



Spring 2022 SPA Remote Computer Lab Access

NOTES AND SUPPORT: Because lab access is automatically populated through University Identity Management, **it is important to test your remote lab access as soon as possible in the semester**. If you were waitlisted, added a class late, or otherwise do not see the SPA-REMOTE pool, please email nate.lambrightdale@ucdenver.edu and cc spa.workorder@ucdenver.edu **from your CU email address with the course number, section, and your professor's name Monday-Friday 8AM-4PM** to be manually added to the group. Remote lab access is limited and runs on a first-come, first-served basis. Keep this in mind for major assignment deadlines.

For quicker app and error-specific problem resolution *inside* the remote desktop environment, please right click on "This PC" and choose properties and note the name of the desktop you are working on. Screenshots always save time and make for quicker support.

SAVE YOUR WORK TO ONEDRIVE OFTEN! If you lose connection, your session will remain open for **15 minutes**. Log back in within this timeframe and you will be taken to your work in progress. After 15 minutes, this work will be *lost*, so do save to [OneDrive](#) often. **Do not save locally (desktop/C: drive)** as you *will* lose your work.

If you would like to purchase software for home use, you may do so [here](#).

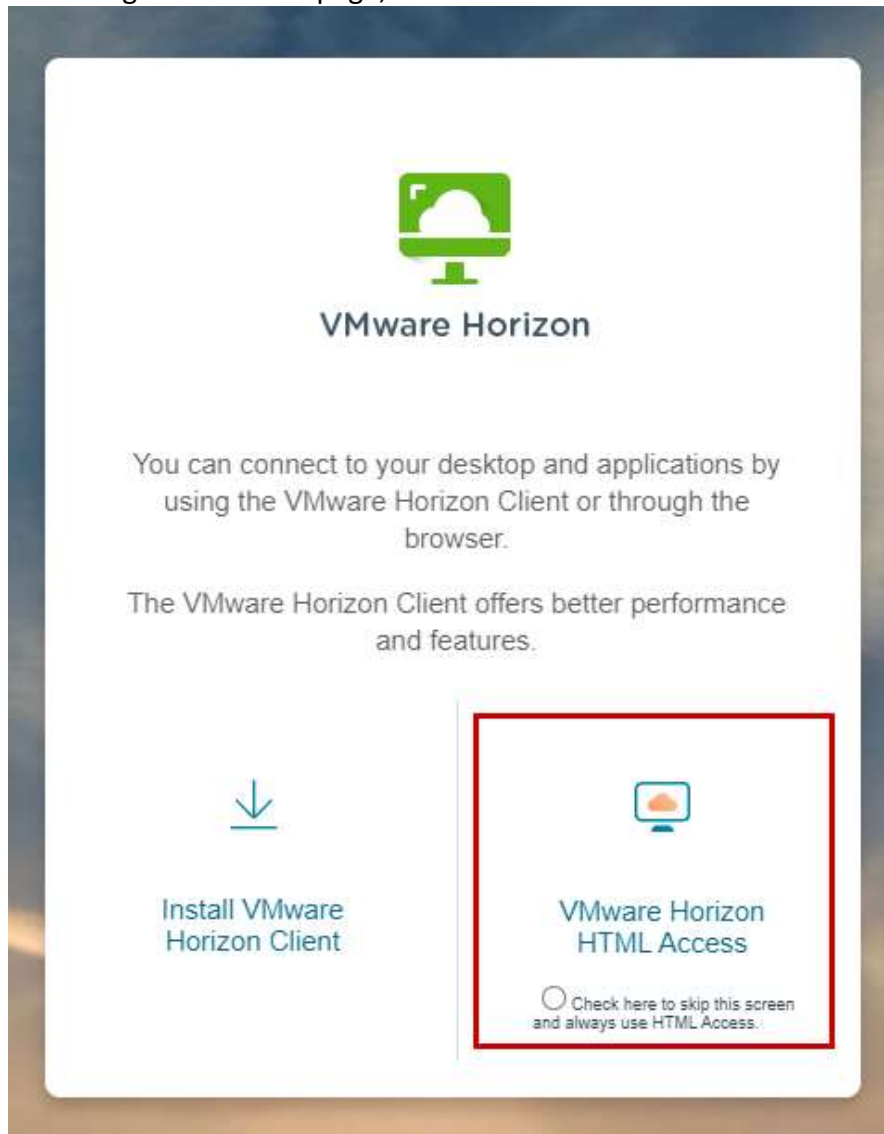
Written Instructions for Remote Lab Access

1. Navigate to <https://remote.ucdenver.edu>
2. On the right side of the page, choose VMWare Horizon HTML Access
3. Login with your username and password. If there is a dropdown visible under your password, choose "UNIVERSITY"
4. You will be prompted to authenticate to Duo Mobile. Enter the number 1 for a push, 2 for a phone call, or 3 for an SMS passcode and choose "Continue"
5. Once authenticated, choose "SPA-REMOTE" to begin your session. If you do not see a lab called "SPA-REMOTE," follow the instructions above to be manually added. In the event the lab goes down, the backup lab will be called "SPA-Labs"

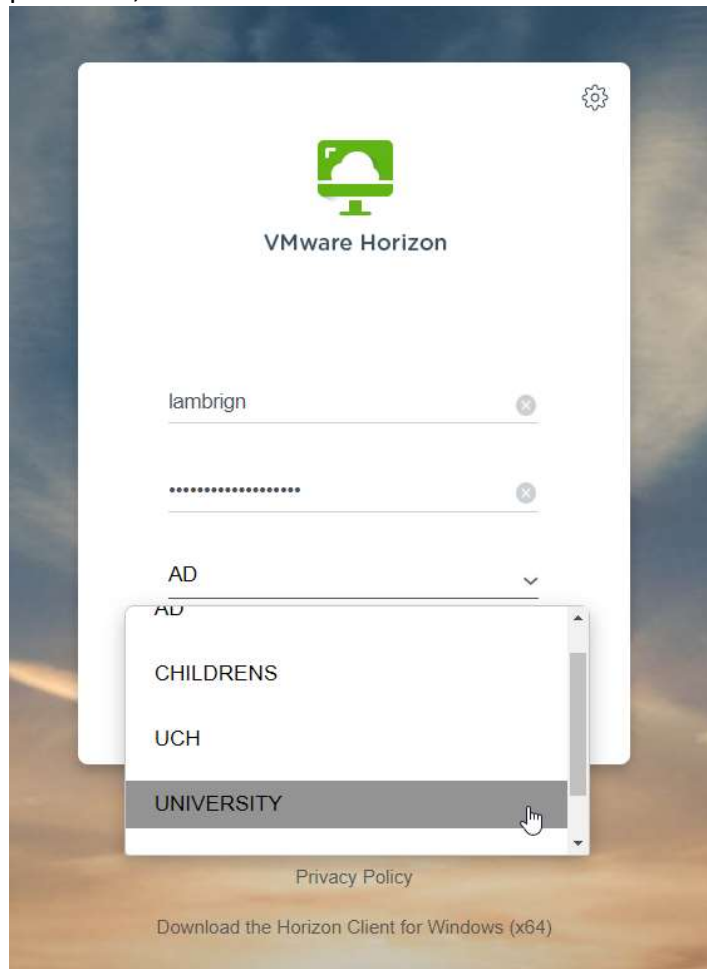
6. To be courteous to others who may need to access the lab, please log out after your session by clicking the “Start” button, then your name, and choosing “Sign out”. Do not turn off the machine.

Visual Instructions for Remote Lab Access

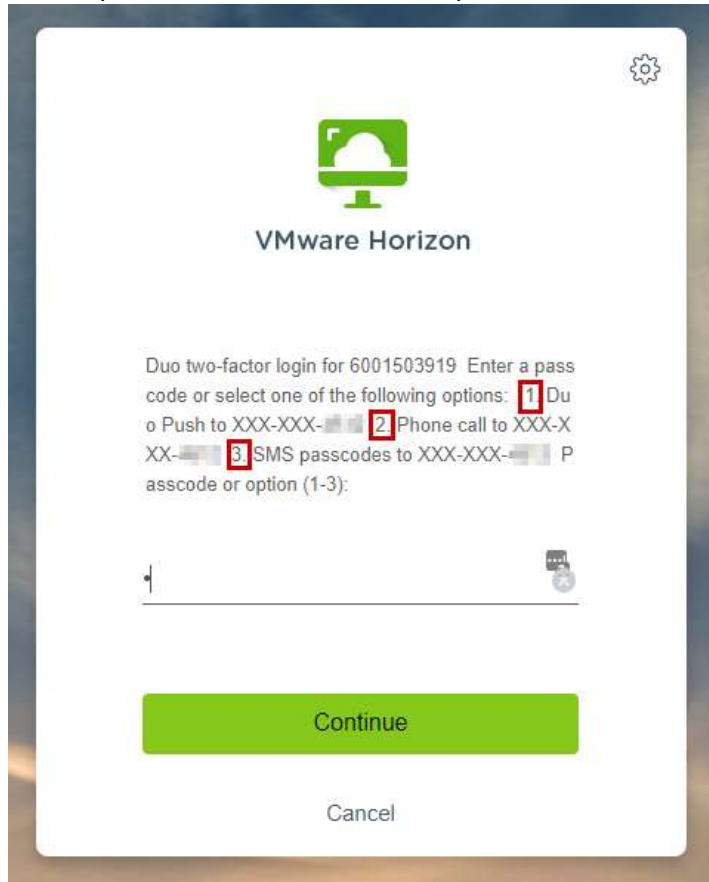
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The image shows a Duo two-factor login screen for VMware Horizon. At the top, there is a green icon of a monitor with a cloud inside, and the text "VMware Horizon" below it. The main text reads: "Duo two-factor login for 6001503919 Enter a passcode or select one of the following options: 1 Duo Push to XXX-XXX-XXXX 2 Phone call to XXX-XXX-XXXX 3 SMS passcodes to XXX-XXX-XXXX Passcode or option (1-3):". The numbers 1, 2, and 3 are highlighted with red boxes. Below the text is a text input field with a cursor. At the bottom, there are two buttons: a green "Continue" button and a "Cancel" button.

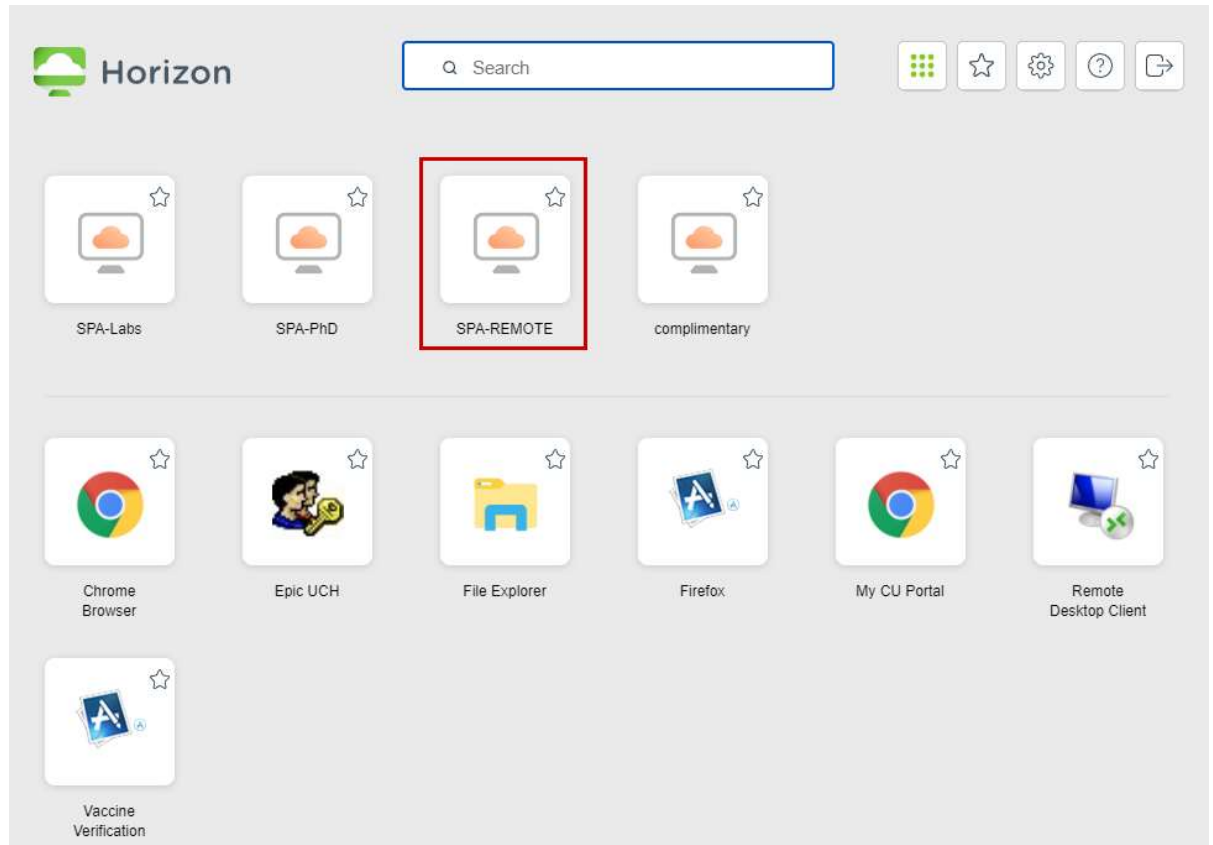
VMware Horizon

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