

How-To Guide for Remote Computer Lab Access for Windows



Table of Contents

1	INSTRUCTIONS FOR CONNECTING TO A WINDOWS COMPUTER.....	3
1.1	WHAT VERSION OF WINDOWS DO YOU HAVE?	3
1.2	HOW TO CHECK YOUR WINDOWS VERSION.....	3
2	CONNECTING TO A REMOTE COMPUTER LAB	5
A.	DOWNLOADING REMOTE DESKTOP FROM MICROSOFT STORE	12
B.	FREQUENTLY ASKED QUESTIONS	15
B.1	WHERE CAN I FIND MY LINK?	15
B.2	WHAT HAPPENS IF I CAN'T LOG IN?.....	15
B.3	WILL THERE BE COMPUTERS FOR MY CLASS?	15
B.4	WHAT DEVICES CAN I ACCESS THE LAB FROM?	15

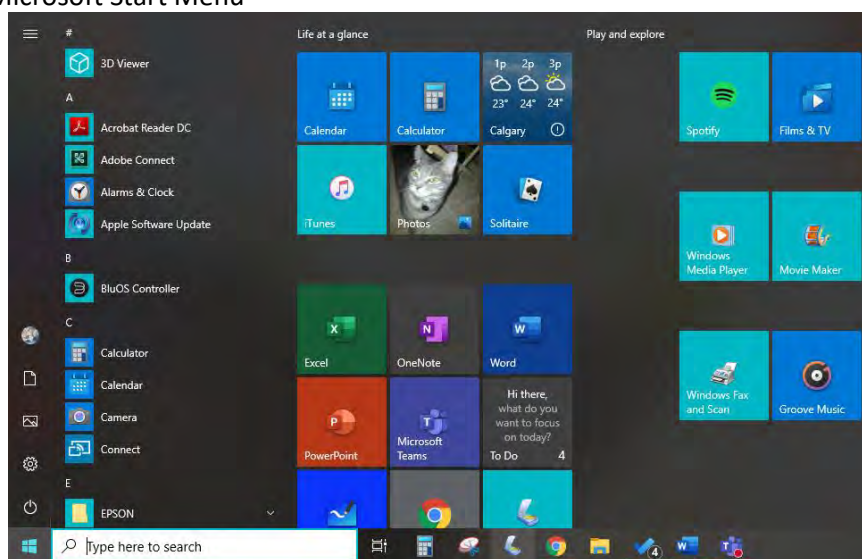
1 Instructions for connecting to a Windows Computer

1.1 What version of Windows do you have?

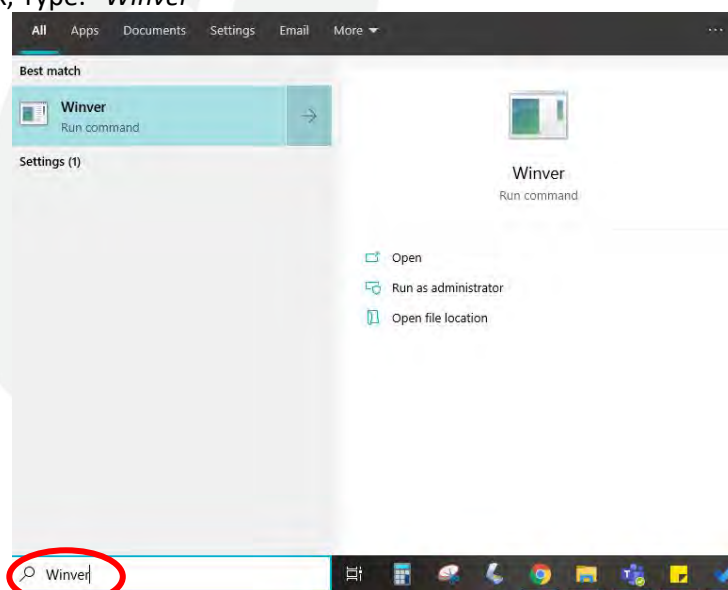
- Windows 10 Home Edition - Does not have Remote Desktop Connection proceed to “Connecting to Remote Computer Lab” [step 1](#)
- Windows 10 Pro or Education already have Remote Desktop Connection proceed to “Connecting to Remote Computer Access” [step 2](#)

1.2 How to check your Windows version

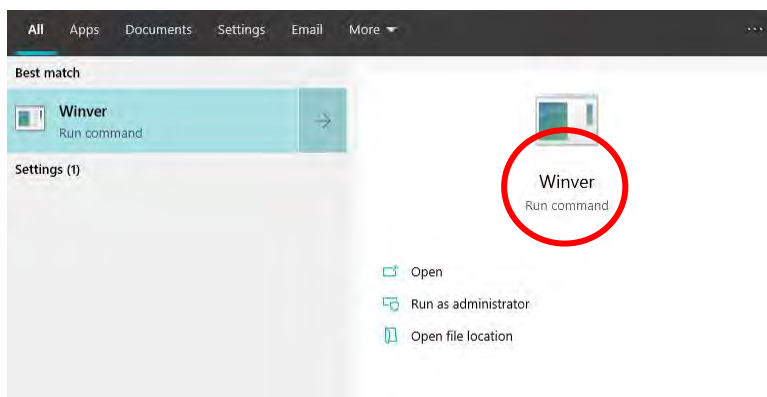
1. Click on the Microsoft Start Menu



2. In the Search Box, Type: “Winver”



3. Select “Run Command”

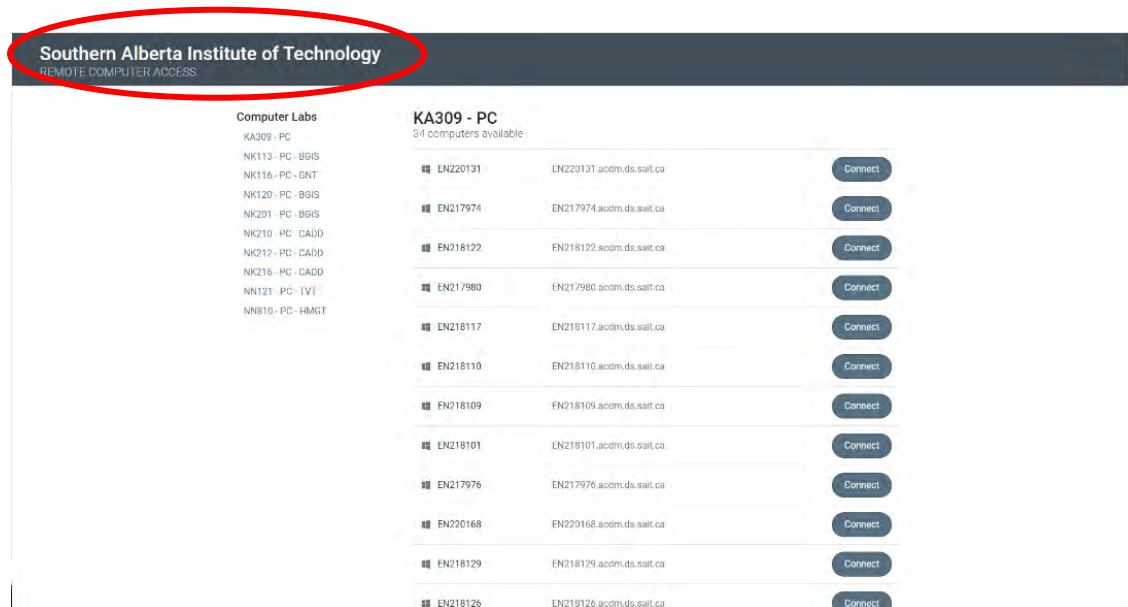


4. Check for either *Windows Home Edition*, *Windows Pro*, or *Windows Education*. This example was done on a home edition computer

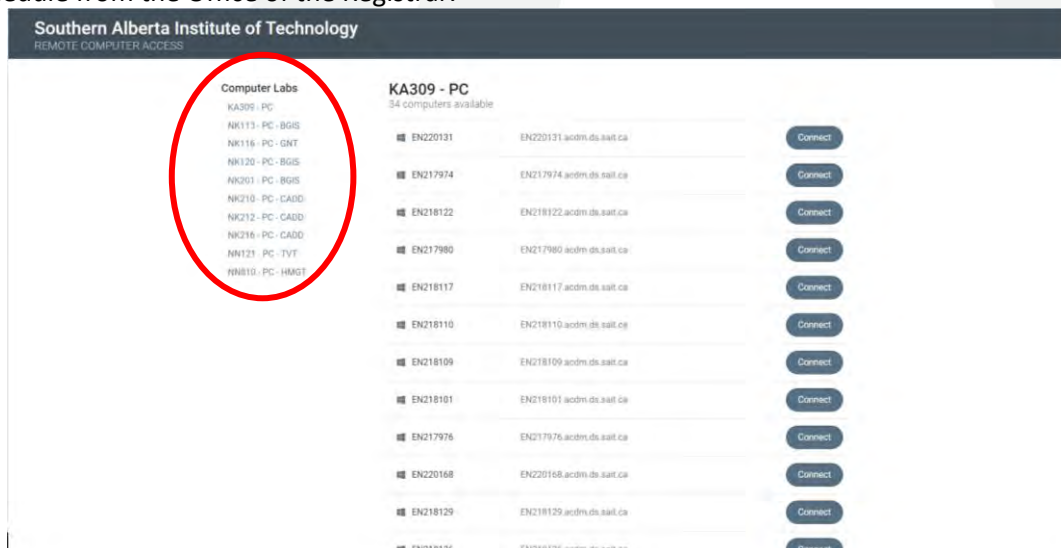


2 Connecting to a Remote Computer Lab

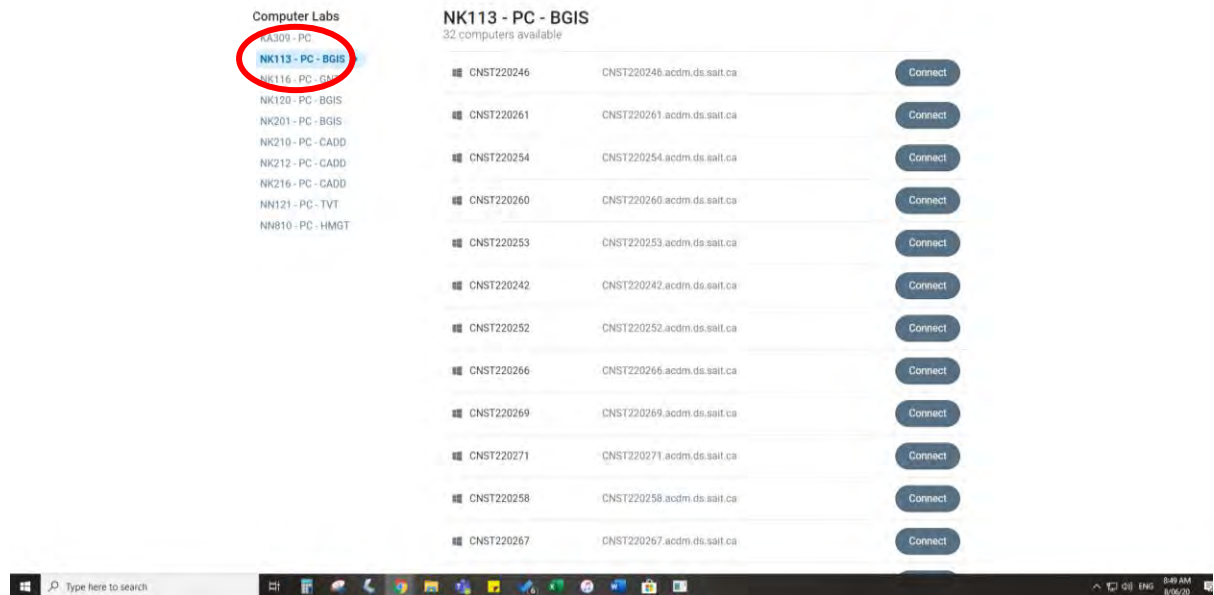
1. Download [Microsoft Remote Desktop](#) from the Microsoft Store. (Home Edition Only)
2. Download and install SAIT Global Protect VPN Client. Instructions for VPN are found [here](#)
3. Connect to SAIT Global Protect VPN Client
4. Open a Web Browser and navigate to the [Remote Computer Lab Access Website](#)



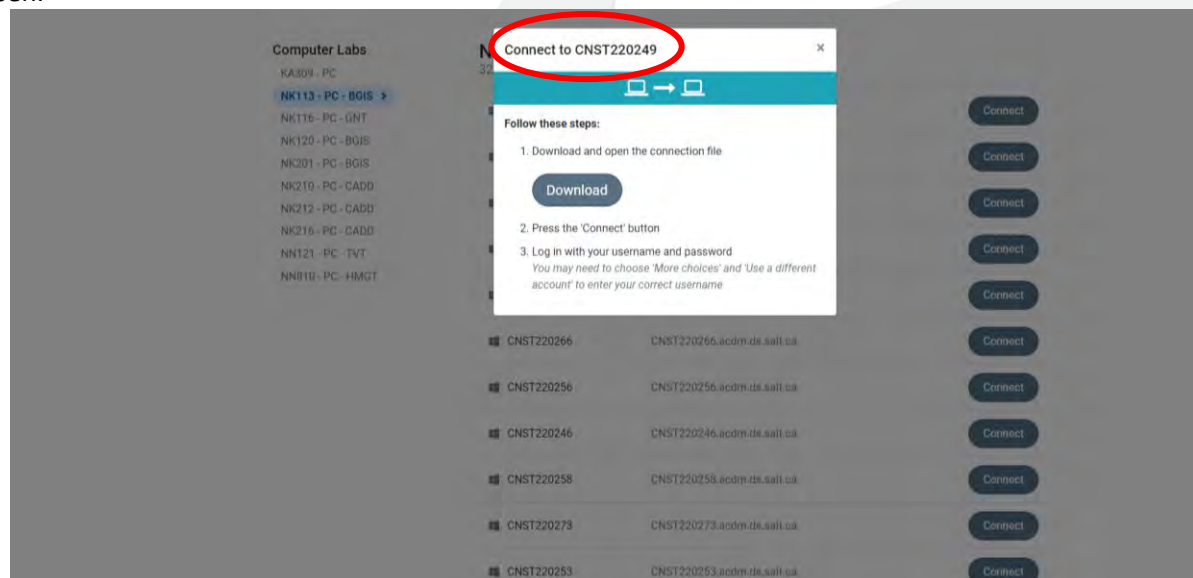
5. Find your computer lab classroom from the list provided. This will be the same classroom as your schedule from the Office of the Registrar.



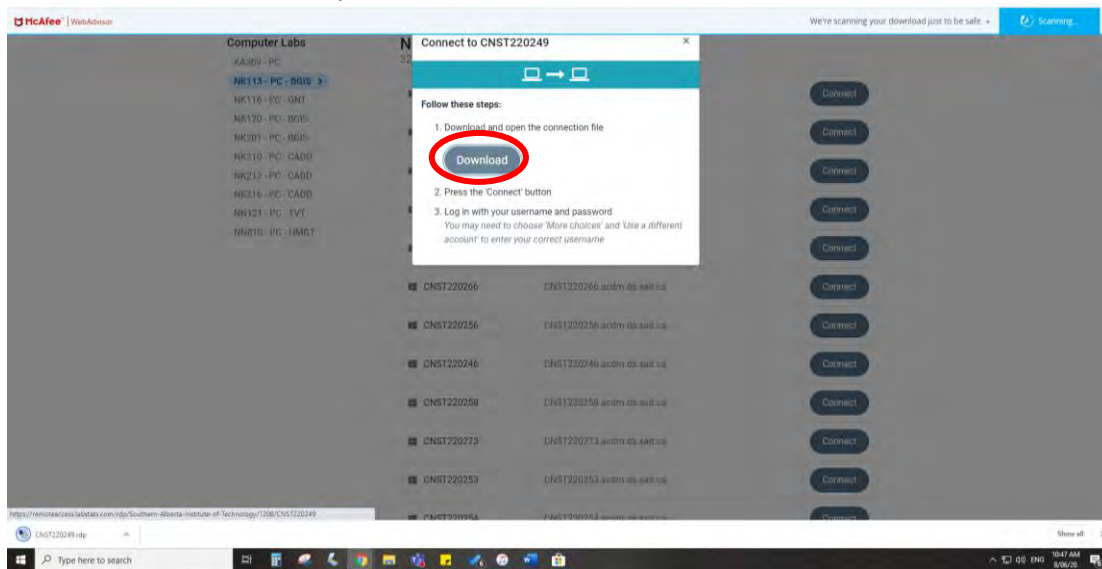
6. Once in your “Classroom” select a computer and click the “Connect” button. In this example we are using classroom NK113-PC-BGIS



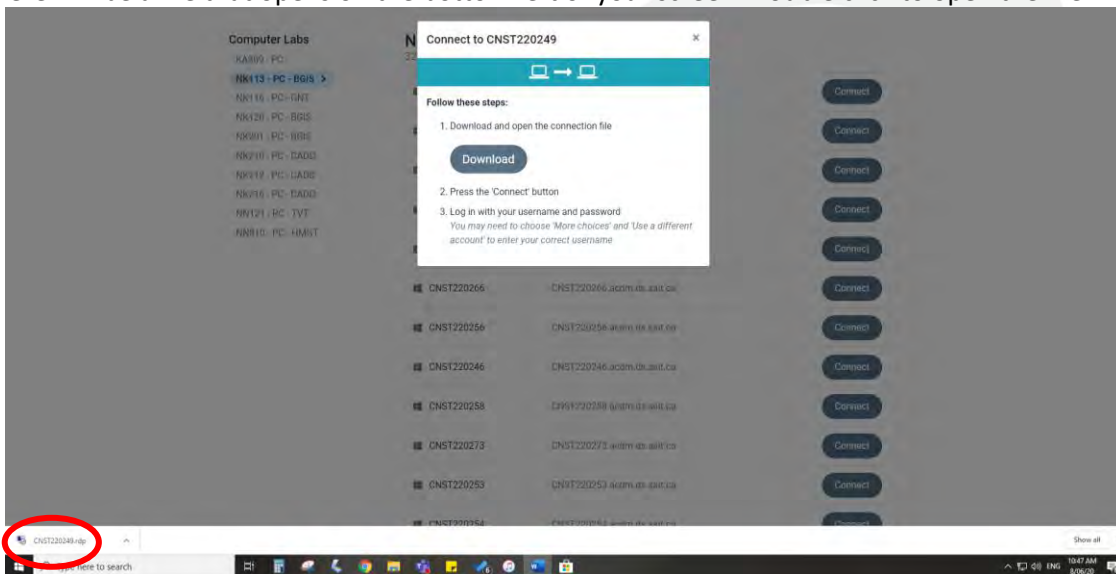
7. Select the Computer you would like to connect to. In this example Computer CNST220249 was chosen.



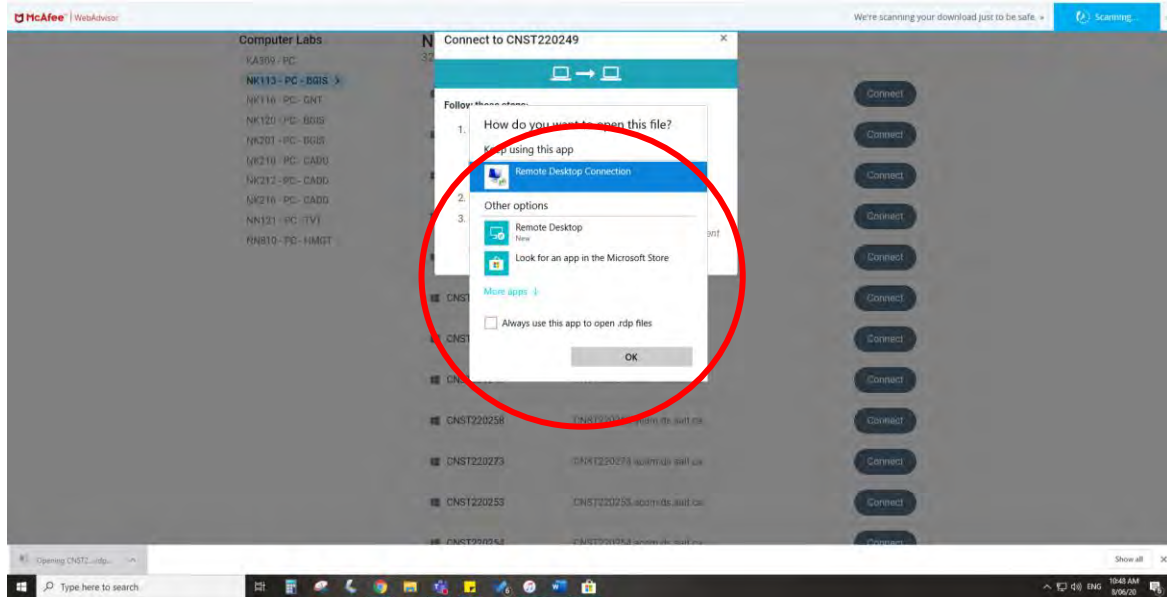
8. Download the Remote Desktop Shortcut



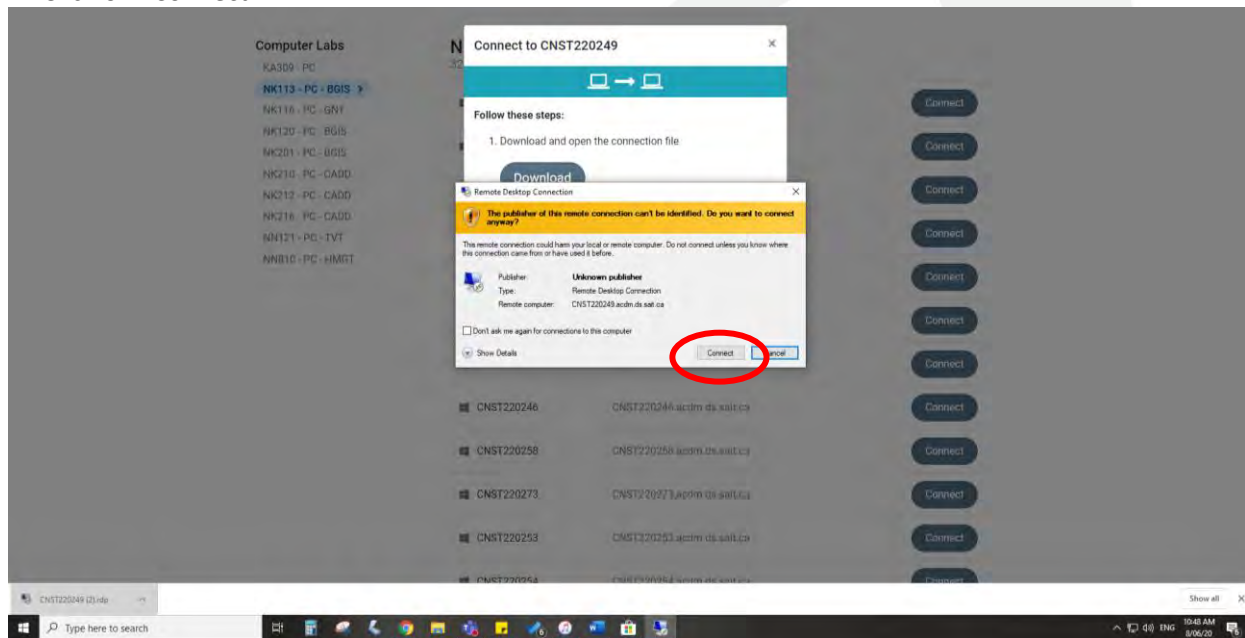
9. There will be a file that opens on the bottom left of your screen. Double click to open the file.



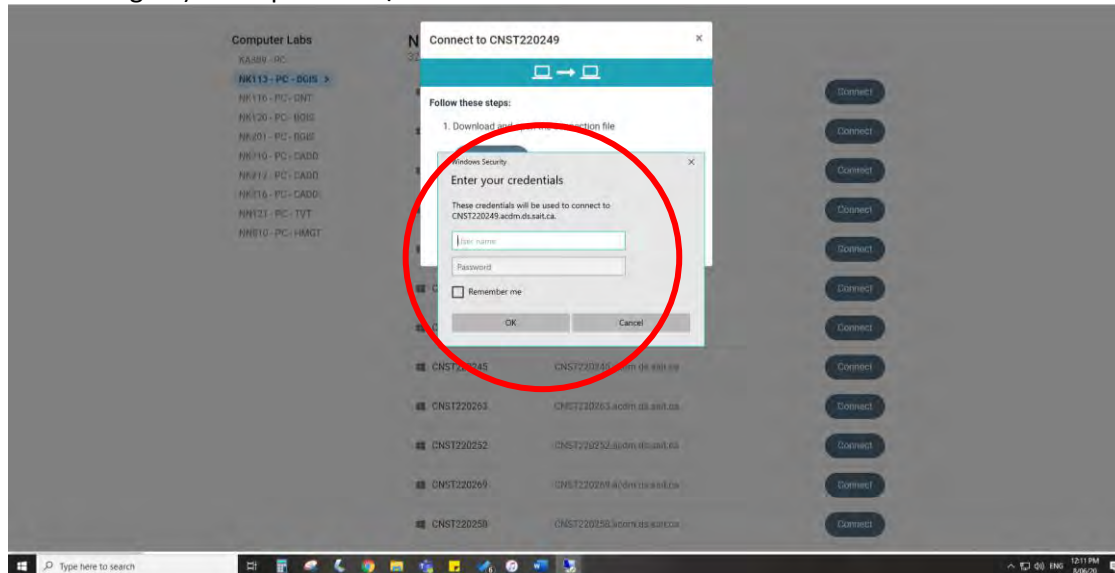
10. Windows will ask you how you want to open the file. Click the Microsoft Remote Desktop



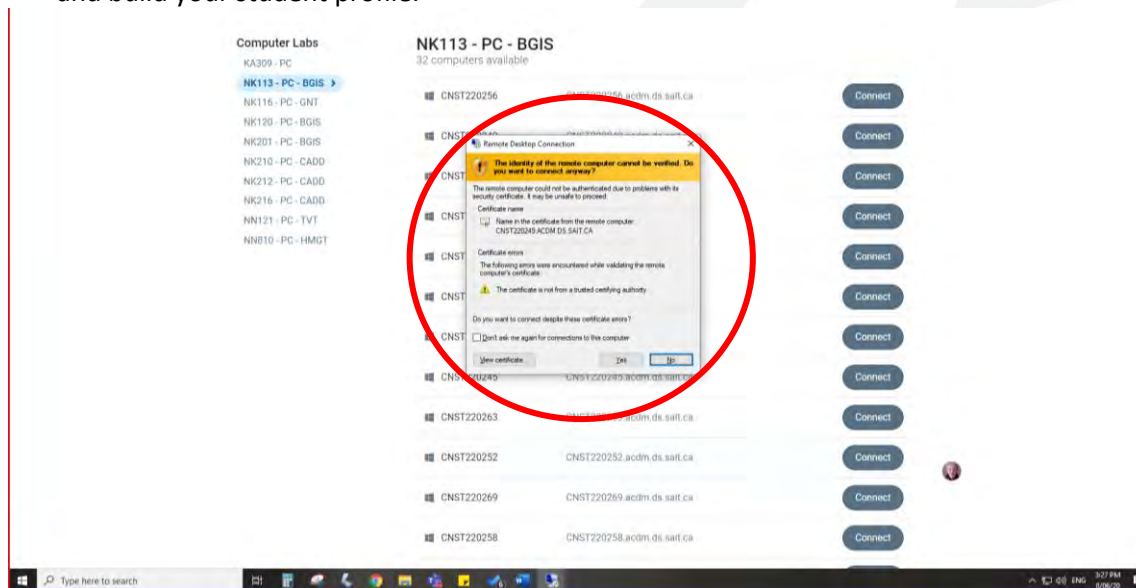
11. Click on "Connect"



12. In the Windows Security Window: Enter in your login ID. For a student it will be acdm\6 digit ID (No leading 0's). Example acdm\123456



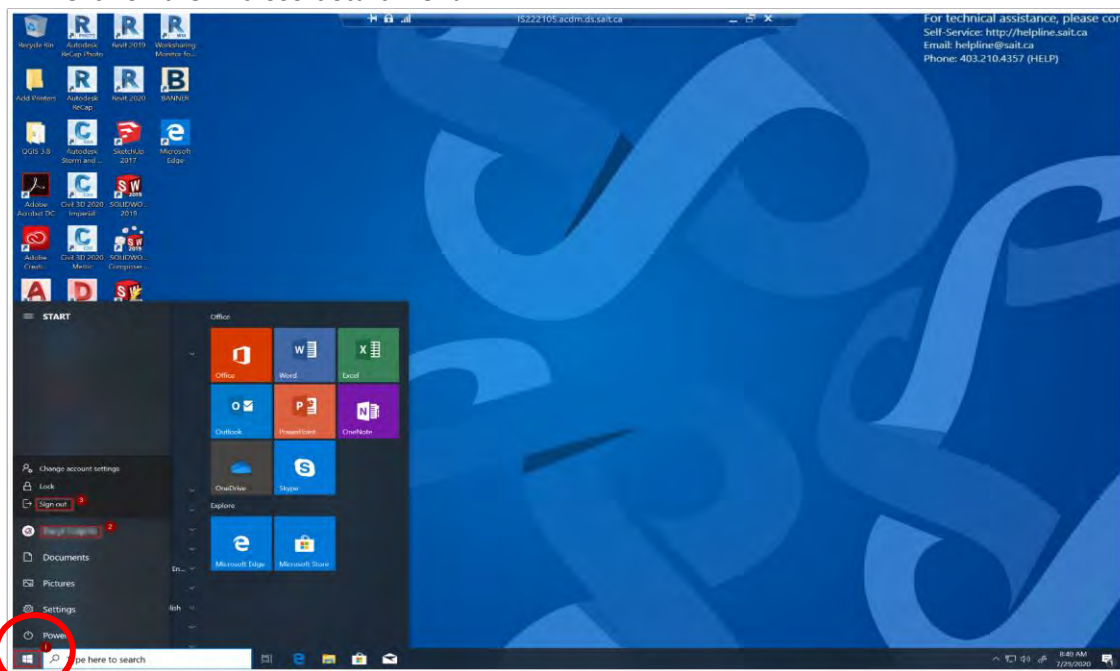
13. Hit the "OK" button to connect. Be patient as it may take a few minutes for the computer to connect and build your student profile.



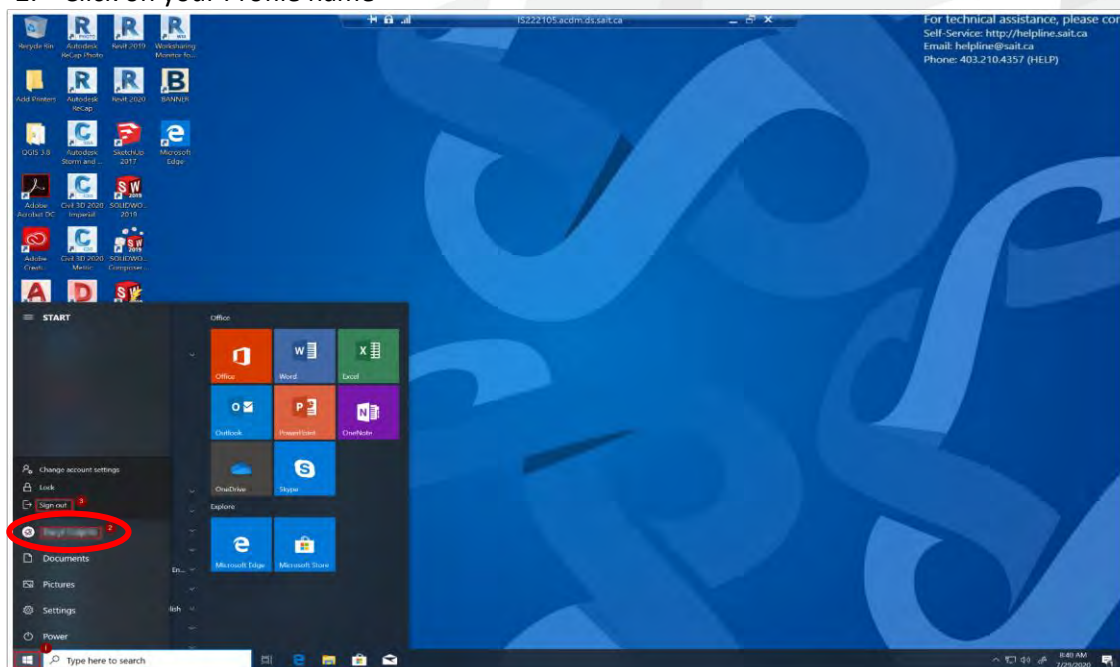
3 Signing Out of a Remote Session at the end of class

Please remember to **Sign Out** at the end of your session as other students will need to access these remote computers.

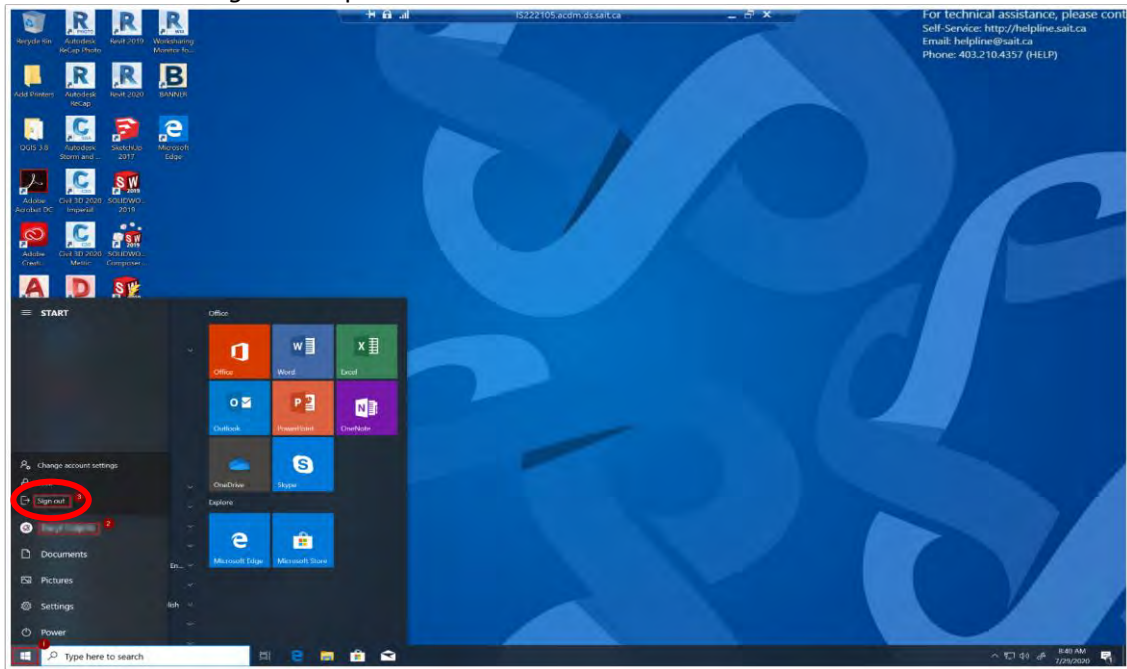
1. Click on the Microsoft Start Menu



2. Click on your Profile name

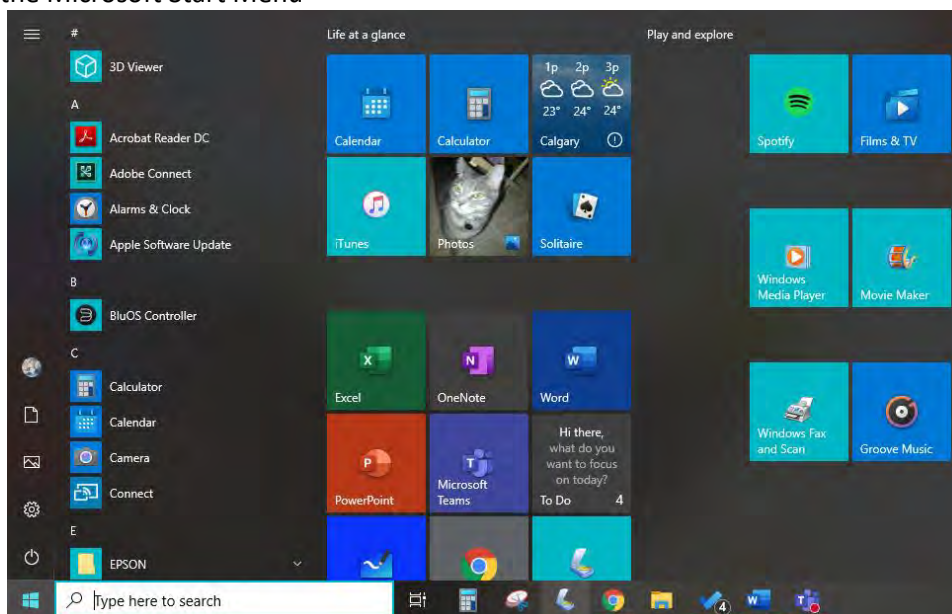


3. Select the “Sign Out” option

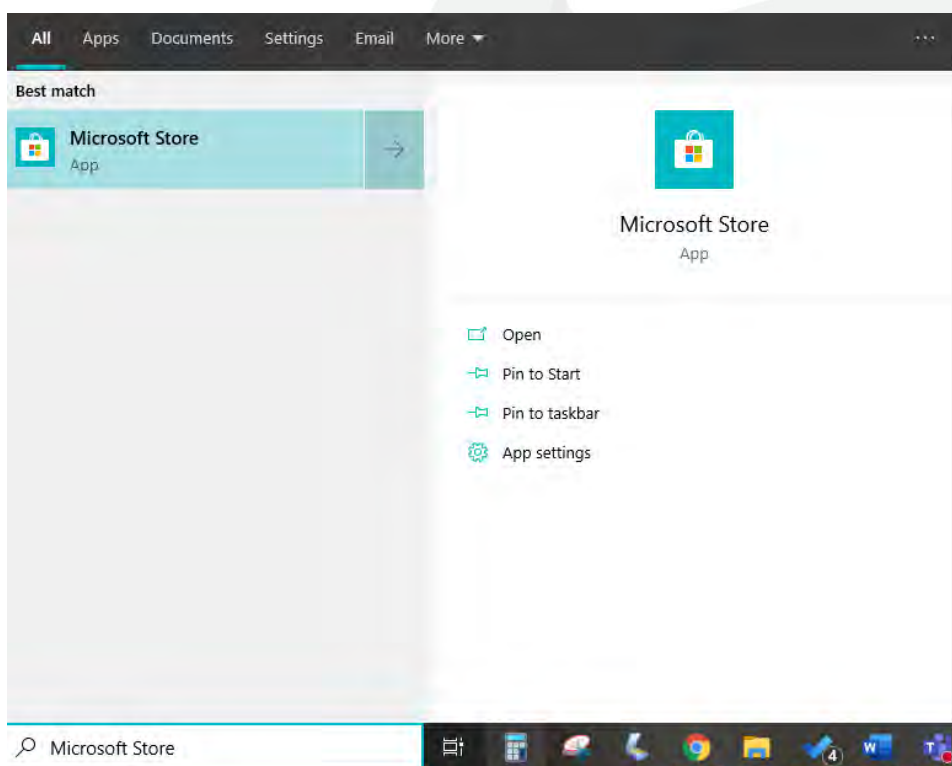


A. Downloading Remote Desktop from Microsoft Store

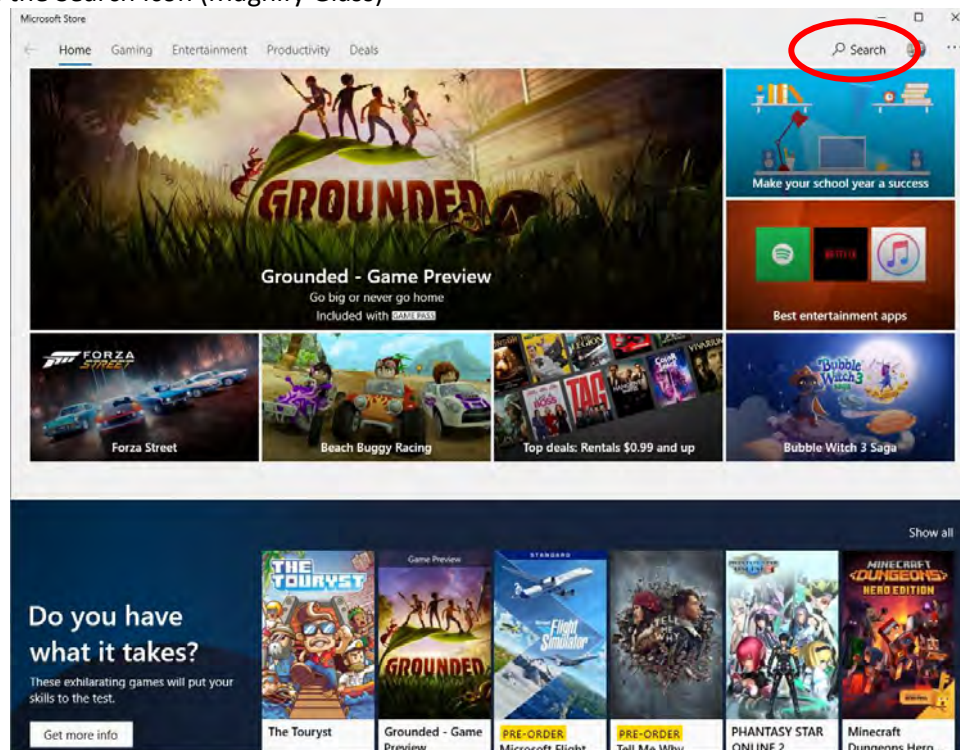
1. Click on the Microsoft Start Menu



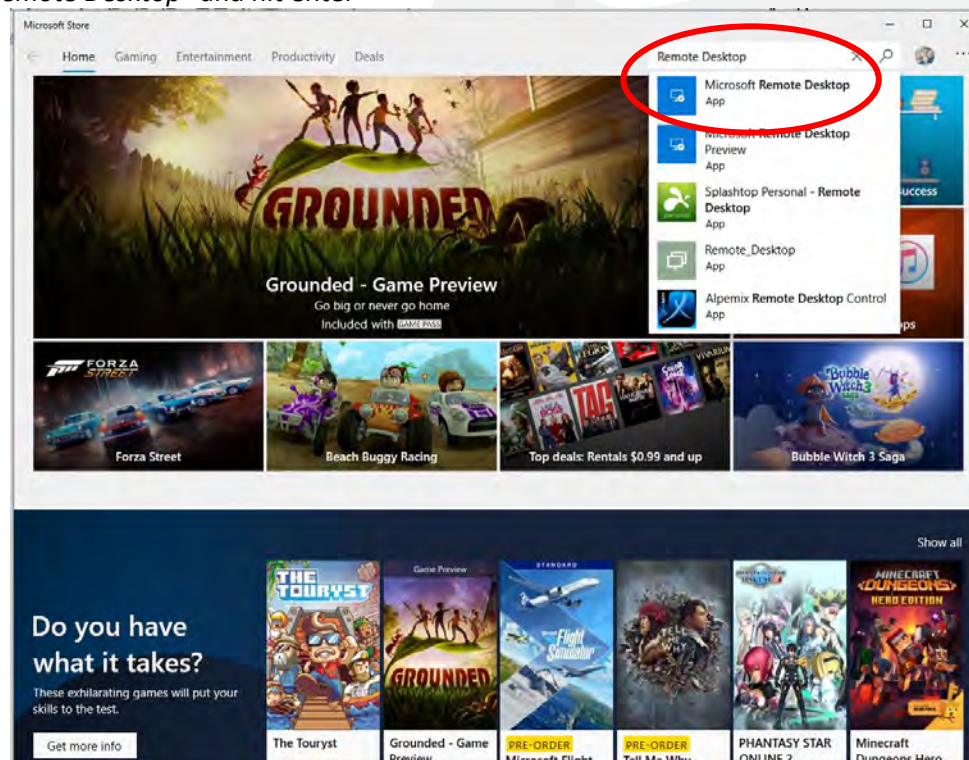
2. In the Search Box, Type: "Microsoft Store". Then click on the Microsoft Store App to launch the store.



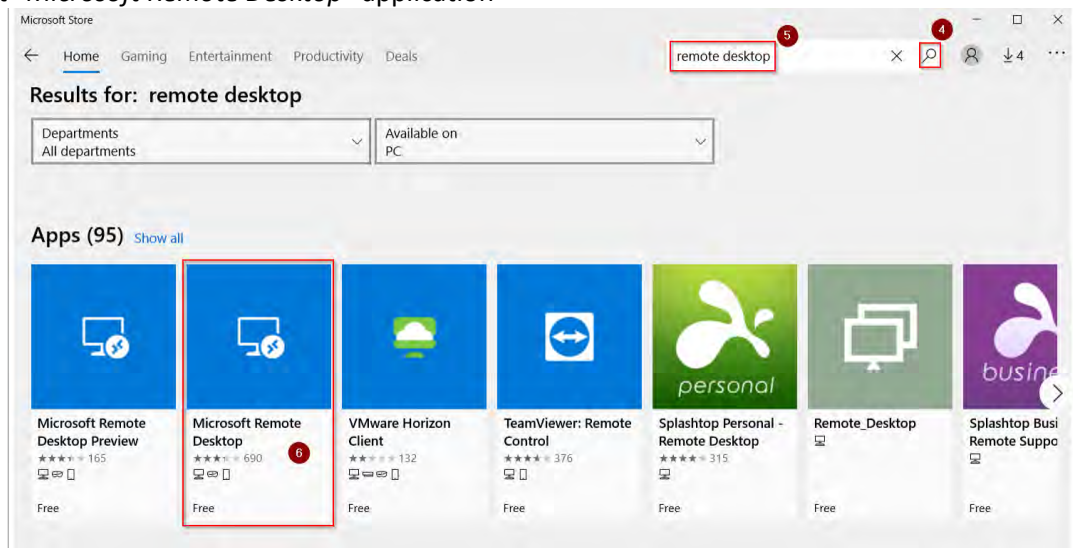
3. Click on the Search Icon (Magnify Glass)



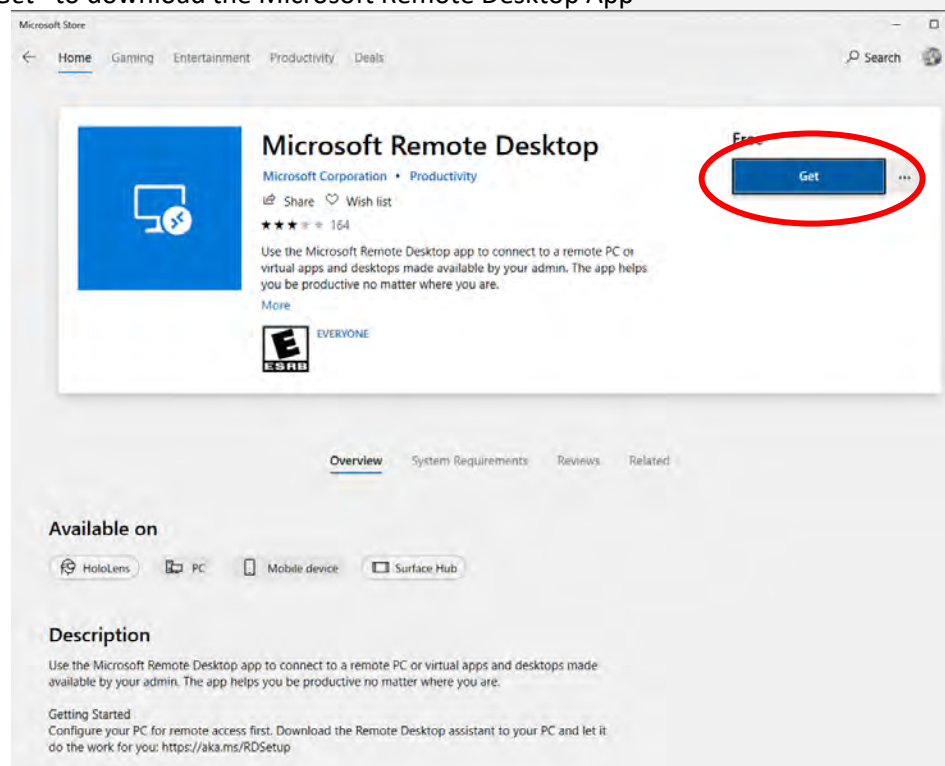
4. Type "Remote Desktop" and hit enter



5. Select “Microsoft Remote Desktop” application



6. Select “Get” to download the Microsoft Remote Desktop App



B. Frequently Asked Questions

B.1 Where can I find my link?

Your instructor will be providing you a link if you are required to use the computer labs remotely. There will be step-by-step instructions on how to log in and download the appropriate software.

B.2 What happens if I can't log in?

Please refer to the step-by-step instructions on how to download the appropriate app and log in. If more help is required contact helpline@sait.ca.

B.3 Will there be computers for my class?

Yes, the number of computers is based on class size. In order to access the computer, you prefer, it is recommended to login 10 minutes before class is set to begin.

B.4 What devices can I access the Lab from?

A laptop or desktop computer is recommended for Remote Computer Access.