



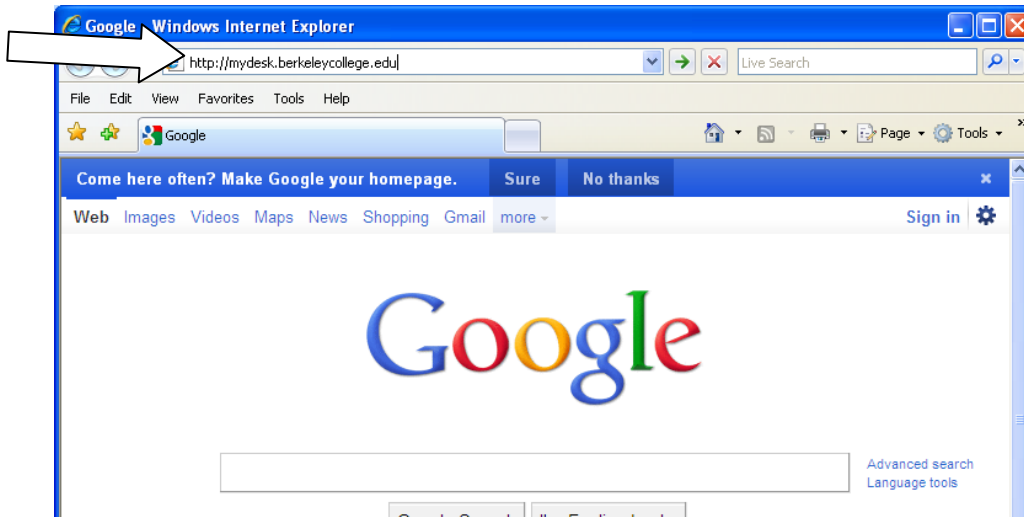
How to Connect to the Virtual Lab through Web Access

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How to Connect to the Website

1. Open your Internet Explorer web browser, type over the web address in the field

[Http://mydesk.berkeleycollege.edu](http://mydesk.berkeleycollege.edu) and then “Enter” on your keyboard



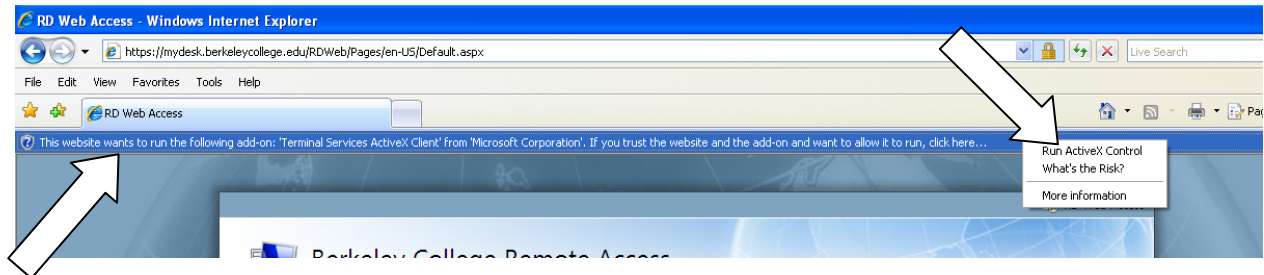
RDS Web Access Start page

2. Next you will see the RDS Web Access Start page, Type in Berkeley\FirstName-LastName (Blackboard logon) and then Blackboard password, then click “Sign In”

A screenshot of the Berkeley College Remote Access login page. The page title is "Berkeley College Remote Access" with the subtitle "RemoteApp and Desktop Connection". There is a "Help" link in the top right. The login form includes a "Domain\user name:" field with the text "berkeley\FirstName-LastName" and a "Password:" field. Below the fields is a red error message: "The user name or password that you entered is not valid. Try typing it again." Underneath is a "Security" section with a link "(show explanation)" and two radio button options: "This is a public or shared computer" (which is selected) and "This is a private computer". At the bottom right is a "Sign in" button. A white arrow points to the "Sign in" button.

ActiveX message

3. Click on “Website wants to run the following add-on” and click “Run ActiveX Control”



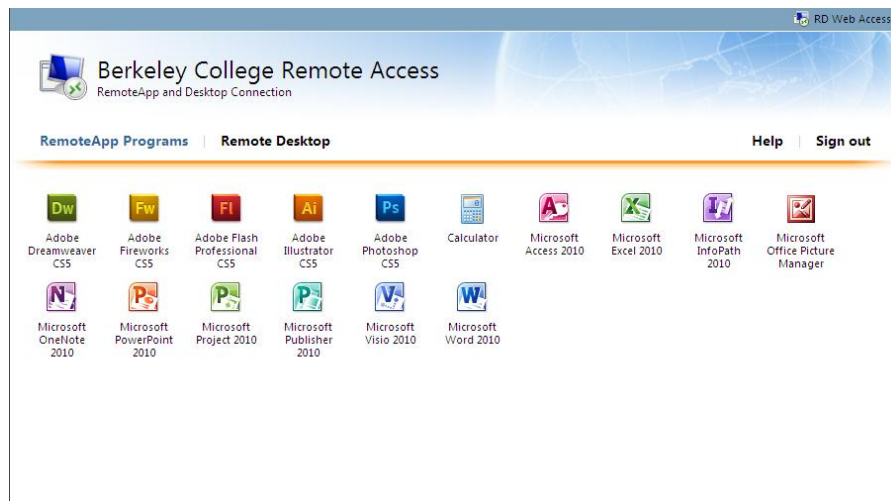
Security Warning

4. At the security Warning click “Run”



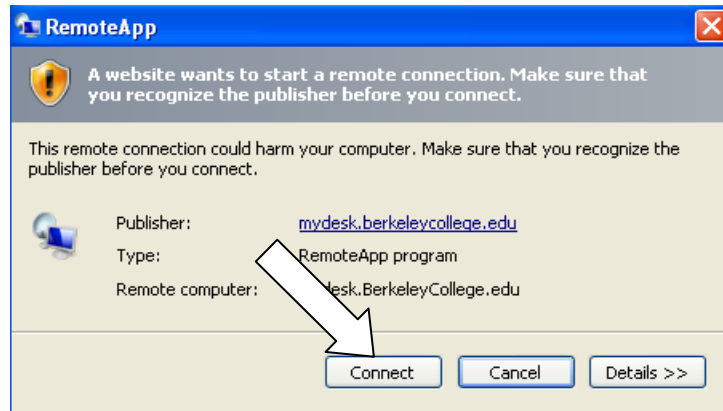
Access applications

5. Next you will see all Applications you will have access to



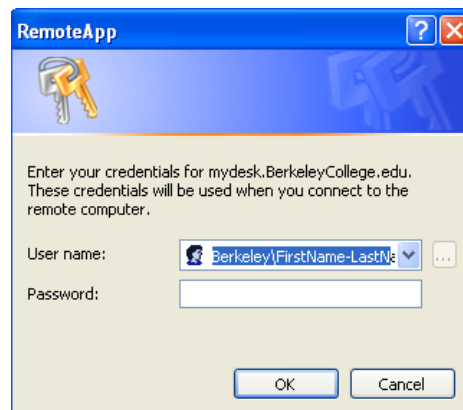
Remote Connection Message

6. Click on an application and you will see the following message, click “Connect”



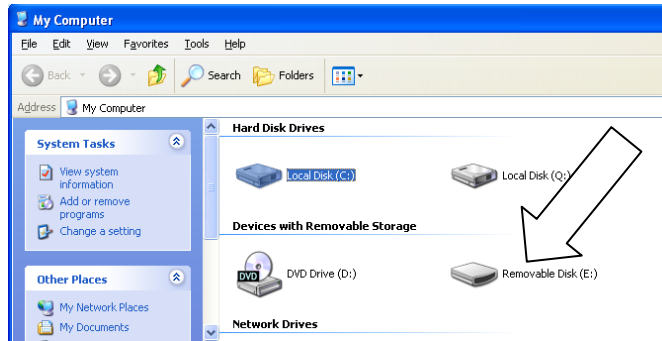
Logon to Access Application

7. Once you click on an application the next screen will be the logon. Type in “**Berkeley\FirstName-LastName (blackboard logon)** and your **Blackboard password**”

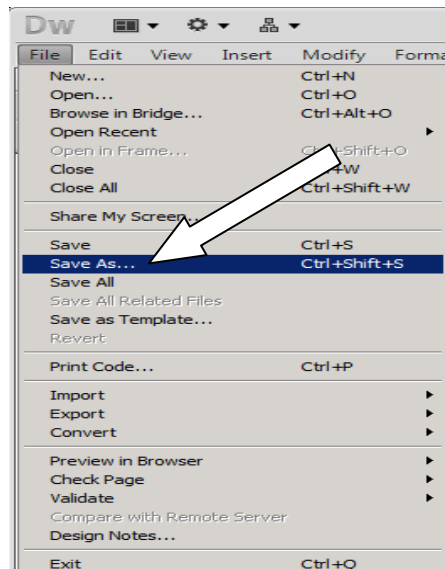


How to Save to USB device

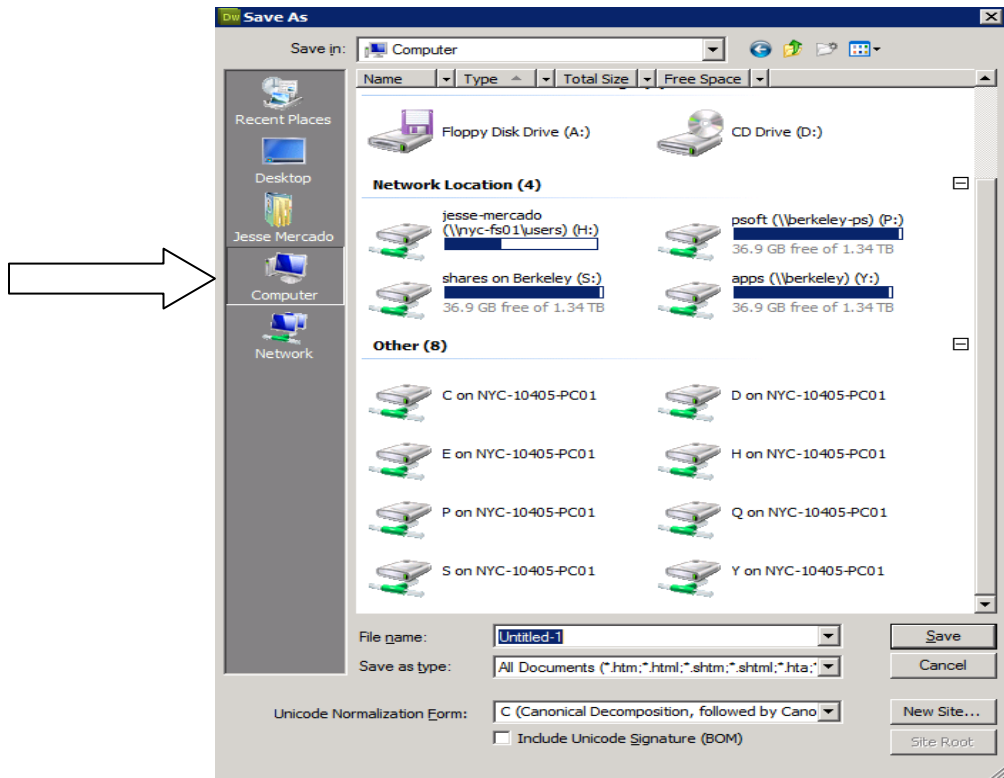
8. First on your computer go to “**My Computer**” and locate all the drives listed, notice your USB drive letter, the one listed on this example is letter “**E**” yours might show E, F or G.



9. Close **“My Computer”** and go to the document you want to save. This example will be from **“DreamWeaver”** With Dreamwaver open go to **“File”** then **“Save as”**



10. Click on **“Computer”** on the left side Window and look for your USB drive letter to save the document to.



11. Double click the “**USB drive letter**” then name your document and Choose “**Save**”

