

Remote Access with Chromebooks

STEP 1: Get your Chromebook Ready

1. Make sure you're signed in with a personal Google account and not the school account. The school account will not allow you to access the Google Play store in the next step
2. In the Google Play Store search for Microsoft Remote Desktop app (don't use the one with 8 after it, that's old)
 - o Link: <https://play.google.com/store/apps/details?id=com.microsoft.rdc.androidx>
 - o Enabling the Play store if it's not enabled: <https://support.google.com/googleplay/answer/7021273?hl=en>
3. Click the Install button. It may ask you to verify the device and your password for your google account
4. You may want to doublecheck that the app installed. Sometimes there is a delay between clicking install and it actually being installed.
 - o Click Search and look for **RD Client** If you don't see it, try installing again or just waiting for 10-15 minutes.
5. Open the app. It's named RD Client. The easiest way is to click the search icon at the bottom of the screen and type in RD Client.
 - o The first time you open it, it will ask you to accept their policy.

STEP 2: Log in to School Computer Remotely

1. Use this link to see available computers: https://remoteaccess.labstats.com/bmcc_adobe
2. Click the Connect button next to one of the computers
3. Click Download in the popup window
4. A file ending in .rdp should download to your computer
5. Open the downloaded file.
 - o If you don't know where the file is search for The file name will be something like F410-06-37857.rdp
 - o You need to open it in the RD Client app. You may need to right click the file and choose Open With > RD Client
6. It will ask for a username/password. Use your BMCC username/password. The same as for your BMCC email.
 - o You may get a warning that the certificate can't be verified. It's OK Click Connect.
7. You may be asked twice for your user/pass. The second time is to log in to the computer itself. User your BMCC user/pass both times
8. When you log in you should see a Blue Screen with Student Login and some text. Click OK
9. It should now start up and you will eventually see the desktop of the computer at BMCC.

STEP 3: Using Adobe Apps

1. Click the search or the windows icon (both on bottom left of the screen) and then type in the name of the app you want (Photoshop, Illustrator etc). The application should show up to click to open.
2. When the app opens you will be asked to sign in. Use your CUNYfirst username/password to sign in to your school Adobe account (they are created automatically for you). If you want you can also sign in to a personal account.

- Email Address: enter your CUNYfirst username (FirstName.LastName@login.cuny.edu)
- Click Continue
- In the CUNY form that appears enter both your CUNYfirst username and CUNYfirst password and click Login
- The app should open

STEP 4: Saving Files

1. With Adobe Photoshop, Illustrator and InDesign, I recommend using the Adobe Cloud. When you first save the file it will ask if you want to Save to Cloud Documents or On your computer. Choose cloud documents.
 - The next time you log in to a computer make sure you use the same Adobe account you used when you saved the document. Then when you click to Open a file in the app the next time, even if you're on a different computer, you will be able to open it.
2. The other option is to save the file to a cloud storage service like OneDrive, Dropbox or Google Drive.
 - Make sure the file is saved and you know where it is saved.
 - Open a browser
 - Login to your cloud storage service
 - Make sure you have an appropriate folder for the class (so you can keep things organized)
 - Upload the file to the service.
3. If you use a cloud service then the next time you use a school computer you will need to first login to the service and download the file before working on it.
 - Remember to save it back to the service when you're done.

The school computers will be erased, possibly every evening, so make sure to save your work.

The .rdp file you download is specific to a computer. So if you forget to get your files off the computer you can try using the same .rdp file again to access the computer and see if your files are still there. Also the RD Client Remote Desktop app will save that computer so you may be able to just open the app and then click on the computer to start the login process.

STEP 5: Log Off

This is very important. Doing this allows other people to use the computer.

1. Click the Windows icon at the bottom left of the screen (four rectangles)
2. Click the power icon
3. Click Disconnect
 - a. It's important not to click Shut down as it will power down the computer and others won't be able to use it.