UCC Library Laptop Log-in Instructions

> **Important!** UCC Laptops use Virtual Machines (VDI).
>
> - **You must save all your work to a thumb drive or an online account, cloud, etc., before logging off the VDI.**
>
> - **Do not save your work to your laptops desktop or the VDI desktop. It will be lost after you have disconnected from the VDI.**
>
> - **If the internet connection is lost, you will have 25 minutes to reconnect to the VDI before your work is lost. Thus, we recommend saving your work continually to an online account or a USB drive so you will not lose your work in the case of a prolonged internet outage.**
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> - **Your connection to the VDI will timeout after 30 minutes of inactivity, including when you are watching videos but have not touched the keyboard or mouse. You will receive a five-minute warning before it times out.**

This laptop has web browsers installed. To access programs such as *Word, Excel,* and *PowerPoint*, you will need to **Sign into a Virtual Machine (VDI):**

- **Start the Laptop** – At the sign-on screen type the password, **uccliblab**; it is case-sensitive and must be entered in lowercase.
- **Connect to the Internet** – This laptop cannot connect to the virtual machine without internet. Click the icon in the lower right of the screen to the left of the speaker icon to open the list of available connections.
  - Select your internet connection.
- **Open the VMware Horizon Client** when internet connection is made
  - Double-click on **labs.umpqua.edu**
  - At the login screen, you will enter **umpqua** for both the username and password. It is case-sensitive and must be entered in lowercase.
  - Click **Login**
  - At the next screen, double-click the *Student Pool* icon. **You are now logged into a UCC lab machine.**

When finished, Save Your Work! **Shut down the virtual machine (VDI) in the same manner as a normal PC:**

- **Click the Start icon,**
- **Click the Power icon**
- **Click Shut Down.**

Once the virtual machine (VDI) shuts down, follow the same steps to shut the laptop down.