Instructions to log into the Remote Desktop Services

If you are logging into the **Remote Desktop Services from Building 900** you will bypass **Step 1-3**, and go directly to **Step 4** (adding your user name and password).

**Step 1**

Type in the URL: https://apps.msjc.edu into the browser's address bar, and hit enter.

**Step 2**

If the computer you're on hasn't been to the website before, the following shade will appear asking to install an add-on to your browser. Click on the shade, and then click on 'Run Add-On' in the context menu that appears to start the installation process.
Step 3

Enter the username you use to log into BlackBoard. Keep the preface msjc\ (which will automatically appear).

Step 4

Enter the username you use to log into BlackBoard. Keep the preface msjc\ (which will automatically appear).

Enter the password you use to log into BlackBoard. If you change your password in BlackBoard, it will change for this log on.
Step 5

Domain\user name: ____________________________
Password: ____________________________

Security (Show explanation)

☐ This is a public or shared computer
Select this option if you use RD Web Access on a public computer. Be sure to log off when you have finished using RD Web Access and close all windows to end your session.

☐ This is a private computer
Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.

Sign In

Step 6

Domain\user name: ____________________________
Password: ____________________________

Security (Show explanation)

☐ This is a public or shared computer
Select this option if you use RD Web Access on a public computer. Be sure to log off when you have finished using RD Web Access and close all windows to end your session.

☐ This is a private computer
Select this option if you are the only person who uses this computer. Your server will allow a longer period of inactivity before logging you off.

Sign in
Step 7

A list of published applications will appear.

These are links to applications available for use. Click on any link to launch the application.

Step 8

The following dialog will appear the first time you try to connect to an application. Click on the 'Connect' button to start the app.
**Step 9**

Once you click on an application, you will be asked to re-enter your credentials. Enter in the same username preceded by msjc\ that you used to enter into the Remote Desktop Services. Then enter the same password you used to enter into the Remote Desktop.

**Step 10**

After a few moments your application will start in its own window, just as if you had it installed on your computer. Your default save location will be the file space allocated to you on our servers, which should be accessible to you anywhere. Any subsequent applications that you decide to run during your session, should launch without any additional requests for credentials.

When you are done, simply close the application as you would if it were installed on your computer. It is best to close the browser window when you are done with your session, but it will time-out after a period of inactivity, at which point you will need to log in again if you wish to use the applications.

All application files created by the user can be saved under MY DOCUMENTS in the Remote Computer. The MY DOCUMENTS folder will be the users individual cloud storage for user’s accessibility anytime anywhere.