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 . . .
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.
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.

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**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.
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.
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.
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.

5. When Finished… Restart the Remote Computer.

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