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Login

 aep NETWORKS

# PGCC Virtual Desktop

## Quickstart User Guide


Technology - Remote Access

Please enter your user name and password to log in.

User Name

Password

V-Realm NDS

 PRINCE GEORGE'S  
COMMUNITY COLLEGE

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Done Internet 100%

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## Introduction

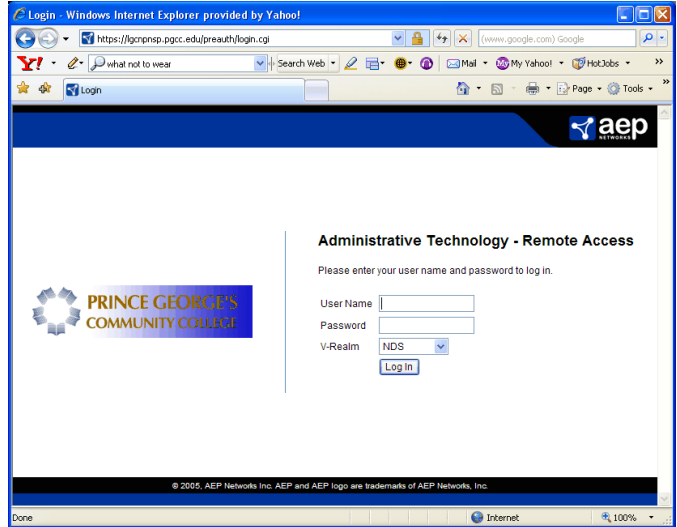
Prince George's Community College now offers a way for employees to remotely access core applications and user files. Through the online virtual desktop (remote service), you will be able to access any files that you have stored on your H:\ drive (Home directory), or any other network drives assigned to you. After logging on, the remote server will present you with the core applications, which include the Office 2002 suite, Mainframe access, WS\_FTP and GroupWise. (Applications that are locally installed on your office PC will not be accessible from the remote service.)

The product interface **REQUIRES** the Java plug-in to be installed on your system to work. (If you receive a Java error message, go to <http://java.com/en/download/index.jsp> to download the free version). It is **HIGHLY** recommended that users have a broadband connection (DSL, Comcast, etc) to the internet when using this virtual desktop service. Please note: The virtual desktop is currently limited to 25 concurrent users and does not work on Macintosh computers. As usage of this service increases, the number of concurrent users will be increased. Please let the Help Desk (x0637) know if you are being denied service on a regular basis.

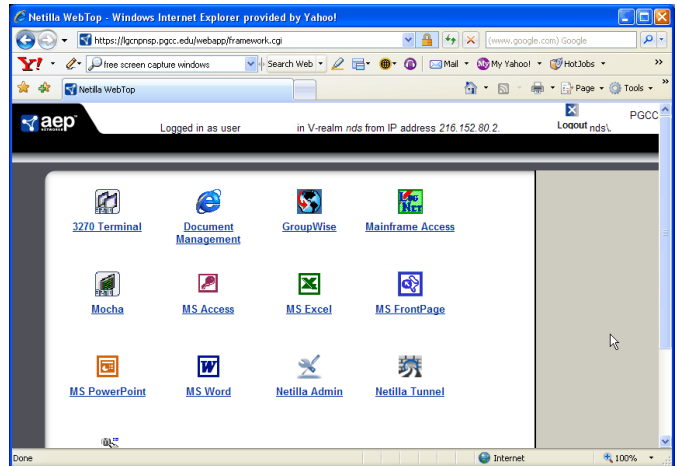
This guide provides information to get you started with accessing the PGCC remote services. For the remainder of this document, remote services will be referred to as the virtual desktop.

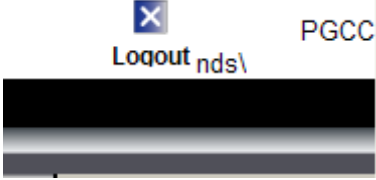

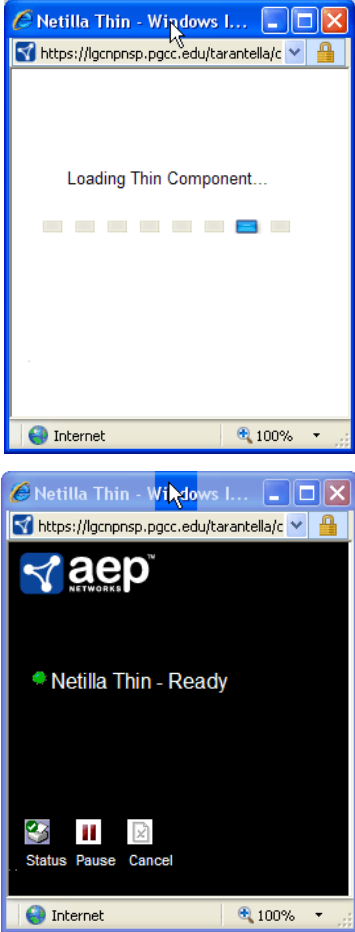
## Logging into the Virtual Desktop

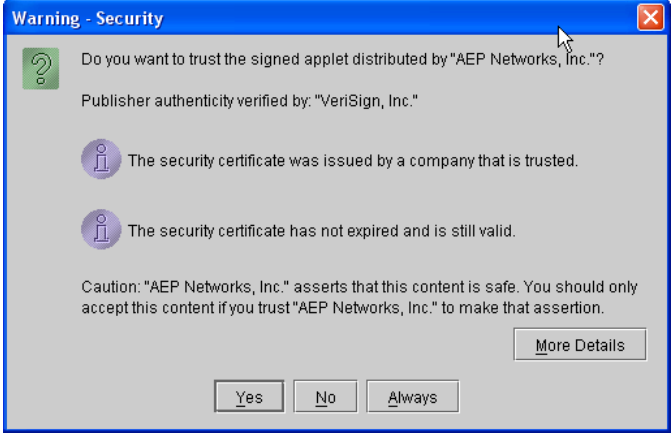
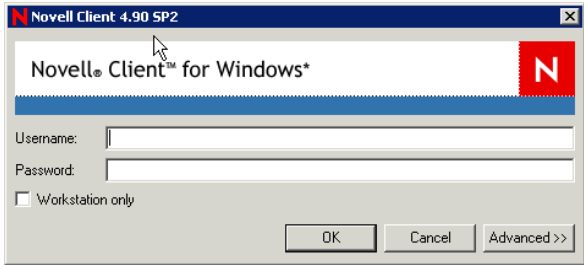
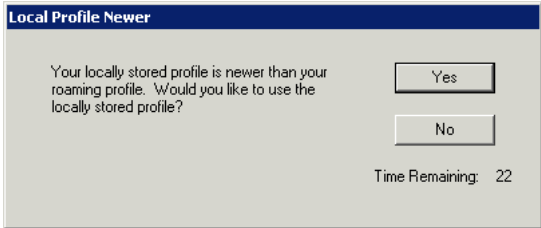
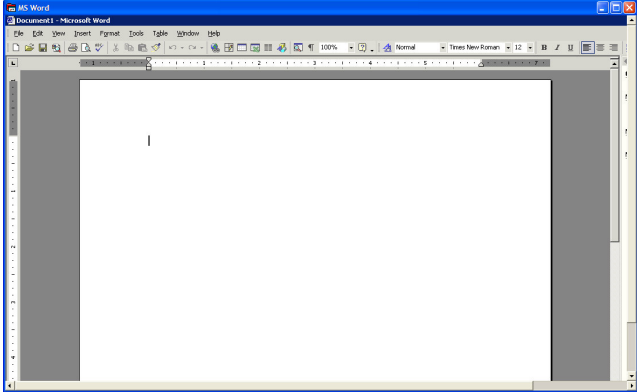
To login, go to the college's home page. Click on the 'Faculty and Staff' link. Then click on the 'Administrative Remote Access' link. Type in your Novell network username and password. This is the same username and password as your office computer. Leave the V-Realm at its default value of NDS and click on the 'Log In' button.



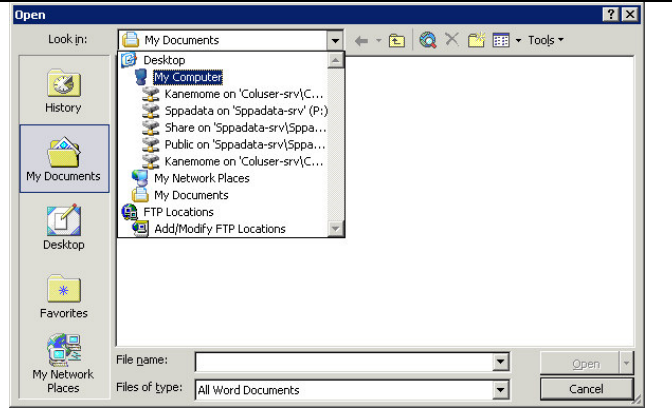
Your virtual desktop should look similar to the image here.



<p>The 'Logout' icon is located in the upper right hand corner of the virtual desktop. Click on this icon when you are ready to end your remote session.</p>	
<p><b>Opening applications on the virtual desktop</b></p> <p>The virtual desktop contains icons for the programs you will use to access files. To open an application, double-click on the icon.</p>	
<p>As the application that you selected is loading, another browser will open, indicating that Netilla is loading the thin component. This component is necessary to run your application. Do not close this window.</p>	

<p>After the thin component has loaded, you may receive a message box like the one to the right. Click on the ‘Yes’ to continue.</p>	 <p>A warning dialog box titled "Warning - Security" with a question mark icon. The text asks: "Do you want to trust the signed applet distributed by 'AEP Networks, Inc.'?" It states "Publisher authenticity verified by: 'VeriSign, Inc.'" and lists two points: "The security certificate was issued by a company that is trusted." and "The security certificate has not expired and is still valid." A caution note says: "Caution: 'AEP Networks, Inc.' asserts that this content is safe. You should only accept this content if you trust 'AEP Networks, Inc.' to make that assertion." There is a "More Details" button and "Yes", "No", and "Always" buttons at the bottom.</p>
<p>Each time you open an application, you will be required to re-authenticate with the server using your Novell username and password. This extra level of security is required to use the service.</p>	 <p>A login dialog box titled "Novell Client 4.90 SP2" with the Novell logo. It contains fields for "Username:" and "Password:". There is a checkbox for "Workstation only" and buttons for "OK", "Cancel", and "Advanced &gt;&gt;".</p>
<p>You may receive a message box similar to the one on the right. Click ‘Yes’ to continue.</p>	 <p>A dialog box titled "Local Profile Newer" with the text: "Your locally stored profile is newer than your roaming profile. Would you like to use the locally stored profile?" It has "Yes" and "No" buttons and a "Time Remaining: 22" indicator.</p>
<p>The application you select will open within a new Internet browser window. At this point you can interact with the application in the same way would in the office.</p>	 <p>A screenshot of a Microsoft Word application window. The window title is "MS Word" and "Document1 - Microsoft Word". The interface shows the menu bar (File, Edit, View, Insert, Format, Tools, Table, Window, Help), a toolbar, and a large white document area with a cursor.</p>

You can access and save files on your H:\ drive and any other network drives assigned to you. Your local drives, such as your C:\ drive or removable drive, are not available through the virtual desktop.



### Closing applications on the virtual desktop

Once you have finished using an application, make sure any open documents within the application are closed first, using the 'File' menu then close the application. **Failure to close any open documents first may leave the documents open and unavailable for your future use.** After closing the application you will be returned to the virtual desktop.

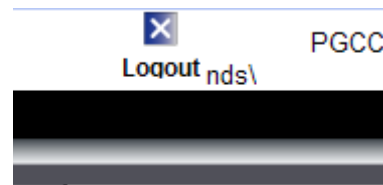
### Opening GroupWise in the virtual desktop

GroupWise can be opened in the virtual desktop in the same way as other applications. However, in addition to entering your Novell password when you double-click on the GroupWise icon, when GroupWise opens, you will also be prompted to enter your GroupWise password.

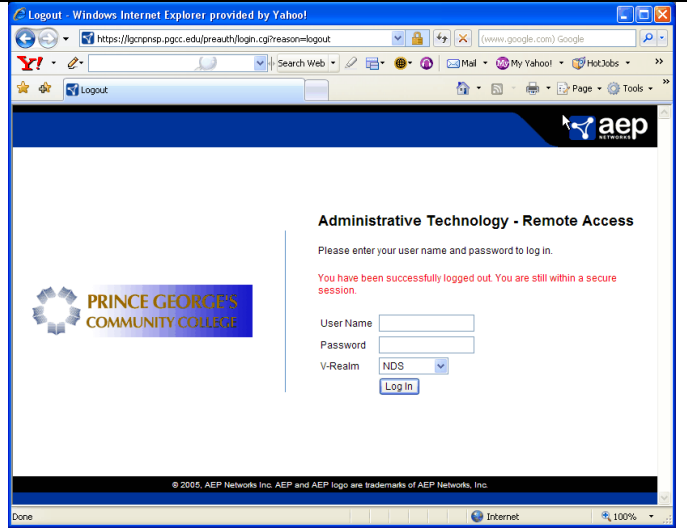


### Logging Out of the virtual desktop

To logout of the virtual desktop, click on the 'Logout' icon in the upper right hand corner of the desktop. Remember to close all open documents before logging out.



You will be returned to the login screen, with a confirmation that your logout has been successful.



### Changing your Novell password

To change your Novell password, click on the 'Netilla Admin' icon on the virtual desktop.



You will be presented with the screen to your right. In the second section, under the heading 'Change Password for Authentication Stage 1', enter the information requested and then click submit.

