Connect to a Birkbeck Remote Lab computer

For some classes that you take there may be specialist software that Birkbeck computers already have licences for. This guide will show you:

A. How you can connect remotely to a Birkbeck PC for Windows and Mac users
B. How to save files that your produce during the IT lab session
C. How to access Adobe Creative Cloud applications, if needed for your session

## A. Connect remotely to a Birkbeck PC

1. Firstly, you will need to connect to the Birkbeck VPN (Virtual Private Network) service using the FortiClient app. Detailed instructions on how to download and install FortiClient, and connect to the VPN are available on the remote access page. Note, the VPN is protected by Multi-factor authentication (MFA). You will need to authenticate each time you connect to the VPN.

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2. Once connected to the Birkbeck VPN you can now connect to a Birkbeck PC. Please visit: https://remotelab.birkbeck.ac.uk and enter your Birkbeck username and password.

Please note: Firefox is required for MAC OS users as Safari/Chrome is not supported.
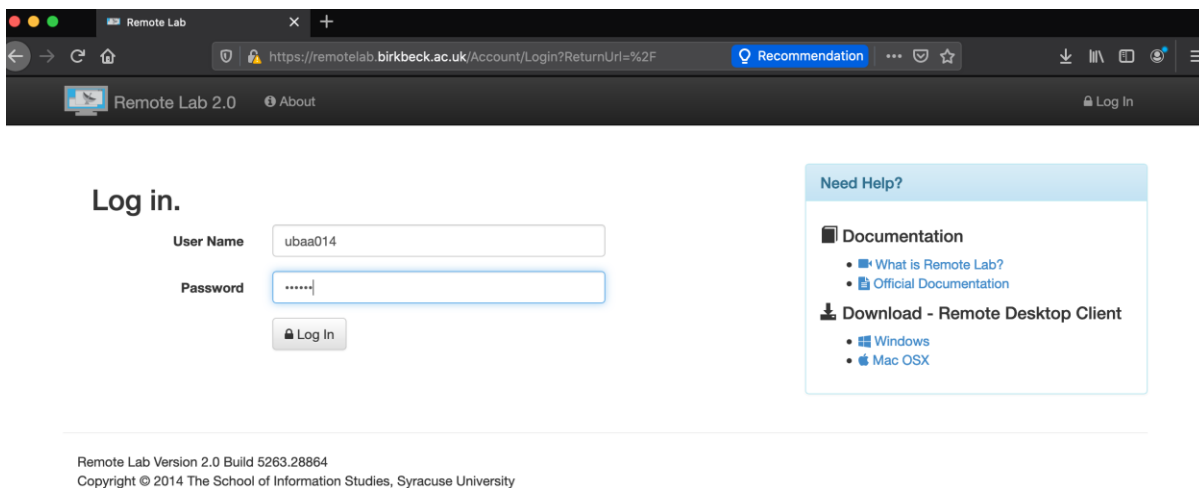
3. Click to download the relevant '**Remote Desktop Client'** for Windows or Mac OSX. You only need to do this for the very first time you're connecting to a remote Birkbeck PC:
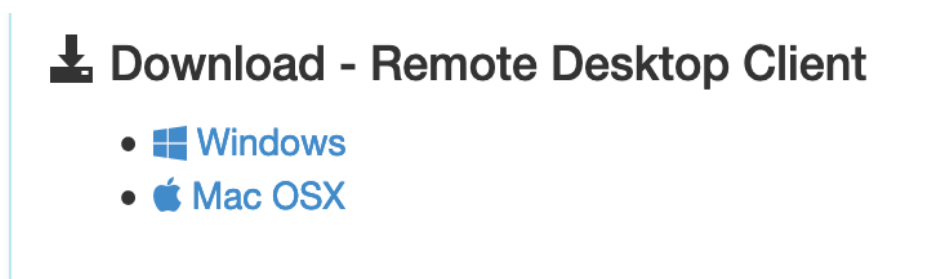
Please note: If you are a Mac OS user you will be sent to the App store. Search for the free '**Microsoft Remote Desktop**' app and install this.
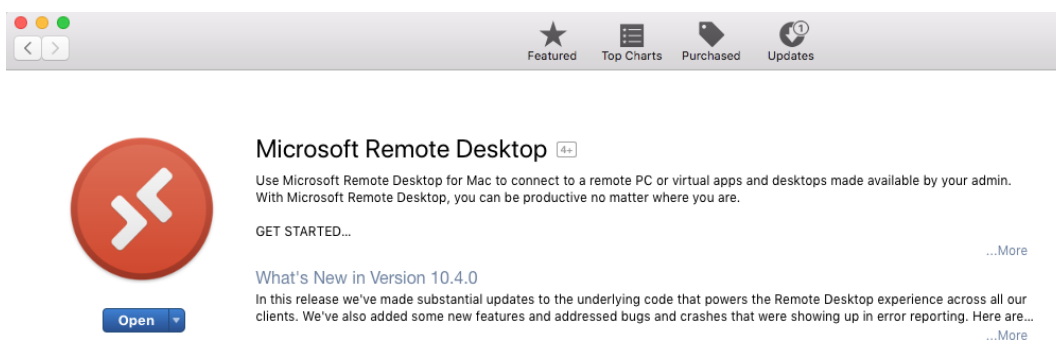
4. Choose the appropriate pool of computers to use. Staff will inform students as needed.

- Standard
- Standard with Adobe Creative Cloud
- Standard with Computer Science Software
- Standard with NVivo

- Click '**Make My Reservation**' (for this example, Adobe Creative Cloud):

- Click '**Connect to Remote Lab**':

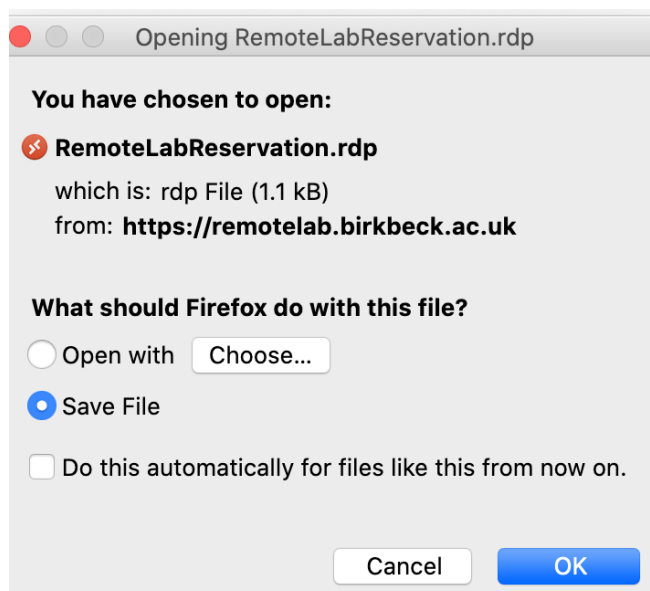Pool: Adobe Creative Cloud   Total Seats: 30   Available:28   In Use: 2

We've Reserved WK458W02 For You!

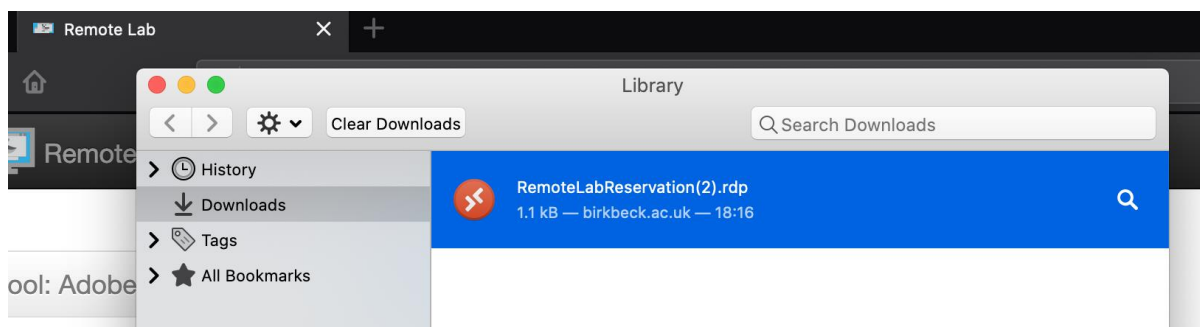🚫 Remember: If you get disconnected come back to this page to re-connect.

Connect To Remote Lab   Clear My Reservation

- When the '**Opening RemoteLabReservation.rdp**' connection window is displayed - click '**Save File**' to save this to your Downloads folder:

Opening RemoteLabReservation.rdp

You have chosen to open:

🚫 **RemoteLabReservation.rdp**

which is: rdp File (1.1 kB)
from: **https://remotelab.birkbeck.ac.uk**

What should Firefox do with this file?

◯ Open with   Choose…

🔵 Save File

☐ Do this automatically for files like this from now on.

Cancel   OK

- From the Downloads folder, double click on the '**RemoteLabReservation.rdp**' to establish the connection – you will then be asked to enter your Birkbeck username and password:
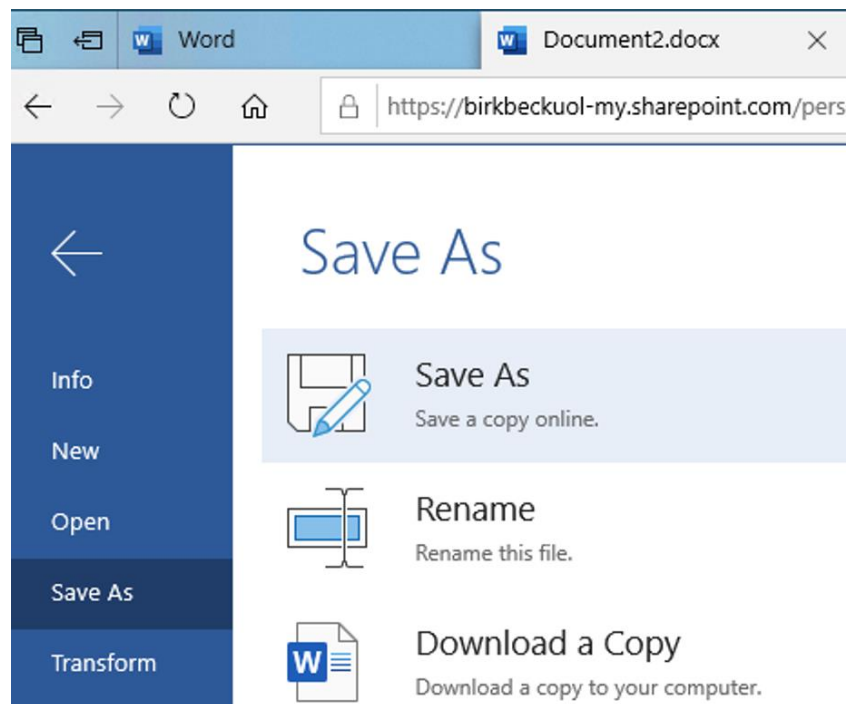
- You are now logged in to a Birkbeck remote PC for your computer lab class.

- Remember to '**Sign Out'** once finished either via the desktop shortcut or by clicking the Windows Start button:
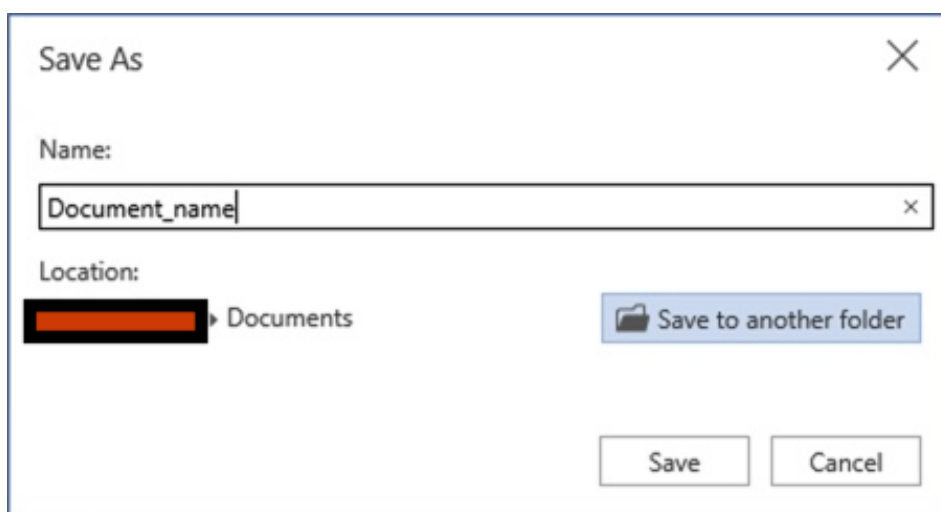

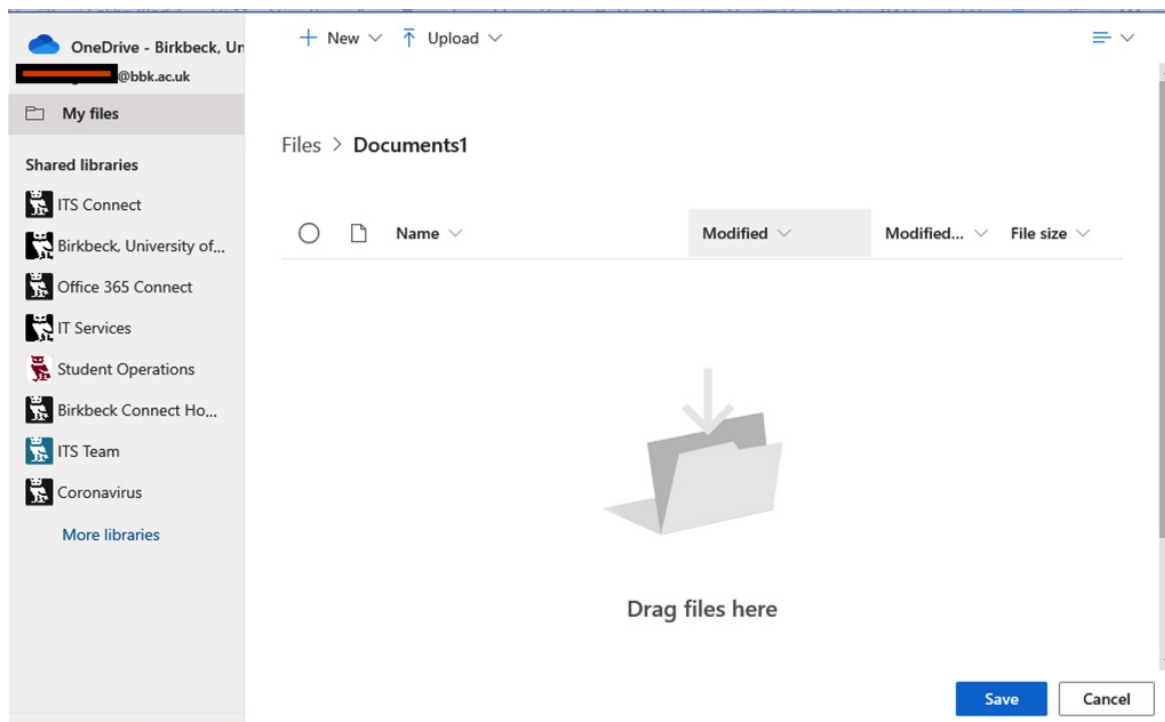## B. Saving documents from your remote lab PC

1. To save a document using '**OneDrive'**, for example in Microsoft Word, select '**File'**, '**Save as'**:

2. Choose a document title, then click '**Save to another folder'**:

3. Now select the folder (or create a new folder) for your saved file:

4. Remember to '**Sign Out'** once finished either via the desktop shortcut or by clicking the Windows Start button:
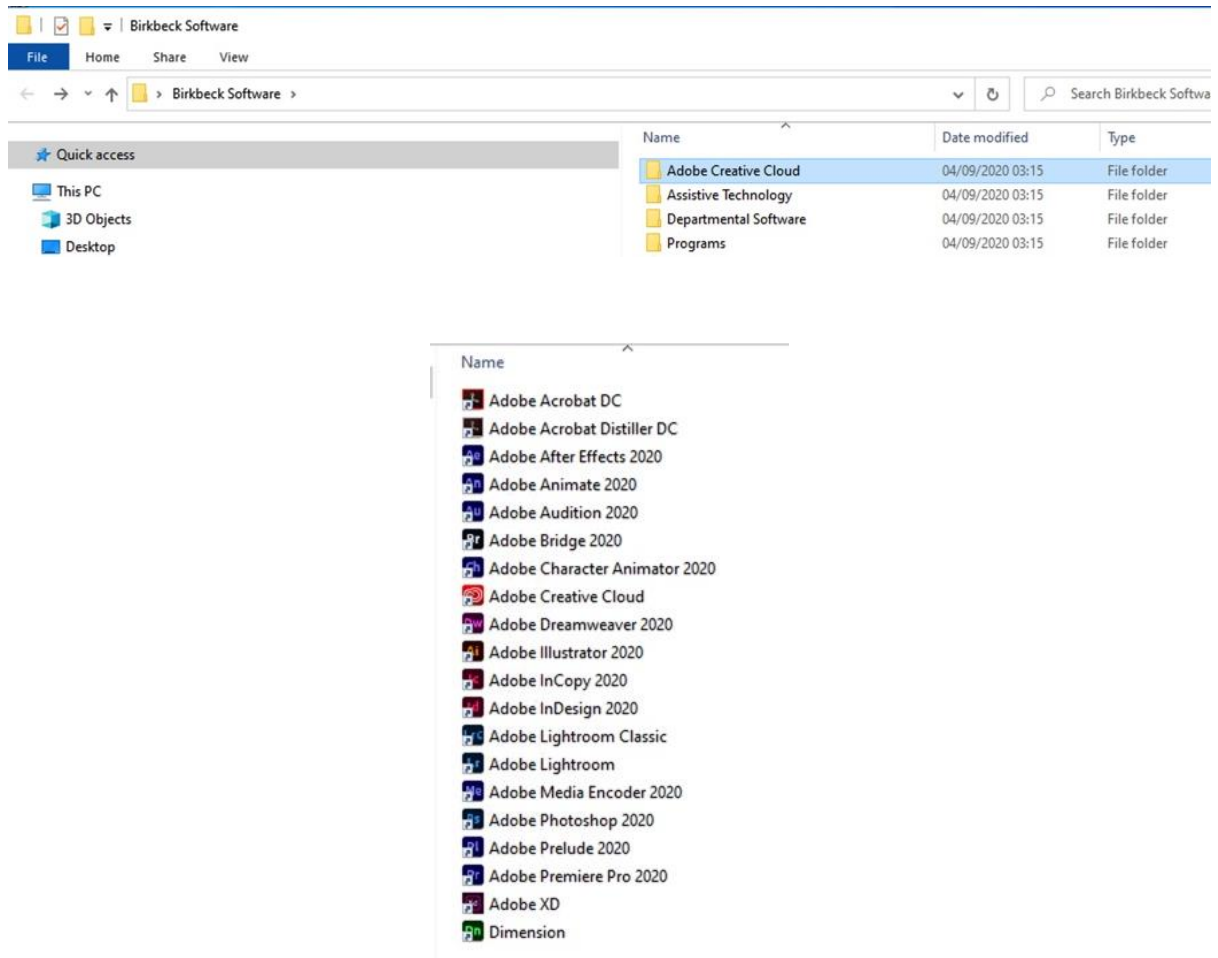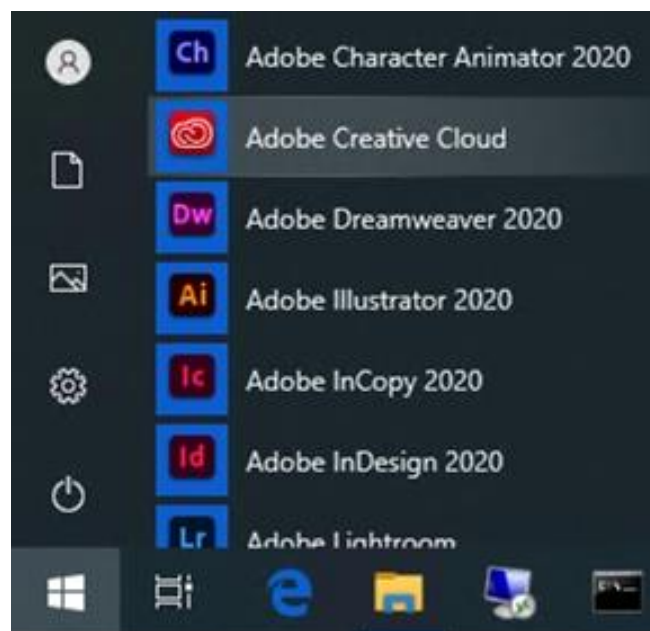

C. Using Adobe Creative Cloud information

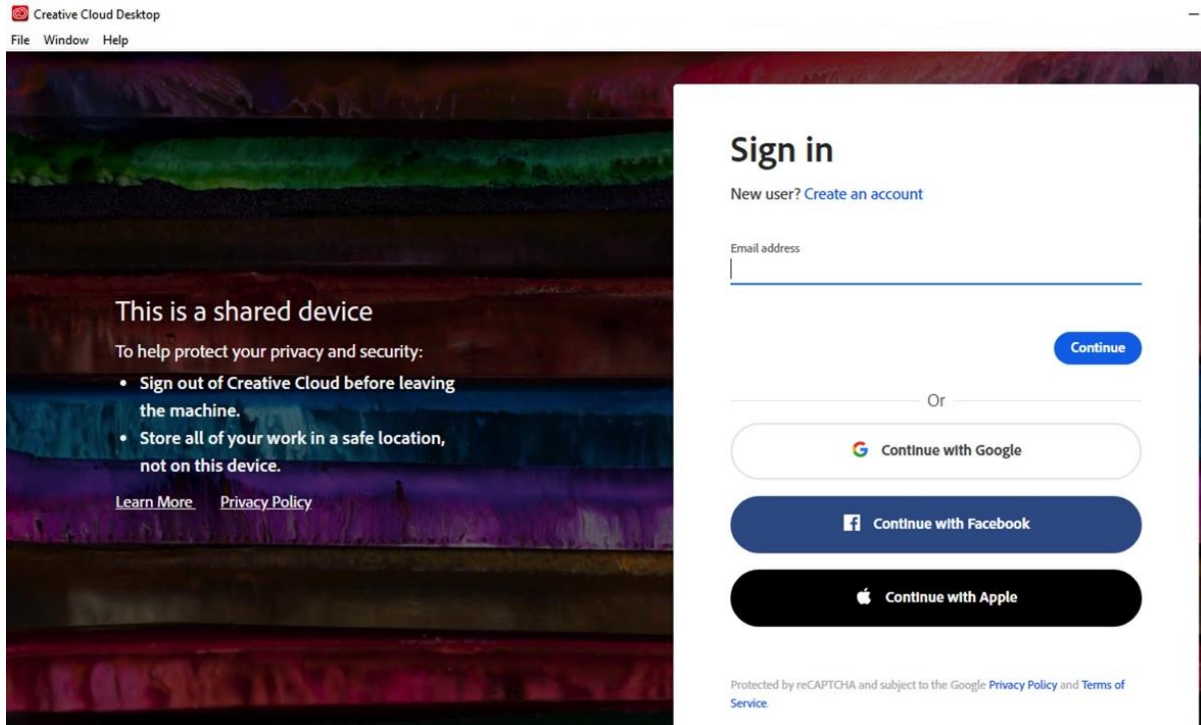The following information is for staff and students using the Adobe Creative Cloud.

1. For Adobe applications, once successfully logged in, open the desktop folder Birkbeck Software, then select Adobe Creative Cloud to show the full list of Adobe applications:

2. To launch Adobe Creative Cloud, click '**Start'**, select '**Adobe Creative Cloud'** then sign in with your email address:

3. Remember to '**Sign Out'** once finished either via the desktop shortcut or by clicking the Windows Start button: