

Luskin Apporto – Virtual Computer Lab (quick start guide)

ALL Luskin students (new and returning) should have a Luskin Computer Lab account (9-digit UID). If you have a problem accessing your account, email itsupport@luskin.ucla.edu for technical support. If you haven't renewed or activated your account yet, go to <https://ucla.in/3tXJ94r>

BASIC REQUIREMENTS TO USE LUSKIN APPORTO

Local profiles will be wiped at the end of the quarter. Please save all work/files.

If you forget to log-off, you will automatically be disconnected after 20 minutes of inactivity.

A Laptop or Desktop, Internet Connection of 2mbps or faster and updated OS systems. (Mac/PC/Linux)

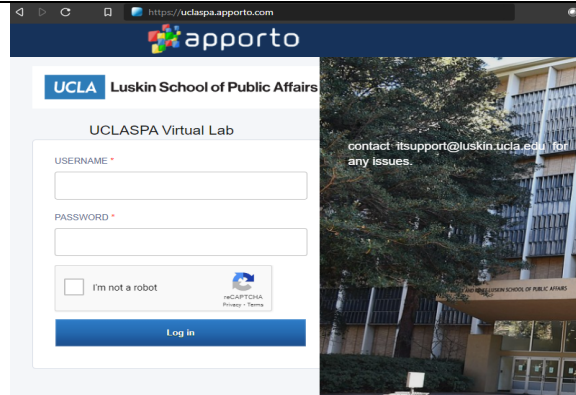
A modern updated HTML-5 supporting web browser such as Chrome / Edge / Firefox / Brave / Safari etc.

HOW TO ACCESS VIRTUAL THE COMPUTER LAB

From your browser:

<https://uclaspa.apporto.com>

Note: You do not need to connect to the UCLA VPN service for this. Also, you will need decent internet speeds, or you will get an "unstable" connection warning.

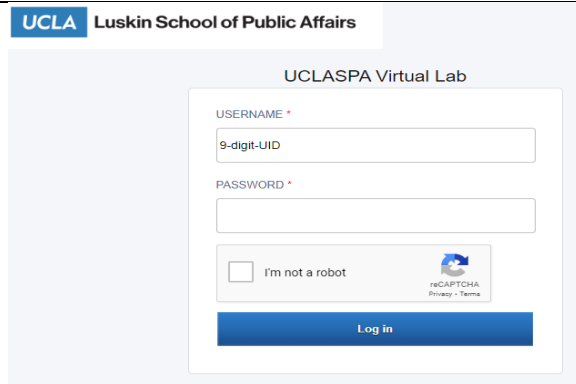


HOW TO LOG ON

Log in with your Luskin Computer Lab Account (9-digit UID) along with completing the reCAPTCHA service. Reminder: **This is not your UCLA account.** This is the Luskin Computer Lab account that uses your 9-digit UID.

Username: 9DigitUID/**Password:**

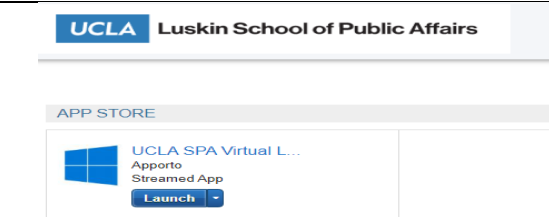
When logging in, wait about 10 seconds for Apporto to connect you to the nearest server.

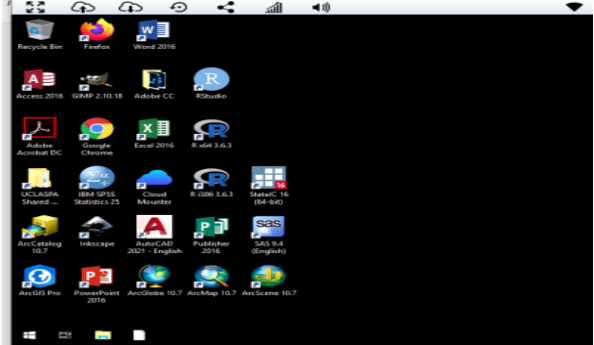


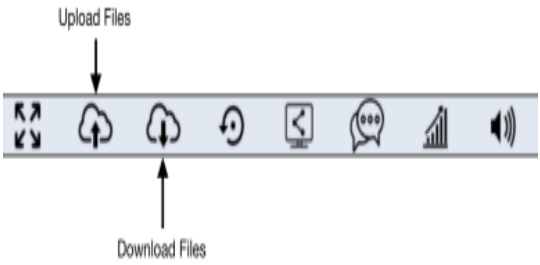


LAUNCH VIRTUAL DESKTOP

Once logged in, you will see the UCLA SPA Virtual Lab. Click the "Launch" icon to start your session.

Wait about 20 seconds for the system to create your account the first time.



<p>DESKTOP</p> <p>Once on the desktop, you can launch applications of your needs for your class. Apporto runs just like a normal Windows desktop.</p> <p><i>Note: Some applications may require specific logins that you may not have access to due to class requirements.</i></p>	
<p> Use the tools on top of the window to upload from and/or download your files to your desktop or documents folder.</p> <p> Options to SHARE your screen with your instructor are also available.</p> <p>SAVE YOUR WORK.</p> <p>You can also login to your Google Drive using the Chrome browser to copy your files to the desktop and work on them. Alternatively, you can use the CLOUD mounter as well.</p>	

Some quick tips:

Copy/Paste: <https://www.apporto.com/helpcenter-enduser/copying-and-pasting-to-a-remote-computer>

Upload/download files: <https://www.apporto.com/helpcenter-enduser/uploading-a-file>

Using Cloud Mounter: <https://www.apporto.com/helpcenter-enduser/work-cloud-storage>

Sharing Screens: <https://www.apporto.com/helpcenter-enduser/collaborating-with-other-users>

Etiquette and Considerations:

- Please practice consideration of others and log off your session when you are done. Do not stay logged in longer than you need.
- Users cannot add/delete software. If you have a specific need for class, contact Luskin IT.
- Apporto is to be used ONLY for your LUSKIN related classwork.
- This will allow other classes to use the virtual lab and conserve available virtual seats.
- We recommend using Apporto for apps that you do not already have access to on your local device. So if you have Word or Excel on your device already, please try not to use those apps in the virtual lab to conserve resources for others to use.
- While your profiles are “static”, we cannot guarantee the files will remain on the desktop. Please SAVE YOUR WORK locally (download to local computer) or to a CLOUD storage source.
- If you find a problem, please screen shot/grab and send any issues to itsupport@luskin.ucla.edu along with your UID/Name.