

## CUNY Virtual Desktop: Windows Log In/Log Off

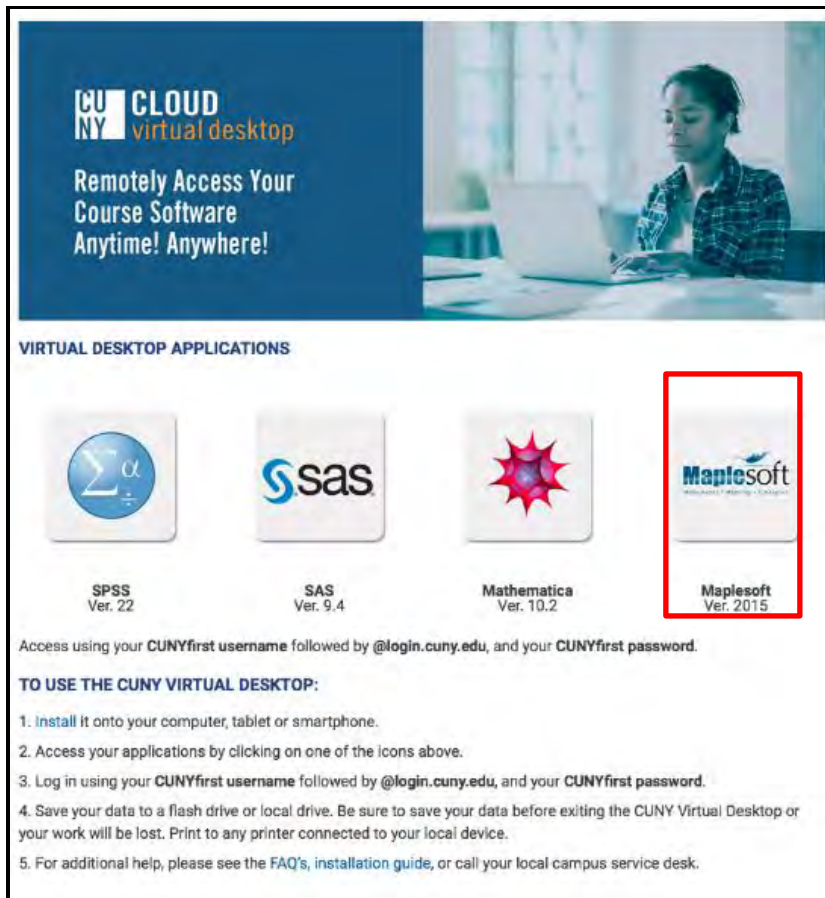
### IMPORTANT:

1. You should frequently save your data while using the CUNY Virtual Desktop (No data is saved in this environment). Any data that is not saved before you log off or are disconnected will be lost. You must save your data to your **local device, USB device or OneDrive** to avoid permanent loss of data.
2. You may work continuously within the CUNY Virtual Desktop for up to 8 hours. Please note, sessions inactive for more than 20 minutes will automatically log off.
3. Use your CUNYfirst ID followed by “@login.cuny.edu”, and your CUNYfirst password to log in to the CUNY Virtual Desktop.

**Note:** “Local Device” is your computer, tablet or smartphone from which you are accessing the CUNY Virtual Desktop.

The CUNY Virtual Desktop provides access to course software remotely. To Log in/Log off, please follow the instructions below:

1. Refer to the CUNY Virtual Desktop website, <http://cuny.edu/virtualdesktop> and (click the desktop application you would like to use e.g., “Maplesoft”):



The screenshot shows the CUNY Cloud Virtual Desktop interface. At the top left, there is a blue header with the text "CUNY CLOUD virtual desktop" and "Remotely Access Your Course Software Anytime! Anywhere!". Below this is a section titled "VIRTUAL DESKTOP APPLICATIONS" which displays four application icons: SPSS Ver. 22, SAS Ver. 9.4, Mathematica Ver. 10.2, and Maplesoft Ver. 2015. The Maplesoft icon is highlighted with a red border. Below the icons, there is a section titled "TO USE THE CUNY VIRTUAL DESKTOP:" with five numbered instructions.

**CUNY CLOUD virtual desktop**  
Remotely Access Your Course Software Anytime! Anywhere!

**VIRTUAL DESKTOP APPLICATIONS**

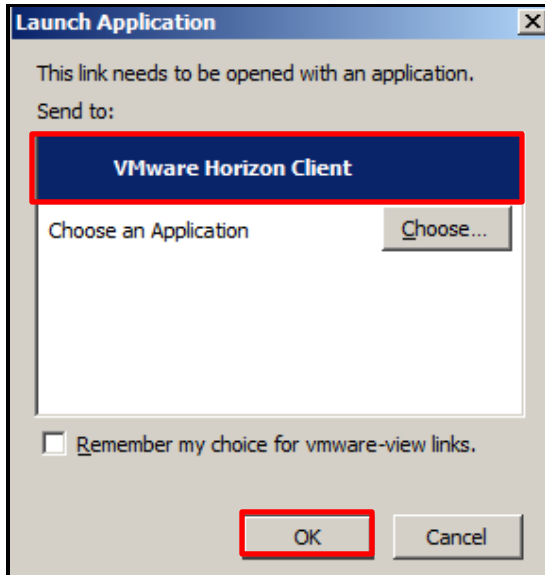
SPSS Ver. 22      SAS Ver. 9.4      Mathematica Ver. 10.2      **Maplesoft Ver. 2015**

Access using your CUNYfirst username followed by @login.cuny.edu, and your CUNYfirst password.

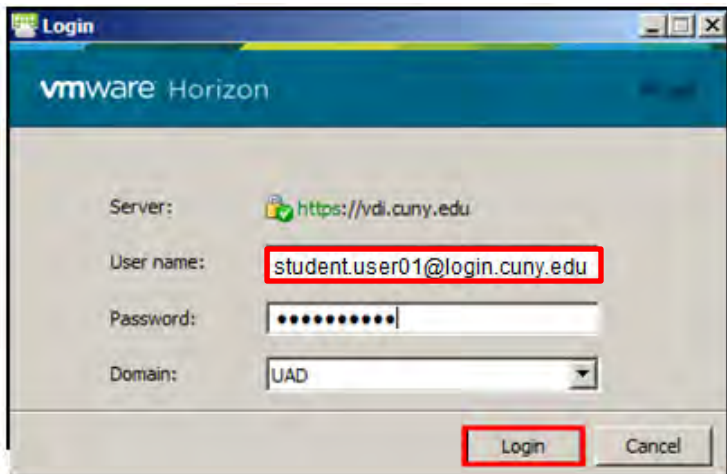
**TO USE THE CUNY VIRTUAL DESKTOP:**

1. Install it onto your computer, tablet or smartphone.
2. Access your applications by clicking on one of the icons above.
3. Log in using your CUNYfirst username followed by @login.cuny.edu, and your CUNYfirst password.
4. Save your data to a flash drive or local drive. Be sure to save your data before exiting the CUNY Virtual Desktop or your work will be lost. Print to any printer connected to your local device.
5. For additional help, please see the FAQ's, installation guide, or call your local campus service desk.

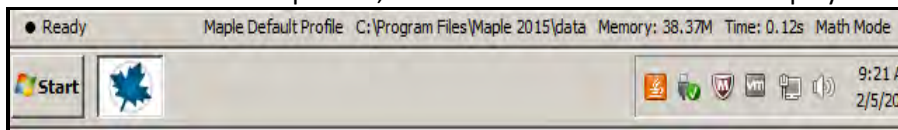
2. Click **VMware Horizon Client** then click **OK**:



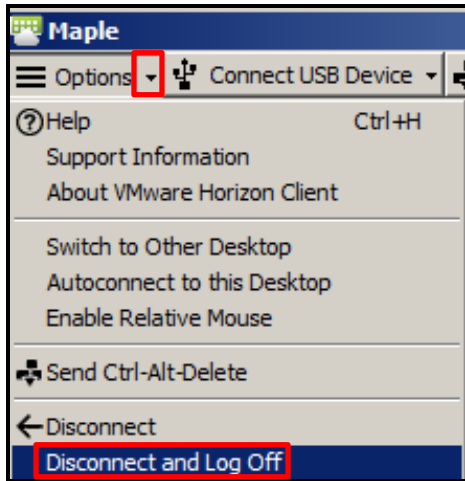
3. As in the example below, enter your CUNYfirst ID followed by **@login.cuny.edu**, enter your CUNYfirst password then click **Login**:



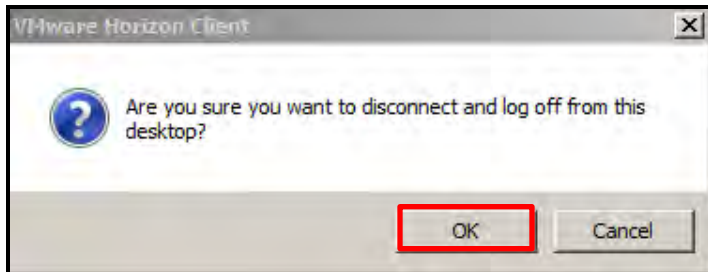
**Note:** When the desktop loads, the CUNY virtual environment displays and is ready for use.



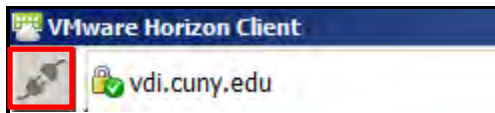
4. **Important:** When your virtual session is complete (and work saved locally to a USB device) you must click the **Options** menu and choose **Disconnect and Log Off**:



5. Click **OK**:



6. Click the **Disconnect from this server icon**:



7. Click **OK**:

