



## Remote Lab Access Instructions

### Important Notes

- Only one student can be logged into each virtualized computer at a time. OIT strongly recommends instructors distribute these instructions on a case-by-case basis to prevent over-saturating the labs with logins.
- Users should log into the virtual labs at regularly scheduled class time whenever possible. Reserving virtual lab time is much like reserving a physical space. Others will be teaching remotely using the same virtual classroom licenses at their own class times.
- **IMPORTANT: Please log out when finished instead of closing your browser**, and instruct students to do the same. Failure to do so may result in the number of virtual/remote computer availability decreasing until the next day.
- Labs have computers that are dedicated for in-person use which will be clearly identifiable. All other computers in the lab will be available for remote access only.
  - To see a list of in-person lab capacities during this phase, please visit the following link:  
<https://oit.colorado.edu/services/learning-spaces-technology/computing-labs/help/labs-list>
- Instructors and students may also use the virtual/remote labs to access software after hours.

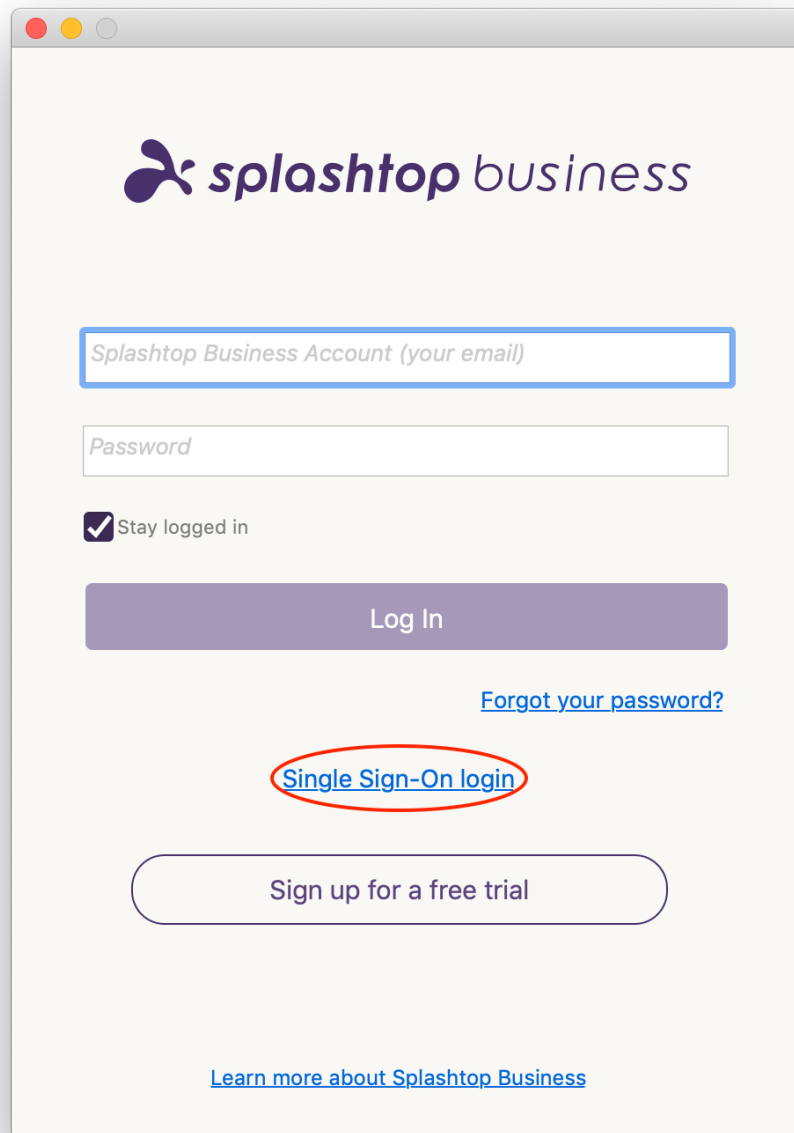
### Access Instructions


Splashtop is a tool that will help you connect remotely to an OIT-managed lab computer. Please read all of the instructions below before beginning and when you are done with your session. A VPN connection is NOT required to access computers remotely through Splashtop.

**NOTE:** You or your instructor will need to request access to use lab machines remotely. If you or your instructor has not done this already, please email [oit-labs-req@colorado.edu](mailto:oit-labs-req@colorado.edu) to request access making sure to include the lab name and class associated with your request.

- 1.) Before beginning the steps, please install the “**Splashtop Business Access App**” that can be found here: <https://www.splashtop.com/downloads>
  - a.) Select download for appropriate operating system
- 2.) Locate the “Splashtop Business” application you installed on your computer and launch it.

3.) When the application launches, please click on the “Single Sign-On Login”



 **splashtop** business

☒ Stay logged in

[Log In](#)

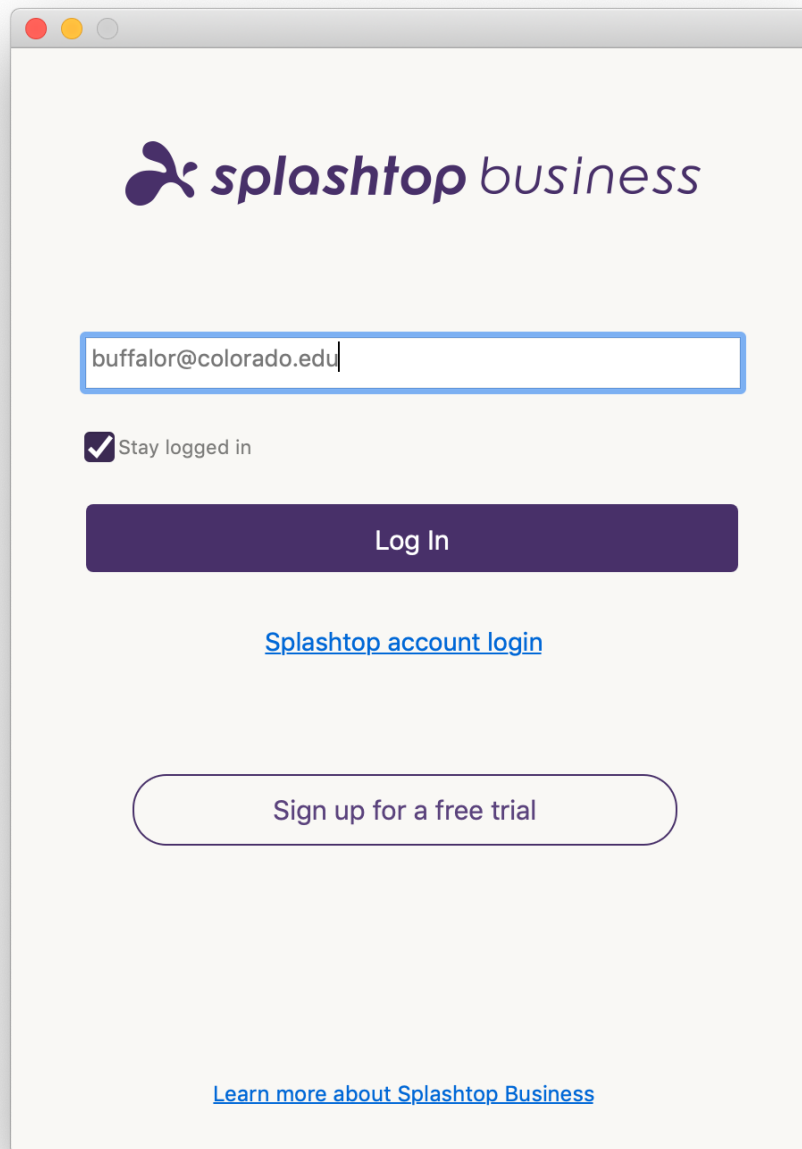
[Forgot your password?](#)


[Single Sign-On login](#)

[Sign up for a free trial](#)

[Learn more about Splashtop Business](#)

- 4.) You will notice that after clicking on the “Single Sign-On Login” link that the only field showing will ask you for your “Single Sign-On Account”. Please type in your CU Boulder identikey (identikey@colorado.edu). Click “Log In”





☒ Stay logged in

**Log In**

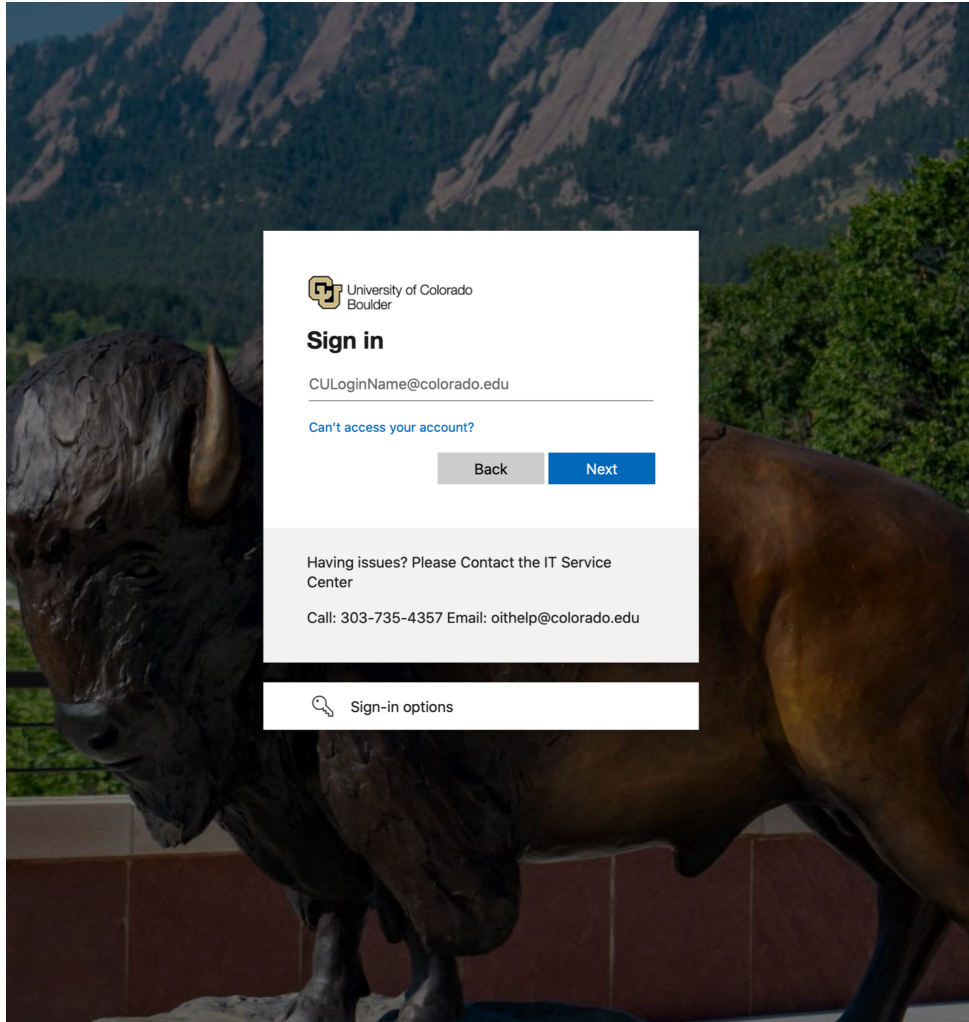
[Splashtop account login](#)

Sign up for a free trial

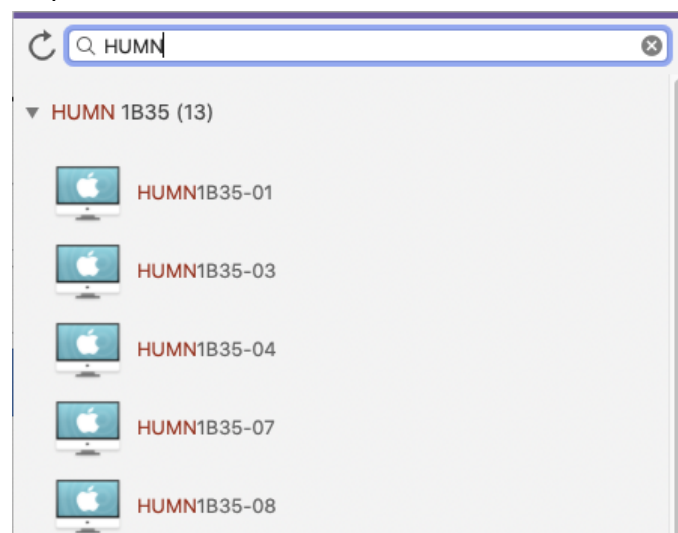
[Learn more about Splashtop Business](#)

*(If you encounter a message stating you're logged in with a different account, this link will usually resolve these types of problems. Again, only use this link if you run into a login issue at this point and you have confirmed you have been granted access:*  
<https://login.microsoftonline.com/common/wsfederation?wa=wsignout1.0>*)*

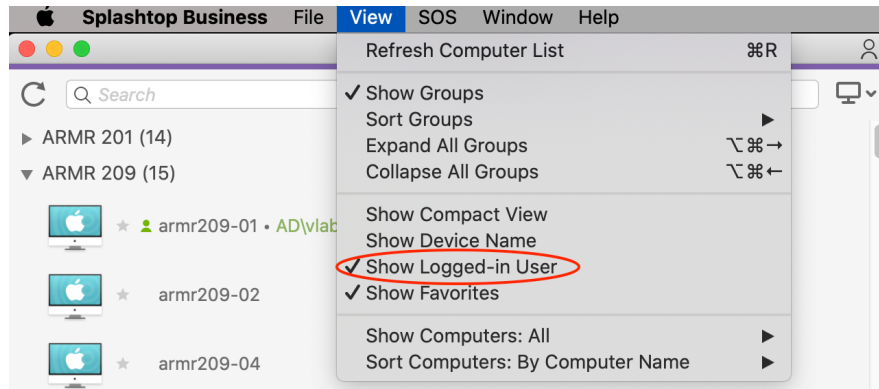
- 5.) Your web browser will open and you will be prompted to sign in with your identikey on the login.microsoftonline.com page. Type in your identikey username and click “Next”. Then, type in your identikey password and click “Sign in”.



- 6.) The default view will show all computers and labs you have access to, so you might find it helpful to choose “Collapse All Groups” in the View menu. You can also use the search field in the Splashtop Business app to filter a specific lab you are looking for. For example, if you typed in “HUMN 1B35”, all the computers in that lab that you have access to will show up.





7.) To remotely connect to a computer, select an available computer. To see if a user is logged in either remotely or in-person, turn on the “Show Logged-in User” view from the “View” menu.




Please see below for a reference of the icons and what they mean:

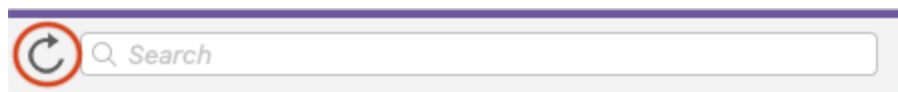
a.)  computer available

b.)  armr209-01 • AD\vlabsuser  
computer logged in remotely or in-person and not available for remote access

c.)  computer in use remotely

d.)  computer turned off or unavailable

e.) NOTE: You may want to use the refresh button to refresh the available machines before connecting to a computer

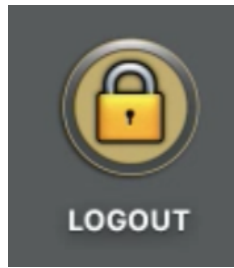


8.) Once you have selected a computer, you will be asked to login on the remote machine. Sign in with your Identikey username and password. Some computers might take longer than others to fully login. Please be patient when logging in and not disconnect your session.

9.) Use software as needed for the duration of the class period, or for your after hours session.

10.) Please be aware of the amount of time you are logged into the virtual labs and be respectful of the other students/faculty who will need to access the software. The virtual labs are limited resources and staying logged in for long periods of time prevents others from accessing them.

- 11.) **IMPORTANT:** When you are finished with your session, ***please remember to logout of the session by double clicking on the Logout icon*** on the desktop or by going to the Apple menu in the top left corner and selecting “Log Out.” If you need further access to the software, please do so after hours whenever possible.



- 12.) You may now close the window, or select on the “Disconnect” icon located in the Splashtop viewer bar.

