

1. Click **Current Reservations** in the left menu.
2. Click **Edit** beside the reservation you'd like to extend.
3. Change the duration to whatever you wish in the duration drop down list.

Cancel a Reservation

1. Click **Current Reservations**.
2. Click **Delete** beside the Reservation you'd like to cancel.
3. Click **Yes** on the confirmation screen.

NOTE: System will display a confirmation message of the deletion / cancellation

Additional Topics: Change User Preferences

Screen resolution, color depth, audio settings, and mapping

1. Click **User Preferences**.
2. Click **RDP File Preferences**.
3. Select your desired resolution, color depth, audio settings, and mapping with the drop down menus.

NOTE: We recommend that you leave the mapping in the default positions.

4. Click **Submit Changes**.

Preferred name

1. Click **User Preferences**.
2. Click **Personal Information**.
3. Enter the name you'd like the VCL system to use when referring to you
4. Click **Submit Changes**.

E-mail notifications

1. Click **User Preferences**.
2. Click **General Preferences**.
3. Select whether or not you'd like to receive e-mail notifications concerning your reservation(s)
4. Click **Submit General Preferences**.

Help

If you have questions, or need assistance, please contact the IS&T Help Center at (404) 413-HELP (4357) or help@gsu.edu.