How to use Virtual Computer Lab

1. From your portal, type VCL on the search box on the left, and click on Virtual Computing Lab.

   You can also access VCL through the direct login at: vcl-i2.fullerton.edu

2. Click on the “Reservation” link to begin reserving your VCL session.
3. From the Drop-down menu, choose the software you would like to reserve.

   For example, the user wishes to reserve a session with Windows 10, Microsoft Project, and Microsoft Access. User can choose the duration of the session (up to 4 hours) and make a reservation up to 4 days in advance.

4. Click the “Create Reservation” button to reserve your software.
5. Your reservation is now pending, and the wait time could last up to 10 minutes.

6. When your reservation is ready, click on the “Connect!” button to start your session.

   If you don’t connect within 15 minutes, your reservation will be timed out and you have to start the process again.
Launching your VCL session:

7. Click on the “Get RDP File” button.

*Please note the IP Address, User ID and Password.* You will need this to log in when you launch your session.

**Mac Users:**
Please see step 11.

**Ubuntu Users:**
Please see step 12.

8. Click the “OK” button to open up Remote Desktop Connection.
9. Enter your User ID and password from above and click the “OK” button.

10. Click the “YES” button to begin your session.
11. **Mac** users will need to install the Microsoft Remote Desktop app from the App Store. This free app allows a Mac computer to connect to a Windows-based computer.

12. **Ubuntu** users, please open up System Settings and click on Software & Updates. Under the Ubuntu Software tab, make sure the box for “Community-maintained free and open-source software (universe)” is checked. Close and reload.
13. Open a new Terminal window and type the following command: “sudo apt-get install rdesktop” and press ENTER.

*This will install a software that will enable you to connect to Windows-based machines.*

14. With Terminal open, enter the command: “rdesktop 137.151.224.157” and press ENTER.

*Your session will begin. Use your credentials above to log in.*

*Note: your IP address could be different from the one shown above.*
15. Work off of the VCL hard drive, and REMEMBER to move the files to your local hard drive or flash drive before your session ends! You will lose all your work if you don’t.

Once the reservation time is up, you should get a popup warning, but in some cases you will not, so please WATCH YOUR TIME!