

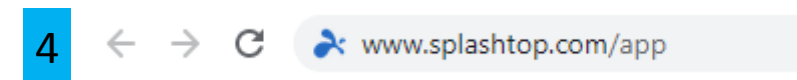
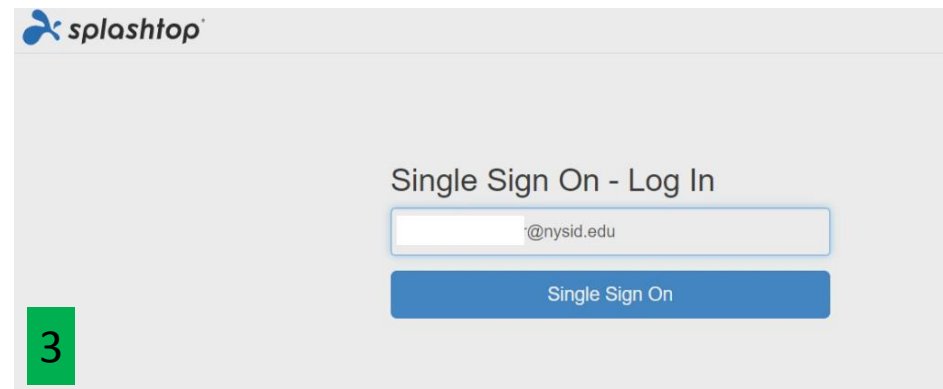
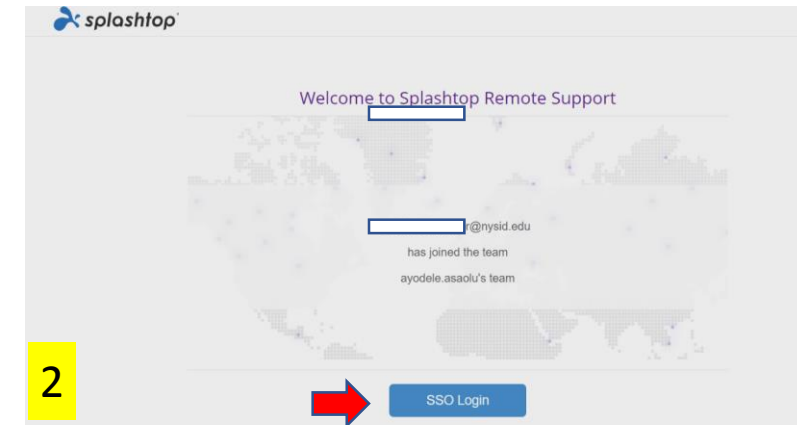
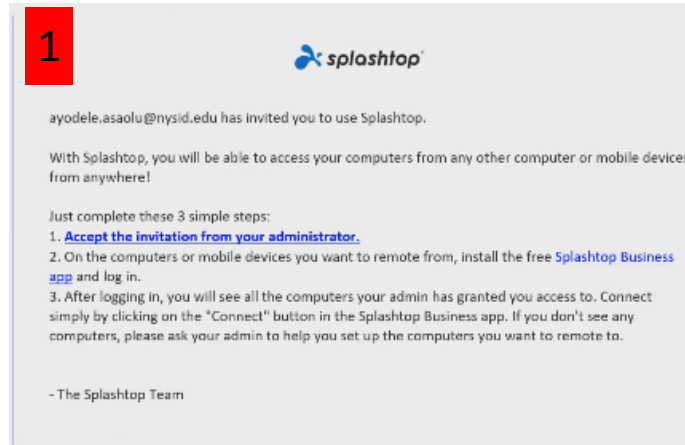
HOW TO SETUP SPLASHTOP REMOTE APPLICATION



- Remote in and use a NYSID computer as if you were literally sitting in front of it!

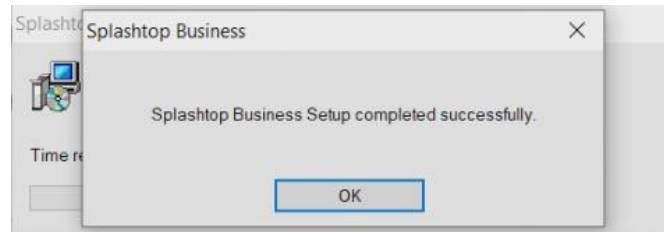
Splashtop Authentication Message

- You will receive an invitation from NYSID (Splashtop) to your NYSID email. Click the “accept the invitation” link. **1**
- Once your credentials have been authenticated, you will see the “SSO Login” icon. Click on it. **2**
- Sign in with your NYSID email address. Ex: John.Doe@nysid.edu(Not portal/Canvas password) **3**
- Open up a new browser and type: www.splashtop.com/app to download the Business App **4**



Setting Up Splashtop Business Application

- Once you have successfully downloaded the Splashtop Business App, click on the recent downloaded file or go to your download folder and double-click the icon; allow it to run on your computer. Once done, you will get this prompt:



- Now Open up the Splashtop app (which should now be set up on your desktop.)

- First, check the box "Stay logged in", THEN Click the "Single Sign-On login" link

- Type your NYSID email (ex.:John.Doe@nysid.edu) and make sure the "Stay logged in" box is checked then click "Log in".

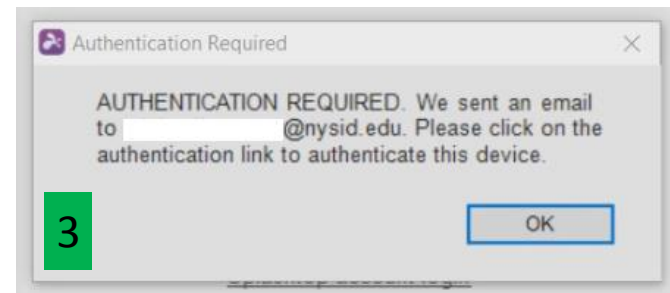
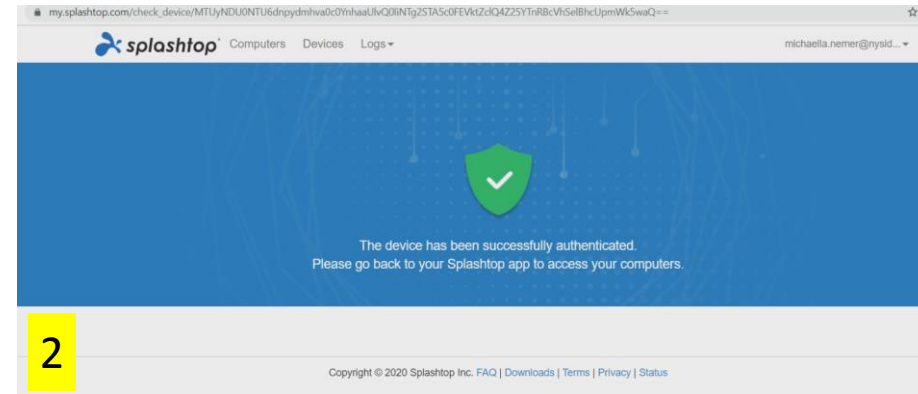
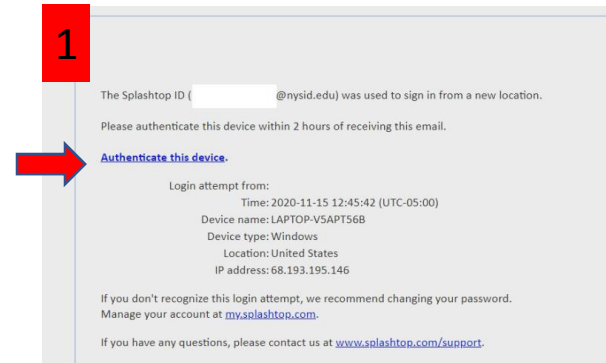
- The password is your NYSID email password you use to normally log on to the computer.

The image contains several screenshots and diagrams illustrating the setup process:

- Step 1:** A Windows Start menu showing the application icon for 'Splashtop_Business...exe' with a red arrow pointing to it.
- Step 2:** A desktop environment showing the Splashtop Business application icon among other apps like Google Chrome, AutoCAD, and Zoom.
- Step 3a:** The Splashtop Business login window with the 'Stay logged in' checkbox checked.
- Step 3b:** The 'Single Sign-On login' link circled in red.
- Step 4:** The login window with the email 'john.doe@nysid.edu' entered and the 'Log In' button highlighted.

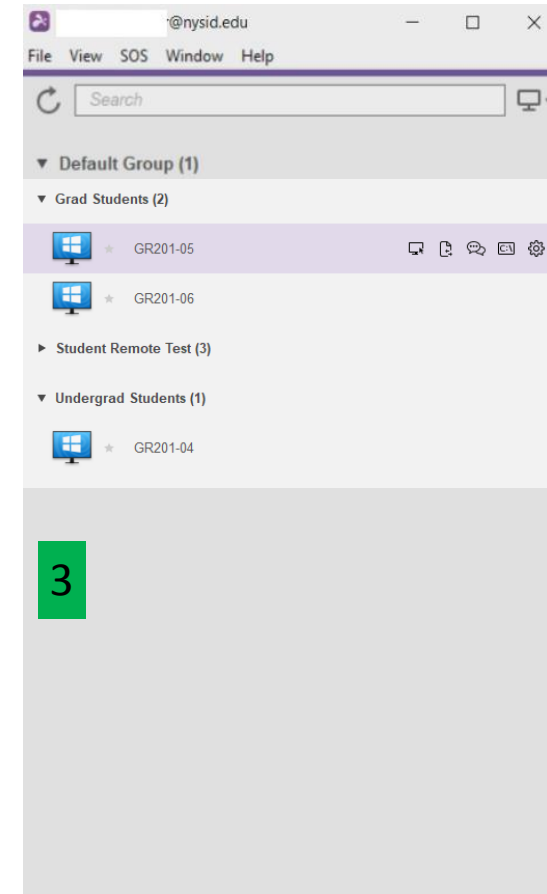
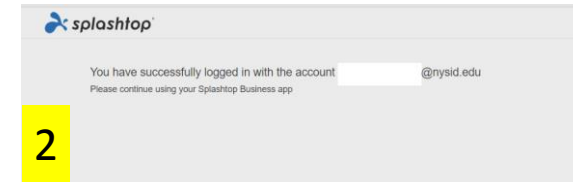
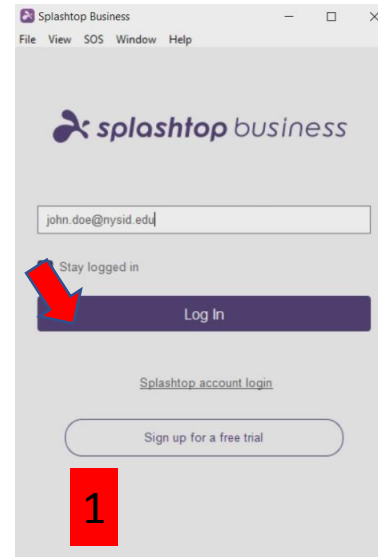
Authenticate Your Device

- A confirmation email will be sent to your NYSID email; check your email and click the “Authenticate this device” **1**
- You will get a “successfully authenticated” pop up. **2**
- The Splashtop business app will pop up and ask for authentication, (which you have already done) just click ok. **3**



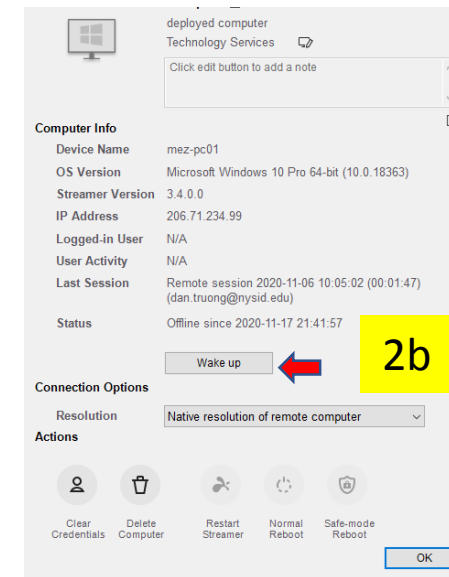
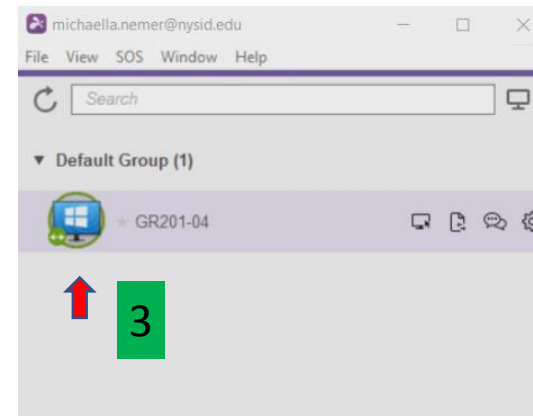
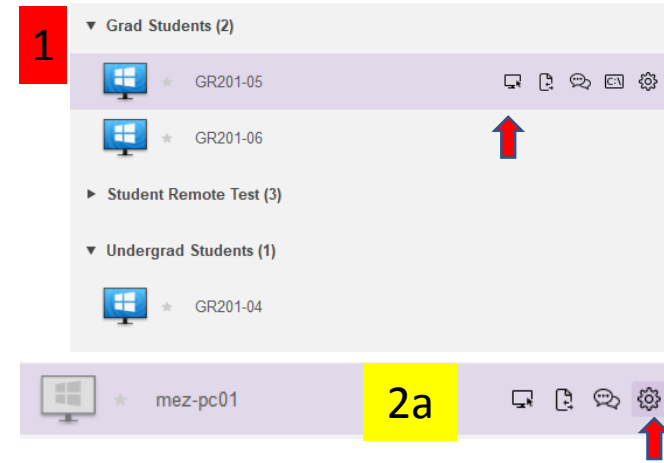
Computer Displays On Splashtop

- Go back to the Spashtop Business app and click “Log in”. **1**
- You should get another **2** “successfully logged in” pop up.
- Back on your Splashtop app, you will see a list of the computers available to you on the Splashtop App window (**Note**: Grad students with designated computers will only see their computer). **3**



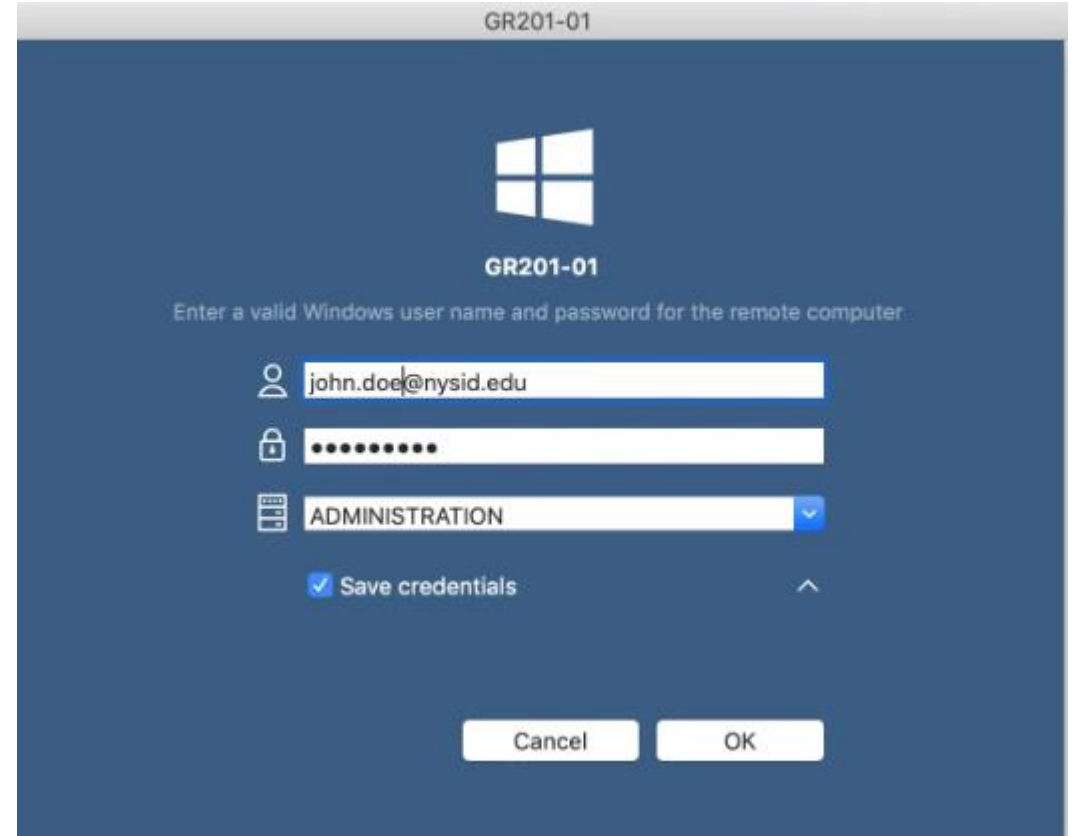
Important Splashtop Notes

- You can only access one computer at a time. Double-click on the monitor or click the “Connect” icon to connect. (Applies only to Undergrad) **1**
- Available computers will have a blue monitor icon. Grayed-out monitors means asleep. You can wake it up by connecting to it or clicking the cogwheel icon. Then click the “wake up” icon. **2a** **2b**
- Computers currently in use will have a green circle around the monitor icon. **3**
- You will not be able to access or view a computer already in use.
- When done with the computer, sign-out as you would at NYSID.
- If you are not using a computer, you will be kicked out after 30 minutes of idleness.
- Do not prevent the computer from going idle if you are not using it. Please be considerate towards others. (I.T. can and will monitor such behaviors and will respond accordingly)



Computer Access

- Once again, sign in using your email as your username and type in your password.
- DO NOT change “ADMINISTRATION”
- **Note:** Grad students with assigned seats should check the “Save credentials” box because they have designated computers.
- **Note:** All Undergrad students & some Grad students (that opted out for Distant Learning at the beginning of the semester) will have a pool of available computers to use freely. You may not always have access to the same computer so it is not mandatory to check the “Save credentials” box.



Signing Into a Computer

- You do not need to sign in, simply click on the “log in” icon in the blue box at the bottom of the screen.
- **Reminder** for those that see a cluster of computers on their Splashtop business app: Make sure you log out of the computer the same way you do at school when you are finished using it so that it becomes available for others to use.

