**UNIVERSITY OF GEORGIA**
**Terry College of Business**
1785

# UGA vLab Information Sheet – PC Users

The UGA vLab (Virtual Lab) allows students to access a Windows lab environment from personal devices, such as laptops, tablets, phones, and desktop computers. Available from on and off campus, it's like using an MLC computer without leaving your study space! Software available on the UGA vLab includes:

- Microsoft Office 2016 (Word, Excel, PowerPoint; Access, Publisher)
- SPSS
- Stata
- MATLAB
- EndNote
- VLC
- Adobe Reader
- QMF
- R
- PuTTY
- OutSystems
- OpenBUGS
- DjVu
- CorelDraw Graphics
- BlueJ
- Blender
- Bizagi
- Astah
- Argus
- Python
- TurningPoint Anywhere 2008
- Respondus LockDown
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To use the vLab for required classroom exercises, Terry OIT recommends a current (0-2 yrs. old) Windows or Mac laptop with a minimum resolution of 1024×768 and recommended resolution of 1280×800 or higher. For current laptop recommendations, see terry.uga.edu/academics/policies/computers .

## Important! Before you Begin:

**You need both MyID and a device enrolled in ArchPass Duo**, UGA's two-factor authentication system, to access vLab and VPN. Requiring ArchPass Duo is a security measure that prevents fraudulent log-ins. To enroll a mobile phone, landline or tablet, use the ArchPass Duo Self-Service Portal at archpass.uga.edu/enroll. You cannot enroll a laptop or desktop computer. If you need help setting up or using ArchPass Duo, please contact the EITS Help Desk at 706-542-3106 or by email at helpdesk@uga.edu.



Enter your MyID and password > Verify your ID with ArchPass Duo > Access granted!

After you have enrolled an approved mobile device with ArchPass Duo, proceed with steps listed in pages 2-5 of this document. **Please have your ArchPass Duo authentication device available as you will receive a request to approve the connection** when you enter your MyID and Password to login. Have the ArchPass Duo app open and ready to use as the approval request expires after a few moments.
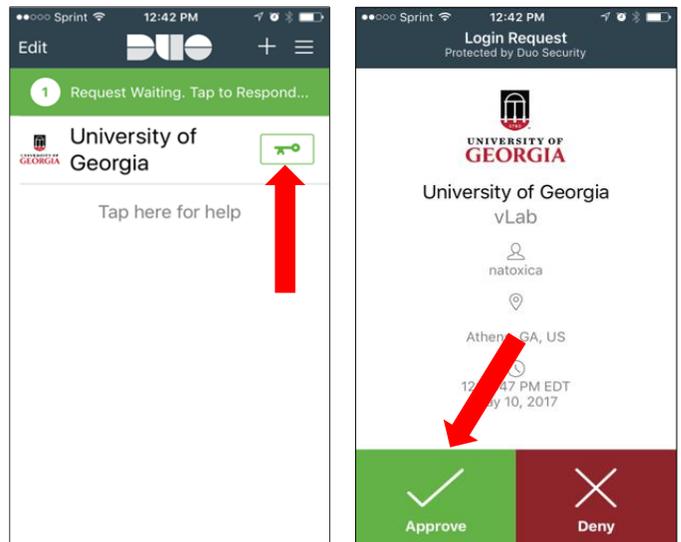
## I. Getting Started with UGA vLab (One-Time Setup to Map Local Drives)

1.  Go to vlab.uga.edu, and click **How to Use vLab**.

2.  Scroll down, and click **Download and Install Citrix Receiver**.

3.  Under Receiver for Windows, click **Receiver 4.12 for Windows** and then **Download Receiver for Windows** button.

4.  A Citrix Receiver installation file will download via your browser. Double-click the file to Run the installation, and follow the installation prompts until the end. Click **Finish**.
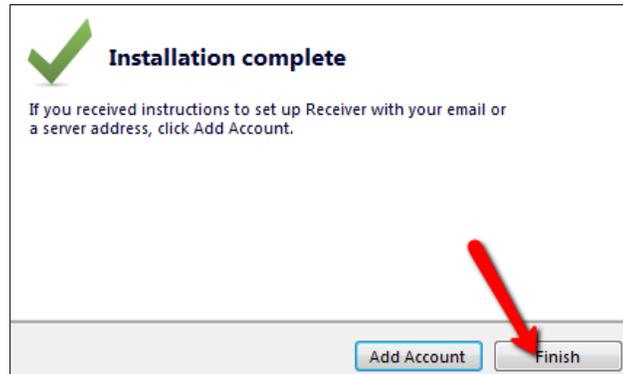


5.  Skip to the next section to start vLab.

## II. Running vLab after Getting Started

1.  Browse to vlab.uga.edu, enter your MyID and password, and click **Log On**.

2.  Use the devices you enrolled in ArchPass Duo to receive a passcode. Enter the passcode and click **Log In**.

3.  A virtual desktop may load into one of your browser tabs, but this is the version *without* your local drive access. **[If you do not <u>need</u> local drive access, skip to section III on p. 3!]**

4.  Where you see your name, click the down arrow and select **Activate…** It will download a file: **receiverconfig.cr** (click **Save** if prompted). After downloading, double-click on the file.
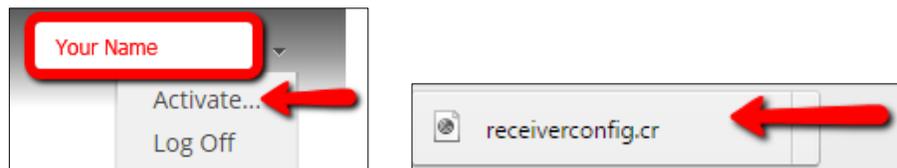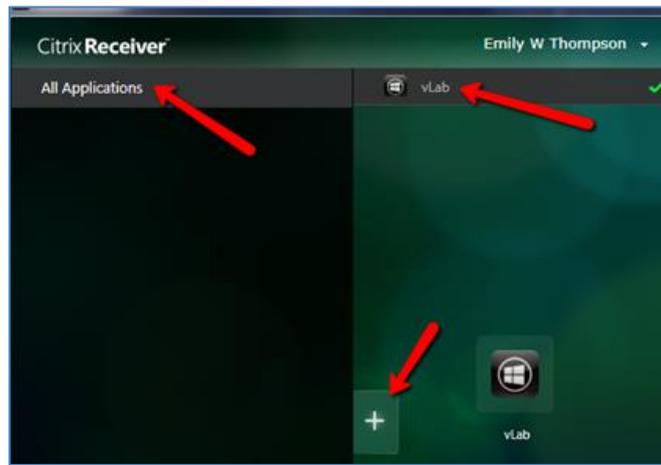


5.  When prompted, click **Add**.



6.  Enter your MyID, password, and a new ArchPass Duo passcode again. Click **Log On**.
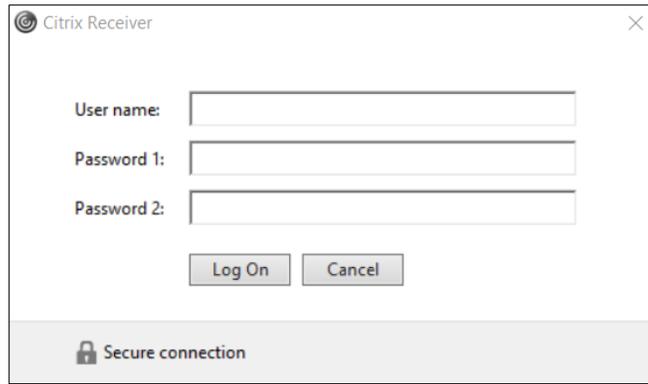
7. Click giant plus **(+)** sign, click **All Applications**, and then click **vLab.**



8. You are now ready to work on your projects. Refer to page 4 about saving files (files are erased from vLab after logging off, so you must save your files locally or e-mail to yourself before logging off).

   **HINT:** Use the Desktop toolbar, at the top center of the vLab window, to maximize the size of your desktop and change other settings.
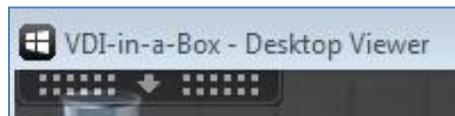


9. When you are all done with your work and have safely saved your files in another location, **Log Off** of Citrix Receiver, and close the program window.
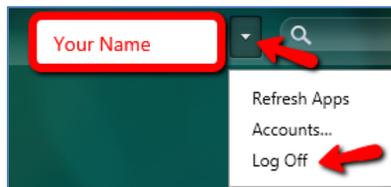


## III. Working with Files & Saving Files

You are using a *virtual* PC "in the cloud" (on a server at EITS). To put files or documents onto this *virtual* PC, you will need to copy those files from another location first.

1. To browse to your physical computer (PC or Mac) and copy files prior to working on them, double-click on the **Computer icon** from the *virtual* PC desktop.

2. The C: drive at the top is the *virtual* C: drive. Your physical "Local Disk" drives are available beneath the **Other** area. For example, in the screenshot below, this physical computer has a single C: drive named SONYVAIO13. To work on a file in vLab from your real C: drive, browse to the Other Local Disk C: drive, copy the file, and paste it on the *virtual* desktop prior to working on the file.



3. Once you are done working on a file, you can paste the file back onto your **Local Disk C:** storage. **WARNING: files MUST NOT be saved to the vLab!!** If you save files to vLab's desktop or downloads folder, they will disappear after you log off or disconnect. Always save your work to a flash drive before you disconnect.

## IV. Additional Help

For more information and support: visit eits.uga.edu/support/vlab or chat live with an EITS rep https://hd.support.uga.edu/