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

For Windows (Mac instructions located below)

1. Open Remote Desktop App



2. Click "Show Options"

敡 Remote D	esktop Connection	—		×
	Remote Desktop Connection			
Computer:	Example: computer.fabrikam.com		~	
User name:	None specified			
The computer name.	name field is blank. Enter a full remote	computer		
Show Op	tions	Connect		Help

3. Select "Local Resources" tab and then select "More" under "Local Devices and Resources"

Nemote De	esktop Connection		_		×
	Remote Desk Connectio	top n			
General Disp Remote audi	lay Local Resources	Experience	Advanced		
	Configure remote audio	o settings.			
Keyboard	Apply Windows key co	mbinations:			
	Only when using the ful Example: ALT+TAB	ll screen	\	/	
Local device	s and resources				
-	Choose the devices an remote session.	id resources t	hat you want to us	e in your	
	✓ Printers	∠ C	lipboard		
	More				
Alide Optio	ns		Connect	Help	D

4. Select "Drives" and any applicable drives you would like to mount to remote session

Nemote Desktop Connection	\times	
Remote Desktop Connection		
Local devices and resources		l
Choose the devices and resources on this computer that you want to use in your remote session.		ŀ
 ✓ Smart cards or Windows Hello for Business Ports ✓ Drives ✓ Local Disk (C:) ✓ Google Drive File Stream (G:) ✓ Drives that I plug in later Wideo capture devices ✓ Other supported Plug and Play (PnP) devices 		
OK Cancel	I	

- 5. Download the campus VPN through OIT https://oit.ua.edu/service/vpn/
- 6. Download "Desktop" file from <u>bla.cba.ua.edu</u> (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 <u>https://tech.cba.ua.edu/register</u> (Must be on VPN to access this webpage) or the username and password you use in person in the lab

Semote Desktop Connection X			×
т	he publisher of this re	mote connection can't be identified. Do you want to connect anyway	1 ?
This remo connectio	te connection could harn n came from or have use	n your local or remote computer. Do not connect unless you know where this d it before.	
	Publisher:	Unknown publisher	
<u> </u>	Туре:	Remote Desktop Connection	
	Remote computer:	BROKER.CBA.UA.EDU	
🗌 Don't a	ask me again for connecti	ons to this computer	
Show	Details	Connect Cancel	

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 <u>Microsoft Remote Desktop</u> installed on your Mac.
- 2. Connect to the Campus VPN
 - a. For information on how to install the campus VPN please follow this link: <u>https://oit.ua.edu/service/vpn/</u>
- Once you are connected to the campus VPN go to your preferred web browser (Ex: google chrome, safari, etc.)
 - a. Enter <u>bla.cba.ua.edu</u> in the address bar
 - b. If prompted enter in the username and password you created at <u>https://tech.cba.ua.edu/register</u> (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.

•••	Microsoft Remote Desktop
	🛠 🗸 🕂 👻 PCs Workspaces Q. Search
	Edit PC
2 6	PC name: BROKER.CBA.UA.EDU:3389
	User account: Ask when required
BK001	General Display Devices & Audio Folders
	Choose the folders that you want to access in the remote session.
	✓ Redirect folders
	Name Path Read-only
	Cancel
2 PCs	
2105	

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.

