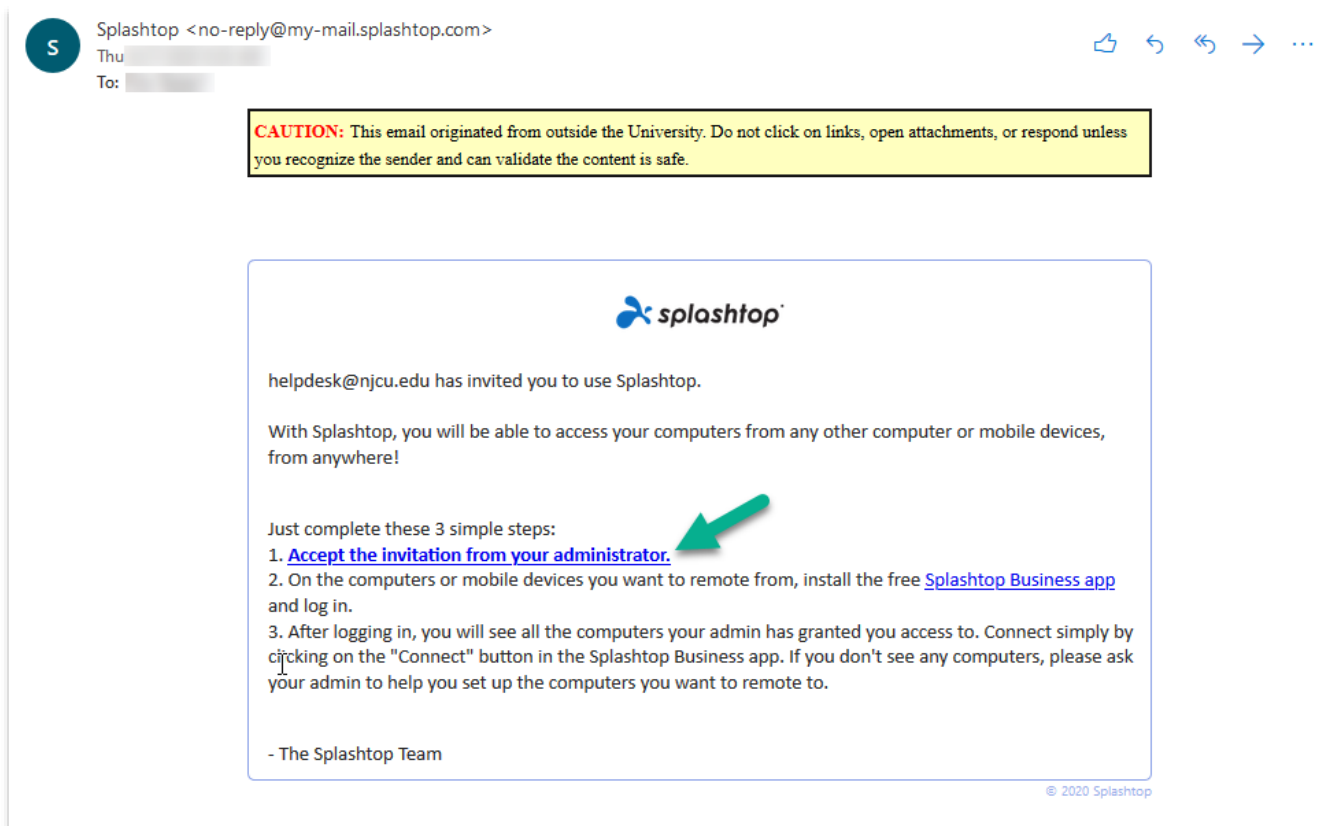


Download and Install Splashtop on your Remote Computer or Tablet to access software on NJCU Lab Computers (see Step 1 and Step 2)

Step 1: Getting Started by accepting the invitation.

An invitation will be sent to all students that will have access to using Splashtop. Once the invitation has been sent, students will need to find the invitation in their NJCU Email account and click on the link to accept the Splashtop invitation. *(Please check your Spam or Junk folders, if needed.)*



Please move on to the next set of instructions below to start using Splashtop to remote into NJCU Lab Computers.

Step 2: Download and install the Splashtop App.

For Windows or MAC computers/laptops:

1. Use this link to [download the Splashtop Business App](#). *(The download will be specific for your device.)*
2. Click the Save File button and take note as to the location where the file is being saved.
3. Navigate to the downloaded file and double click on the file to begin installing the Splashtop Business app.

For Mobile and Tablet devices:

Download the Splashtop Business App using the appropriate link for your device:



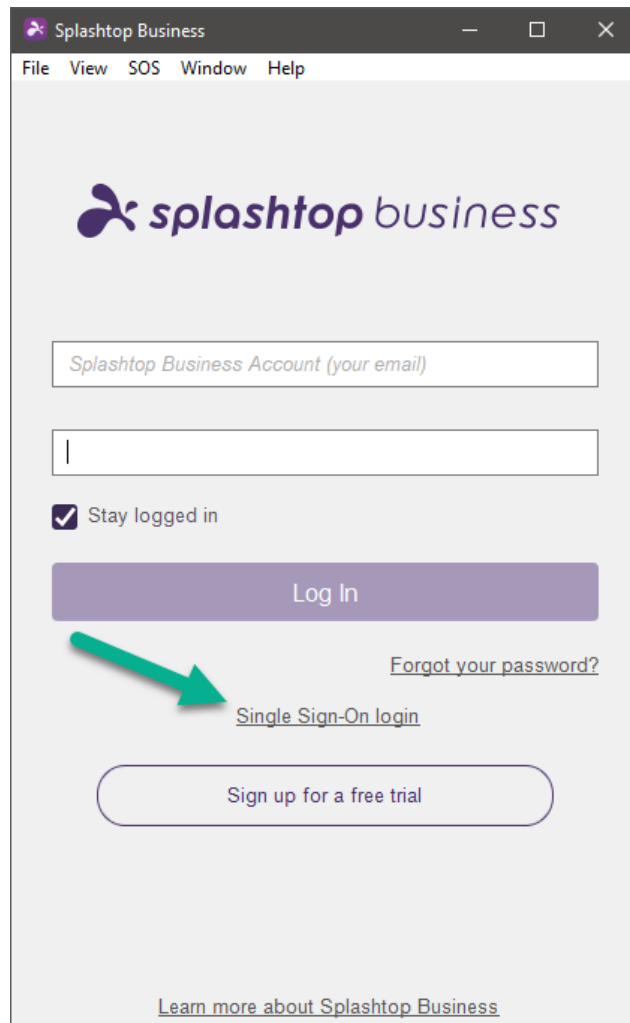
kindle fire

Please see the next set of instructions to Log into the Splashtop Business app

Using Splashtop to access software on NJCU Lab Computers (after Splashtop has been downloaded & installed on your remote device)

Login from the Splashtop Business App (using the Single Sign-On login link):

1. Once the Splashtop Business app has been installed, the application will automatically start up the first time. Otherwise, it may be necessary to locate the installed application and run it manually.
2. When the Splashtop Business App opens, click the **Single Sign-On login** link (option) as shown below.



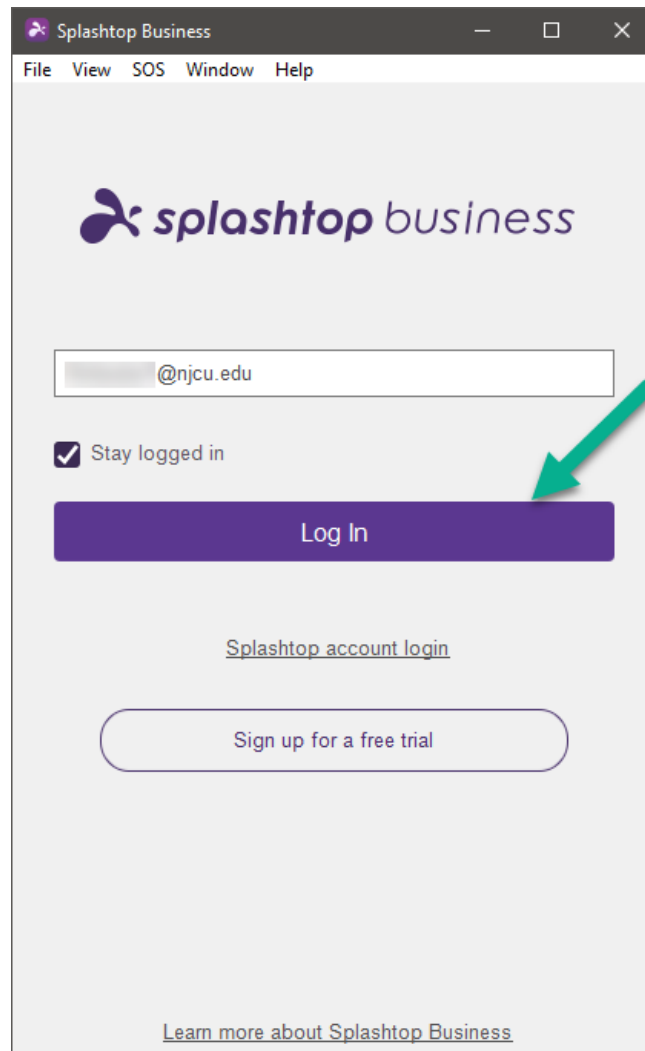
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Phone: 201-200-3350

3. On the next screen within the App, enter your NJCU Email address and then click the “Log In” button.

(If you prefer to avoid logging into the Splashtop Business App each time you use the application, you can check the “Stay logged in” box.)



4. Once you click the “Log In” button it will then open your default web browser and take you to the NJCU login portal page.

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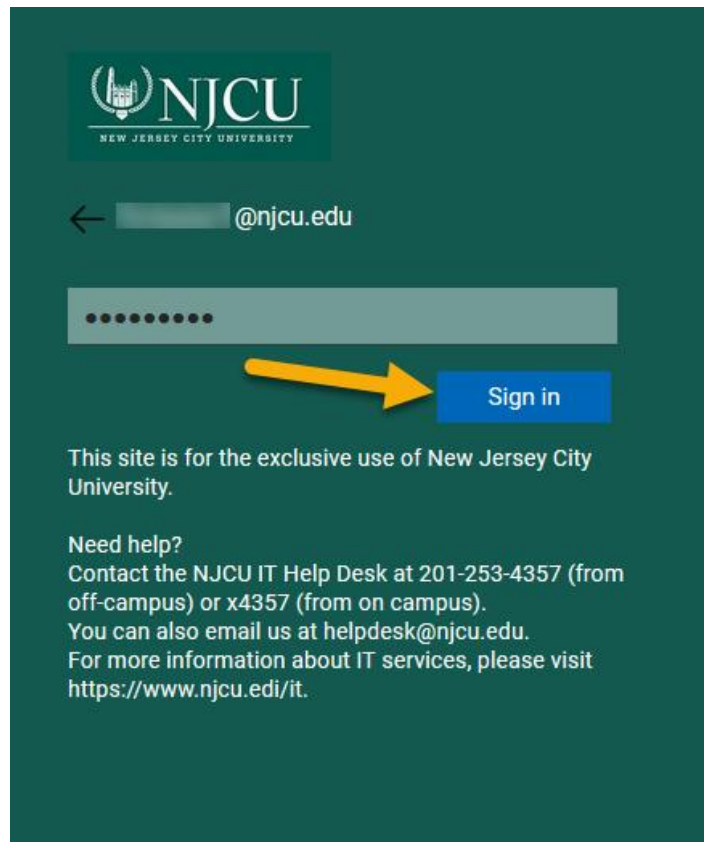
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5. Log into the NJCU portal page with your NJCU Email address and then click the “Next” button. It will then ask you for your NJCU password. Then, click the “Sign in” button. You will then be logged into the Splashtop Business App.



The screenshot shows the NJCU login page. At the top is the NJCU logo. Below it, the text reads: "Please enter your email address and password to log in." There is a text input field containing "@njcu.edu". A yellow arrow points from the input field to a blue button labeled "Next". At the bottom, there is a disclaimer: "This site is for the exclusive use of New Jersey City University." followed by a "Need help?" section with contact information for the NJCU IT Help Desk.



The screenshot shows the second step of the NJCU login process. At the top is the NJCU logo. Below it, there is a back arrow and a text input field containing "@njcu.edu". Below that is a password input field represented by a series of dots. A yellow arrow points from the password field to a blue button labeled "Sign in". At the bottom, there is a disclaimer: "This site is for the exclusive use of New Jersey City University." followed by a "Need help?" section with contact information for the NJCU IT Help Desk.

***After logging in, a list of all computers that you have been granted access to will appear.
(see the below image for details)***

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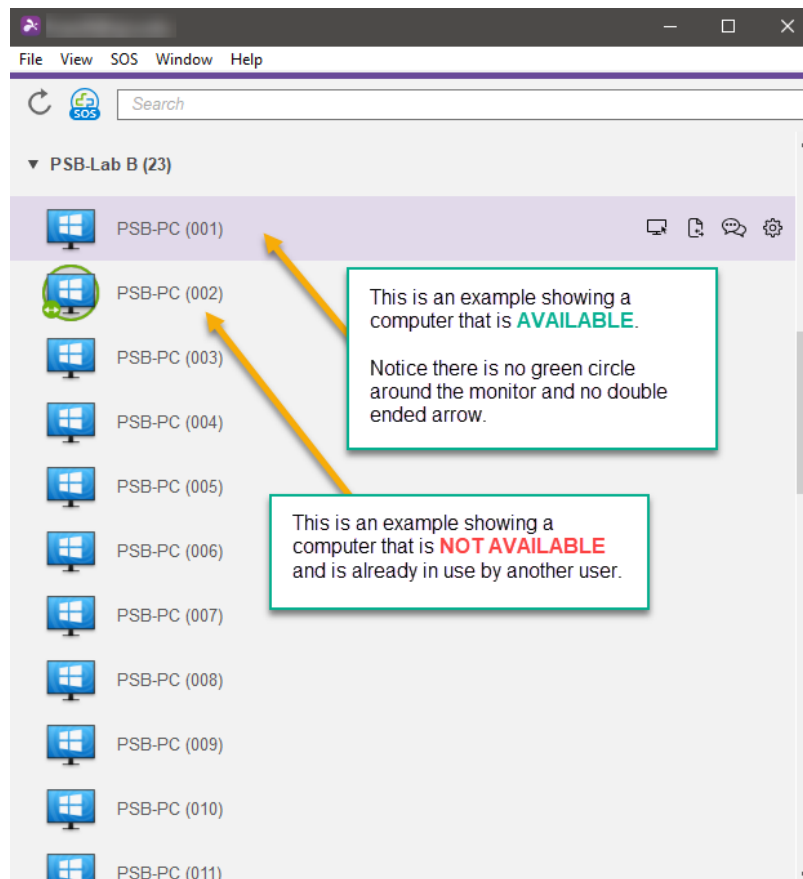
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Choose an available computer to connect to by clicking on the “Connect” button in the Splashtop Business App.

If you do not see any computers in the list, please contact your instructor to ensure you have been granted the required access.

NOTE: Computers that are available to connect to will NOT have a green circle and no double ended arrow.



***A window will open displaying a screen with a message.
(see below for next steps and images for details)***

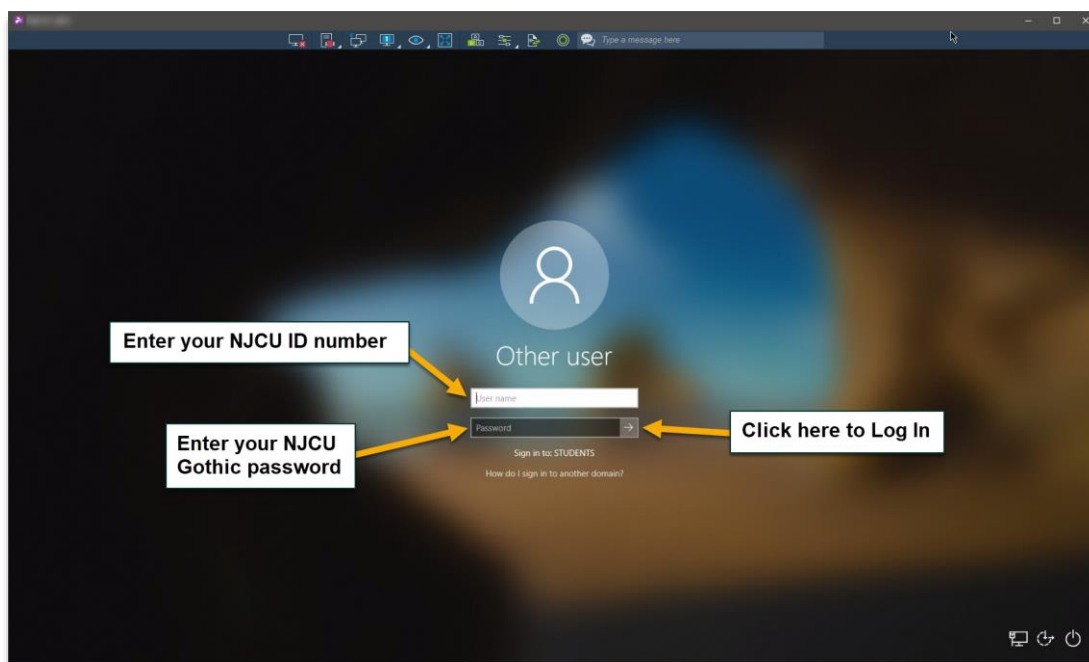
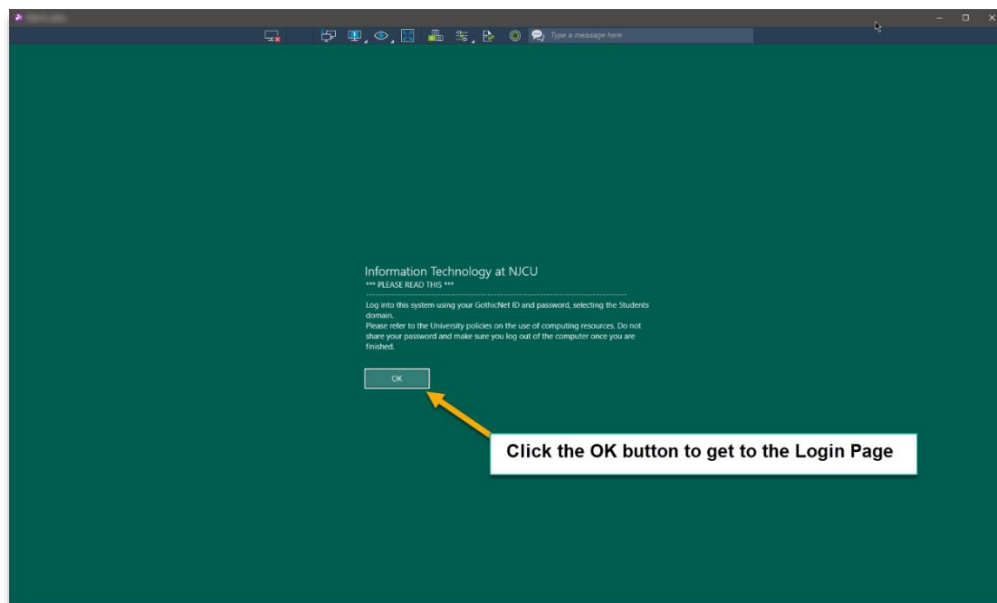
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Phone: 201-200-3350

Step 1: After selecting an available NJCU lab computer, you now need to log in.

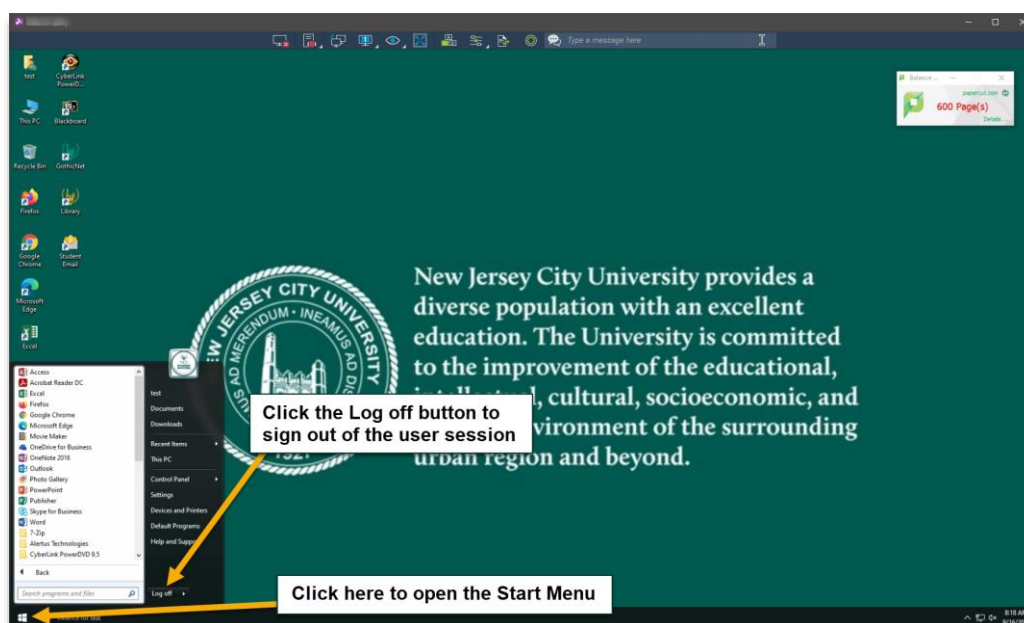
On the first screen, click the “Ok” button. Next, on the login screen, enter your NJCU ID (for the Username) and your NJCU Gothic Password to log into the computer.



Step 2: When you are done working on the computer, please log off and then disconnect.

Please note that you should always save your work on a cloud storage solution (such as OneDrive) or download your work files to your local computer (the computer or device you are using with Splashtop in order to connect to the NJCU lab computers) before disconnecting from a remote lab computer in Splashtop.

1. **LOG OFF** - Once you have saved your work files, you may then Log Off of the Splashtop user session by finding the Log Off option. (see images below for reference)



2. **DISCONNECT** - Once you are Logged Off and have returned to the Login Page you should then click the Splashtop disconnect button.

