The Remote Lab allows you to access specialized software needed for select Valdosta State University courses from anywhere using a device with internet connection.

How does this remote connectivity work?

- You will install the Citrix Workspace extension for Google Chrome on your Chromebook device.
- You will logon and access the remote lab.
- Labs are available on a first-come; first-served basis with limited access.
- The remote computer will automatically restart after 30 minutes of inactivity; and will also restart automatically at 3am Eastern Standard Time each day.

Requirements:

- Two-Factor Authentication (2FA) to securely log in using your VSU credentials.
- Microsoft OneDrive or similar storage solution (e.g., Dropbox, Google Drive) to save your work.
- You must *restart* the remote computer when finished.

For the best experience, we highly recommend:

- Using a device that has a mouse and keyboard
- At least a 10 megabits per second (Mbps) internet connection

For assistance:

Contact VSU Solutions Center at 229-245-4357 (HELP) during normal business hours or email solutions@valdosta.edu from your VSU email account.
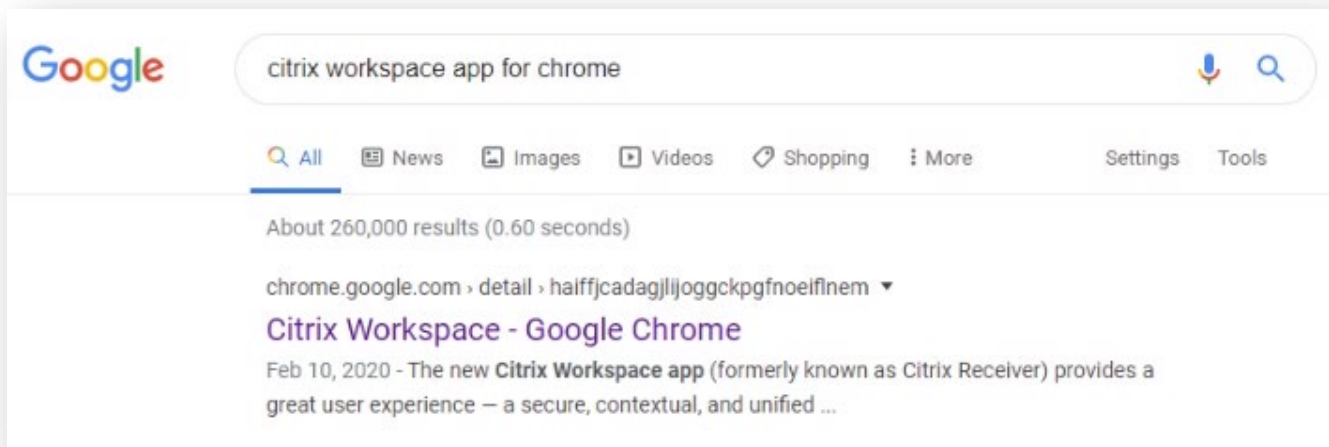
Now, let's get you connected . . .

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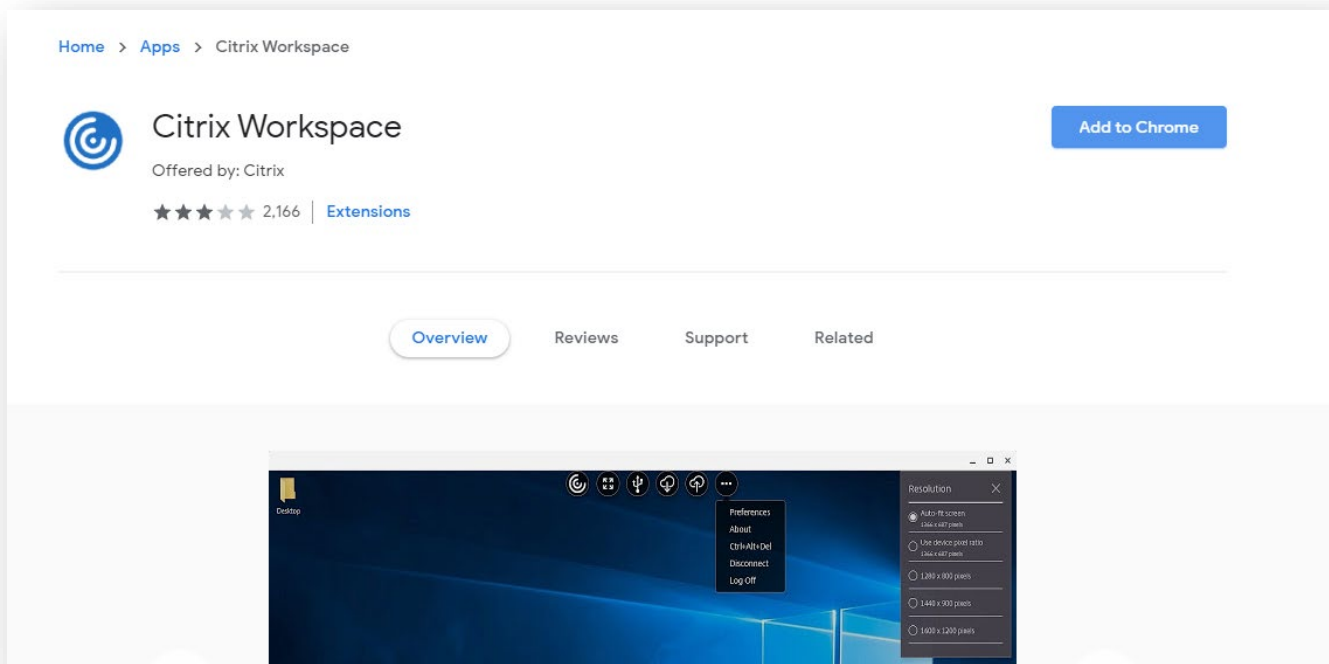## 1. Install the Citrix Workspace Extension
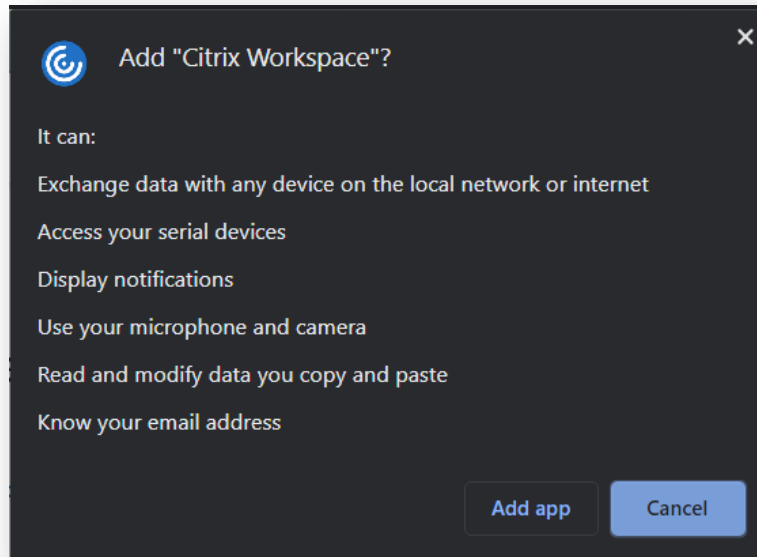
Go to www.google.com from your Google Chrome browser.

Search for *Citrix Workspace App for Chrome*.
Open the first link that directs you to *chrome.google.com*. It should take you to the Google Chrome Web Store.

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Click *Add to Chrome*. If you see a pop-up such as the one below, click *Add app*.
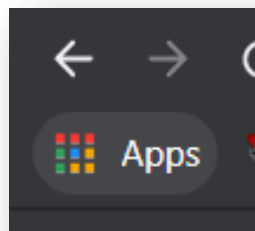

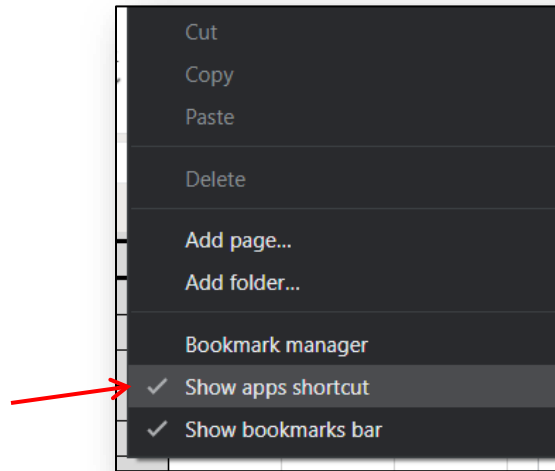It is now installed in your Google Chrome browser.

2. Log on to the Remote Web Portal

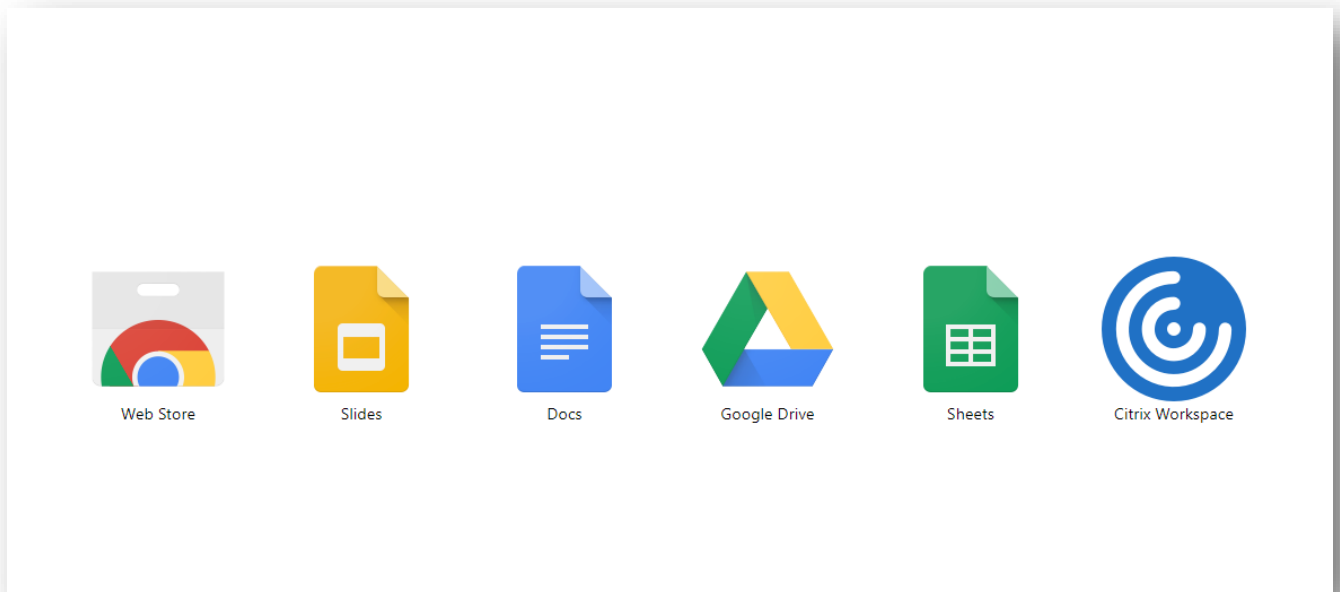After the one-time installation, you will be redirected to your Google Chrome apps page.

Note: To access the apps page after the initial installation, click the *Apps* shortcut within the bookmarks bar at the top left of your browser window. It will be underneath the *forward* and *back* buttons.

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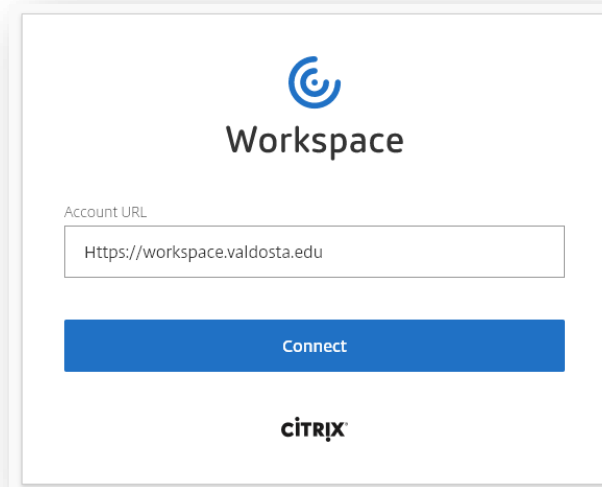*A Regional University of the University System of Georgia and an Equal Opportunity Institution*

Note: If you do not see the apps shortcut, right-click anywhere on your bookmarks bar and select *Show apps shortcut*.

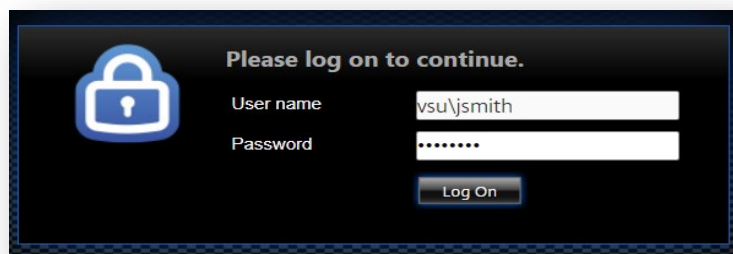When on your Google Apps page, click the *Citrix Workspace* app.

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Type in the address for VSU's workspace (*https://workspace.valdosta.edu*) then click **Connect**.

When on the Citrix login screen, enter your VSU Username in this format: **vsu\username** (example: vsu\jsmith). Then enter your **Password** and click **Log On**.

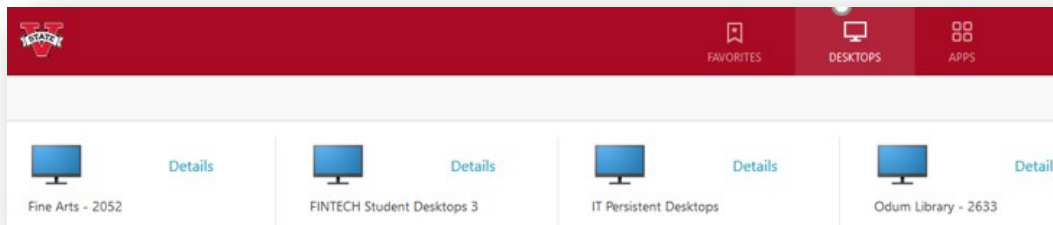**Important!** **Check your phone for the 2FA Approval Notification, Text or Phone Call**
(Tip: Authenticate using the Microsoft Authenticator App, the easiest method to verify your identity.)
Note: You cannot authenticate this log on using your 2FA security questions.

Once successfully logged in, proceed to the next step.

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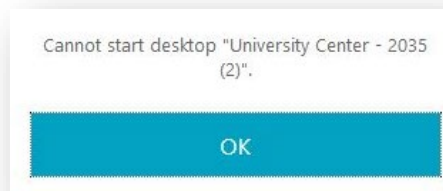
3. Choose a Lab

Once the portal opens, **select the computer lab that is running the software needed for your class**.
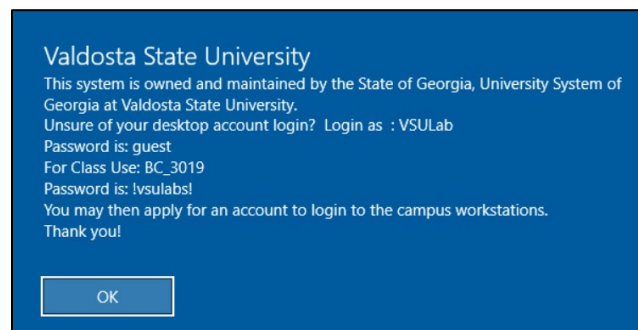

You may click **Details** to view additional options.

Important! If all the computers in the lab you are accessing are currently in use, a '**Cannot start desktop'** notice will display. Access is limited. Please try again later.

4. Log on to the Remote Computer

Once connected, click the **OK** button when the blue Valdosta State University banner notice displays.

If it does not automatically log you in, **enter your VSU username and password** as normal.

Congrats! You can now utilize the software included within this computer lab.

Important! **You cannot save your work directly to the remote computer.** You MUST save to Microsoft OneDrive or a similar cloud storage solution, or a location designated by your instructor.

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5. When Finished… Restart the Remote Computer.

To Restart: Click the **Windows Start** icon > click the **Power** ⏻ icon > select **Restart**.

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