Remote Access to GDC Lab Computer

Draft e-mail for patrons requesting remote access to lab computers:

Hello Patron Name,

The basics that you will need to access the GDC computer remotely are below. You may already have several of these components in place.

- Download AnyConnect VPN (https://kb.rice.edu/internal/83592)
- Enroll in Duo and install Duo Mobile (https://kb.rice.edu/78235)
- Download the Microsoft Remote Desktop app (https://apps.apple.com/us/app/microsoft-remote-desktop/id1295203466)
Once you have all of that installed, then the process to connect would be as follows:
1. Connect to VPN
2. Authenticate via Duo Mobile
3. Launch the attached RDP file in Microsoft Remote Desktop.
4. For the login credentials, message **Kim via text at ###-###-####.**
5. To reserve time on the computer, please go to our GDC Homepage and click the green button on the right to Reserve Lab Computer, which will help to ensure that you do not have any conflicts with another user on that machine. You will want to reserve the "06" machine to match your RDP file.
Once connected to the lab machine, feel free to go to This PC > GDCStorage (M:) > GDCpatron > **Fall 2022** and create yourself a new folder named with your NetID to store your work. The folder will remain for the rest of the semester. I recommend you store all your work in this folder (instead of the Desktop, as indicated in the instructions) because the Desktop of the shared gistrain profile gets wiped clean when you log out, so it would be easy to inadvertently lose all your work.
When you are finished using the machine, click the Windows start icon in the bottom left corner and click the GIS Trainer user icon 5 buttons directly above it and select Sign Out before closing your Remote Desktop application. Otherwise, the machine will continue to be logged in even after you disconnect.
Let me know if you have any questions! We can also help with using the software.
Best,
Your Name