How to access BLA and access files from your local computer on BLA

*If you have not already registered in the Bashinsky lab:
- Before you begin this process please go to https://tech.cba.ua.edu/register (You must be on the campus VPN to reach this webpage) and register an account with us. (You must be enrolled in at least one business course to register for this service)
- When you are asked to enter in a password for BLA it is the password you used

<u>For Windows</u> (Mac instructions located below)

1. Open Remote Desktop App
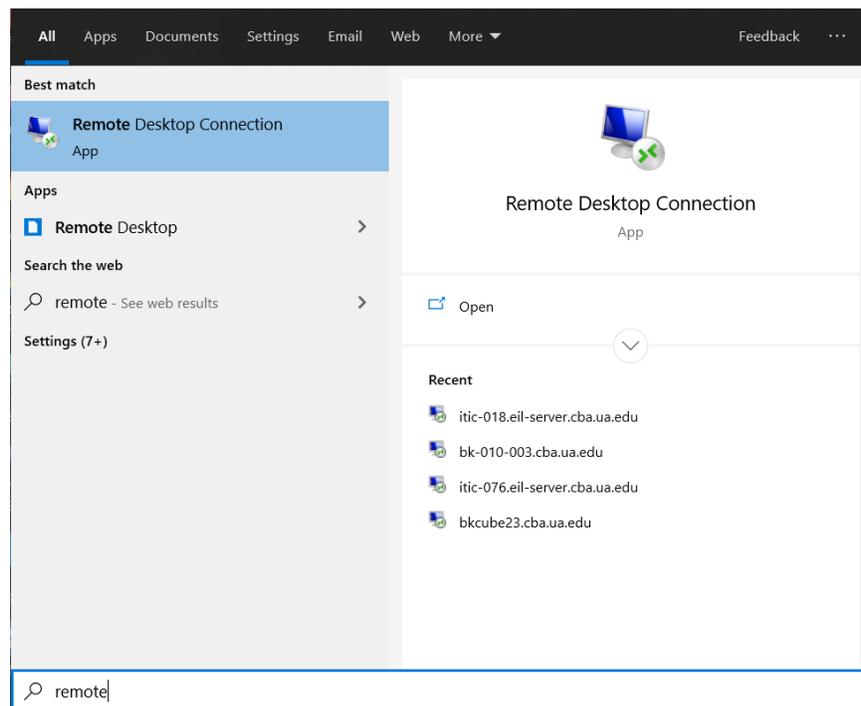
2. Click "Show Options"
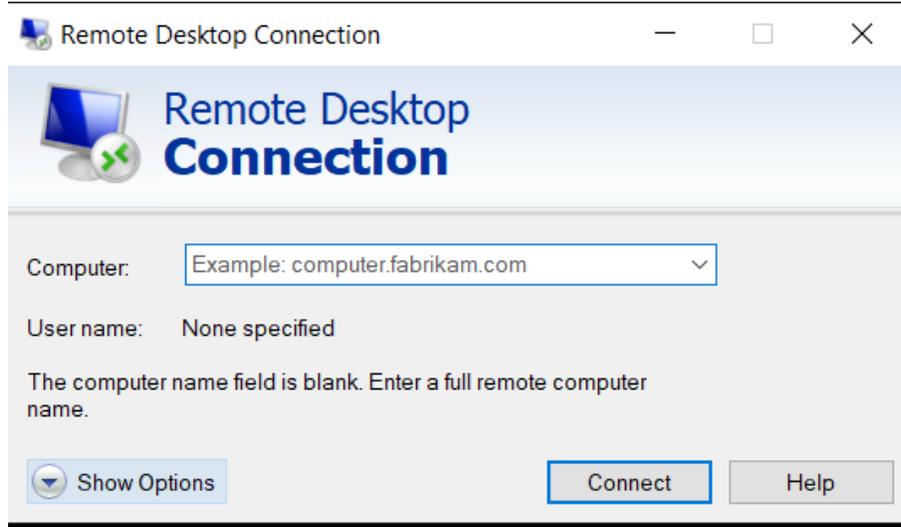
3. Select "Local Resources" tab and then select "More" under "Local Devices and Resources"
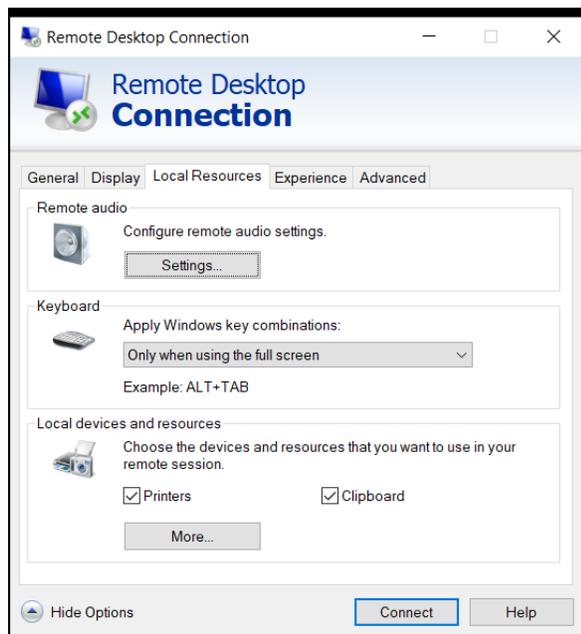
4. Select "Drives" and any applicable drives you would like to mount to remote session
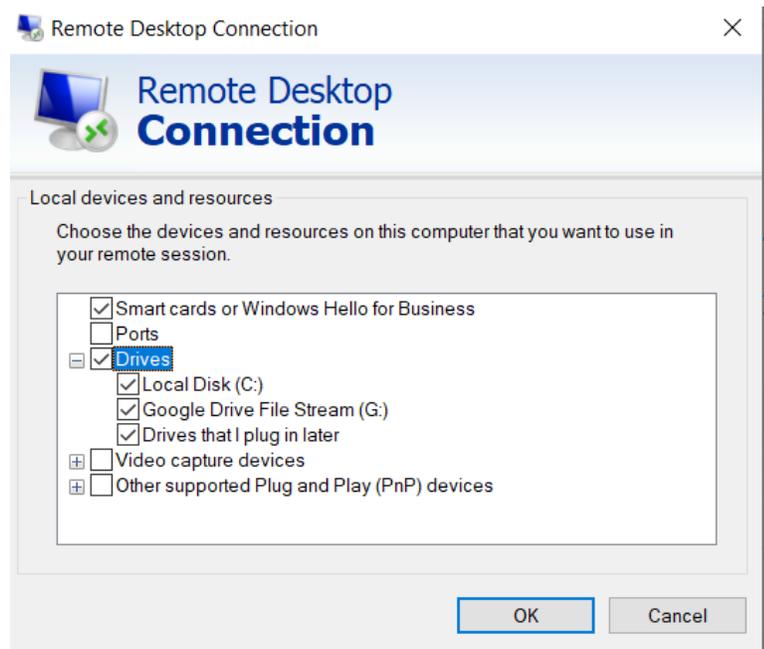
5. Download the campus VPN through OIT https://oit.ua.edu/service/vpn/
6. Download "Desktop" file from bla.cba.ua.edu (After connecting to VPN), after opening remote desktop file you should get this prompt, select "Show Details"
   a. If prompted enter in the username and password you created at https://tech.cba.ua.edu/register (Must be on VPN to access this webpage) or the username and password you use in person in the lab
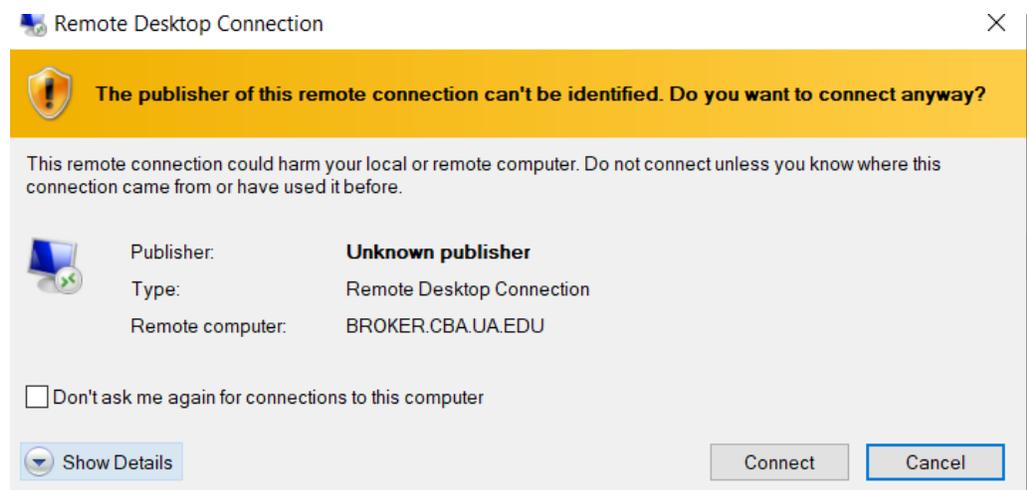
Under show details, select "Drives" to allow the remote computer to access your local drives

7. Once logged into BLA, open Windows Explorer and then "This PC" should show your local drives where your files are stored.
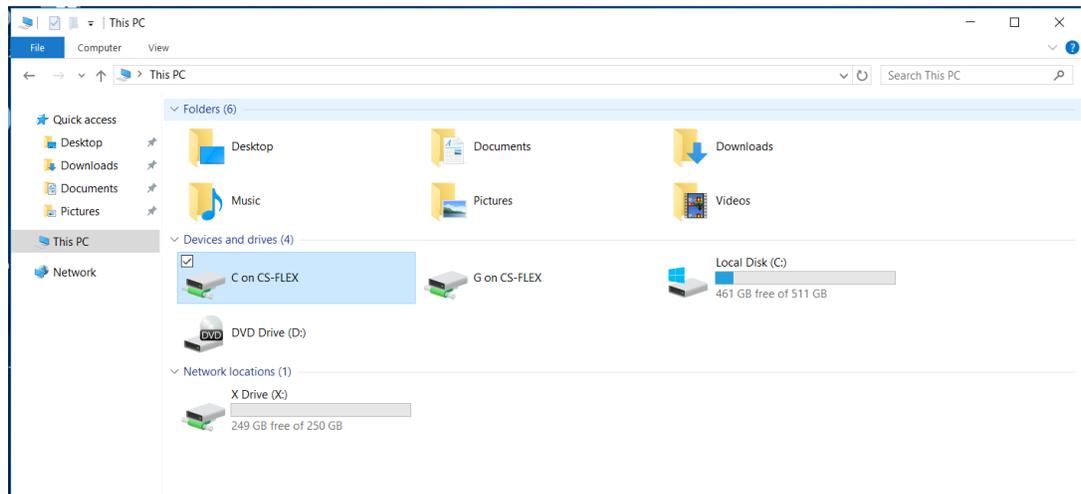
For Mac

1. Ensure that you have [Microsoft Remote Desktop](#) installed on your Mac.
2. **Connect to the Campus VPN**
   a. For information on how to install the campus VPN please follow this link:
      https://oit.ua.edu/service/vpn/
3. Once you are connected to the campus VPN go to your preferred web browser (Ex: google chrome, safari, etc.)
   a. Enter bla.cba.ua.edu in the address bar
   b. If prompted enter in the username and password you created at https://tech.cba.ua.edu/register (Must be on VPN to access this webpage) or the username and password you use in person in the lab

4. Click on the Desktop Icon and download the rdp file. Save this file in a location you can easily find, such as your desktop.
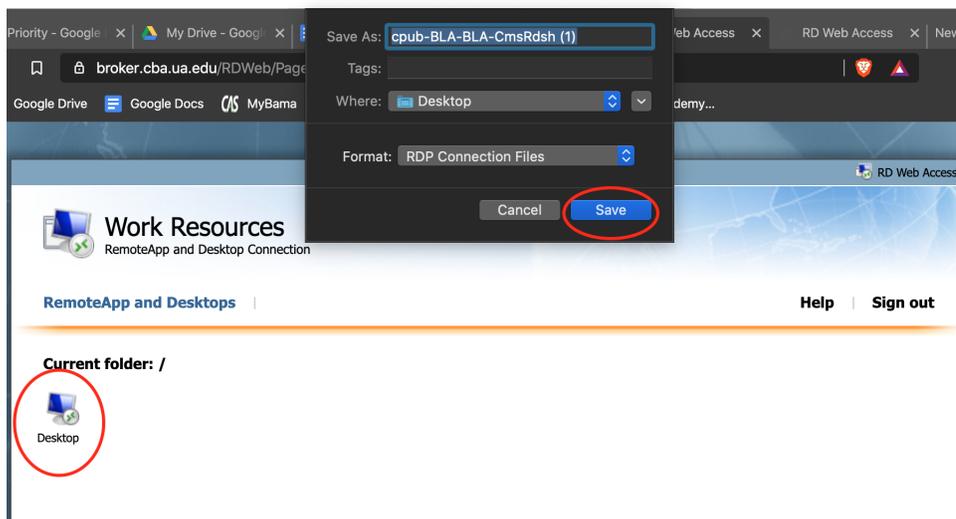
5. Open up the Microsoft Remote Desktop application and drag the rdp file downloaded from bla into the Microsoft Remote Desktop application.
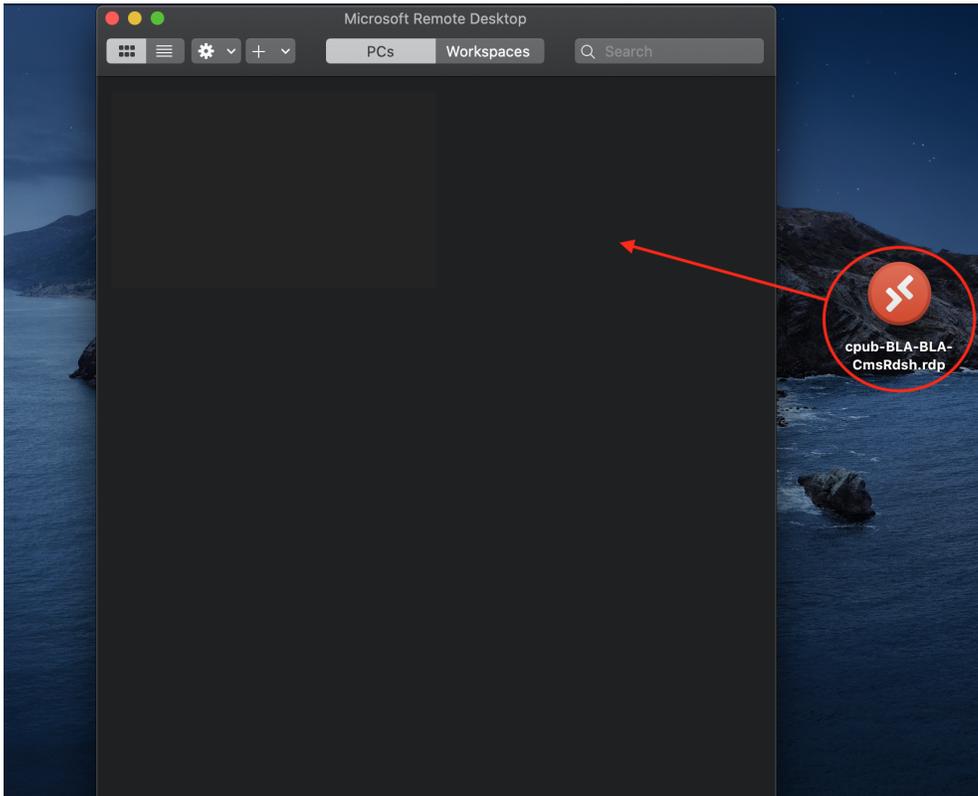
6. Click the edit tab on rdp file.
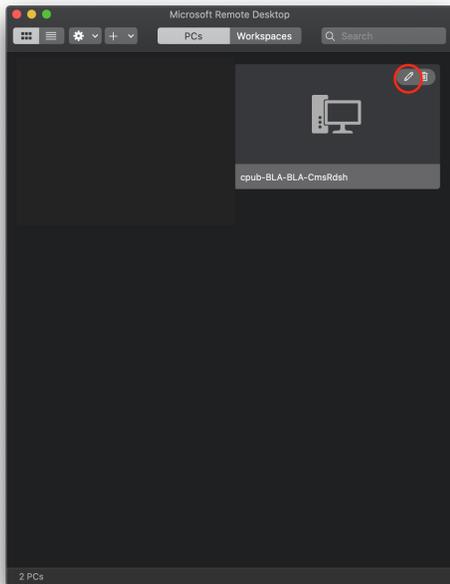
7. Click on the folders tab, ensure "Redirect folders" is selected, and select the plus icon at the bottom.
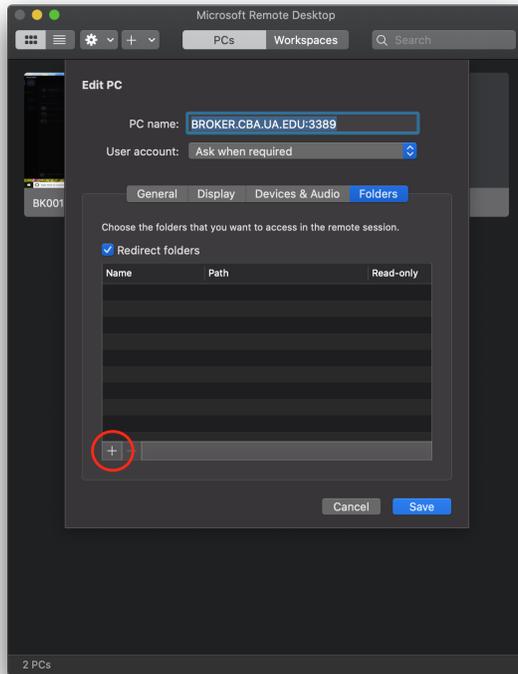
8. Choose the files or folders you would like to use on BLA and select open.
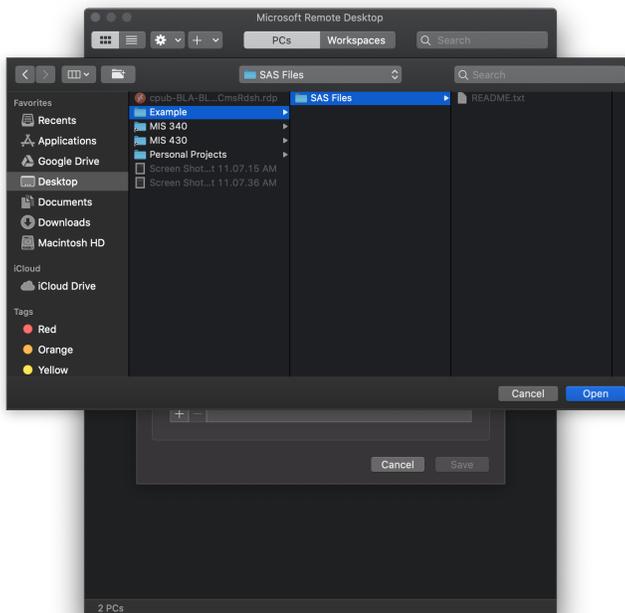
9. Select Save when you have selected all the files you would like to use on BLA.

10. Once logged into BLA, open Windows Explorer and then "This PC" should show your local drives where your files are stored.