EPS Instructional Computing Facility (GM 103C and GM 103B)

For PC Users

The EPS Department maintains an Instructional Computing Facility (ICF) to support teaching and student research. The facility is located in Geological Museum 103C (17 workstations) and Geological Museum 103B (9 workstations). When not scheduled for courses, computers are available for undergraduate and graduate research and study by EPS students. Check the current schedule for class use of the ICF at https://eps.harvard.edu/teaching-labs-and-schedules.

The EPS ICF computers may be used in person or be accessed remotely via Windows Remote Desktop (RDP). Please do not save any items to the Desktop or hard drive of the machines, as these may be removed at any time. Use a cloud storage service (Google Drive, Dropbox, Sharepoint, etc.) or a USB drive to save your work.
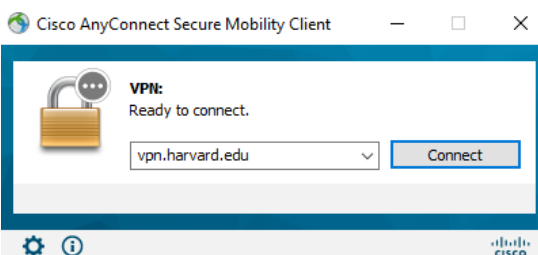
To use a computer in person:

1. Check the status of the lab computers at **https://eps.harvard.edu/icf-computer-status**. Computers shown in green are available for use. Computers shown in blue or gray are currently unavailable. Identify an available computer in either 103C or 103B (machines are labeled by room and workstation number, e.g. EPS-103C-10).
2. Log in using your Harvard Key.
3. Please log out of the computer when leaving the room.

To use a computer remotely:

1. Connect to Harvard VPN using Cisco AnyConnect App.

If you are not already set up with VPN, please follow the instructions below for installing the CiscoAnyConnect App and Connecting to Harvard VPN. You can also find these articles by searching the KB numbers on https://harvard.service-now.com/ithelp. For any questions on general VPN setup, please contact ithelp@harvard.edu.

- Installing the Cisco AnyConnect App (KB0017208)- https://harvard.service-now.com/ithelp?id=kb_article&sys_id=f1766696db1e9418441560fdd39619ef

- Connecting to Harvard VPN (KB0012966)- https://harvard.service-now.com/ithelp?id=kb_article&sys_id=f1a542efdb90d7c483a2f3f7bf9619ec

    a. Open Cisco AnyConnect Secure Mobility Client or equivalent app on your computer. Type in **vpn.harvard.edu** and click Connect. *(If you already use VPN for research computing, be sure you are connecting to **vpn.harvard.edu** instead of the RC VPN.)*

b. Enter your Harvard Key username and password. Click OK. Approve the two-step verification request. Click Accept on the dialog box.
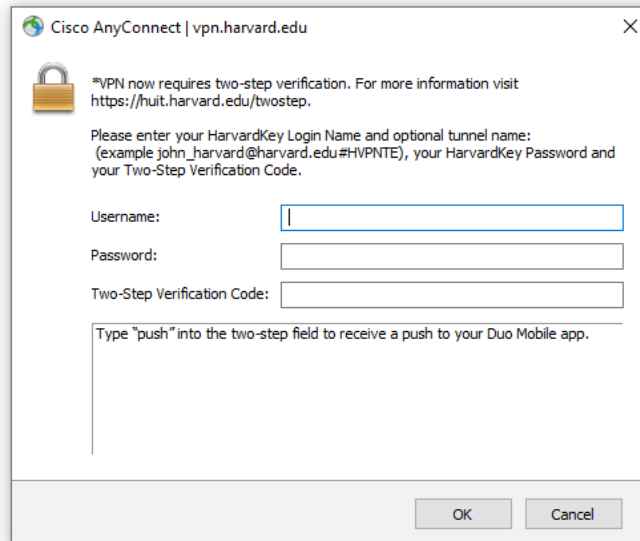

2. Check the status of the lab computers at **https://eps.harvard.edu/icf-computer-status** (note that the computer images are not links). Computers shown in green are available for use. Computers shown in blue or gray are currently unavailable. Identify an available computer and take note of the workstation name (e.g. EPS-103C-10).

3. On your own computer: In the search box on the taskbar, type Remote Desktop Connection, and then select **Remote Desktop Connection**.

   Mac Users: Please see the alternative directions for Mac users located on https://eps.harvard.edu/pages/instructional-computing-facility.
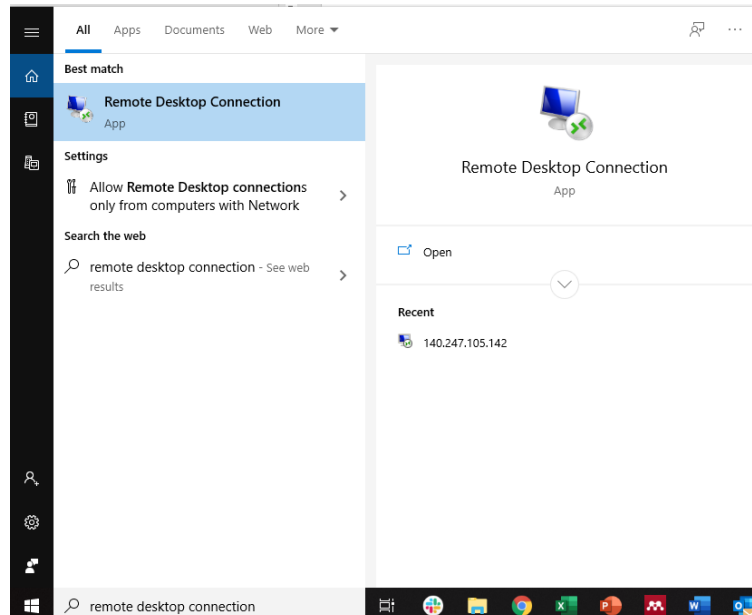
4. In the dialog box, type the name of the computer you wish to connect to (from the available computers shown on https://eps.harvard.edu/icf-computer-status) as the computer name, followed by ad.fas.harvard.edu. For example, if you choose to use EPS-103C-10, type **EPS-103C-10.ad.fas.harvard.edu** for the name of the computer.
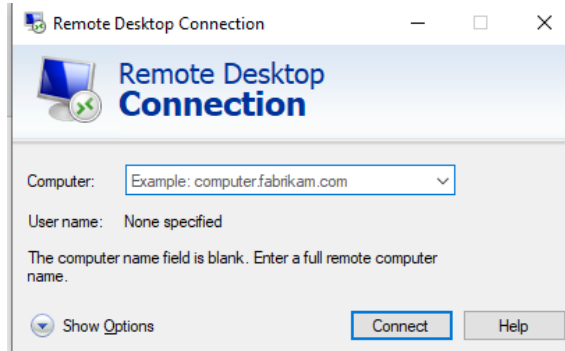

5. Enter your username as your "**University\yourNetID**", replacing **yourNetID** with your 3 letter, 3 number Harvard NetID. Note the backslash between University and yournetID. To find your Harvard NetID, follow the instructions in the following knowledge article (KB0015034): https://harvard.service-now.com/ithelp?id=kb_article&sys_id=507aca5a1b653700efd8a79b2d4bcb59. (Or go to Harvard Key website, Manage Your Account & Services, and your NetID will be under the account information.)

6. (In the dialog box below, if it does not appear that you can change the username, click on the dropdown arrow next to "Show Options.")
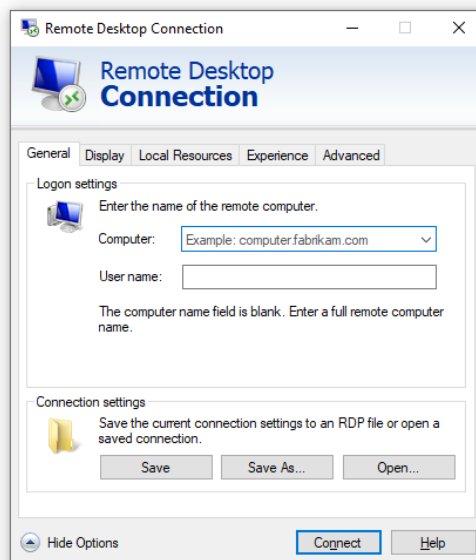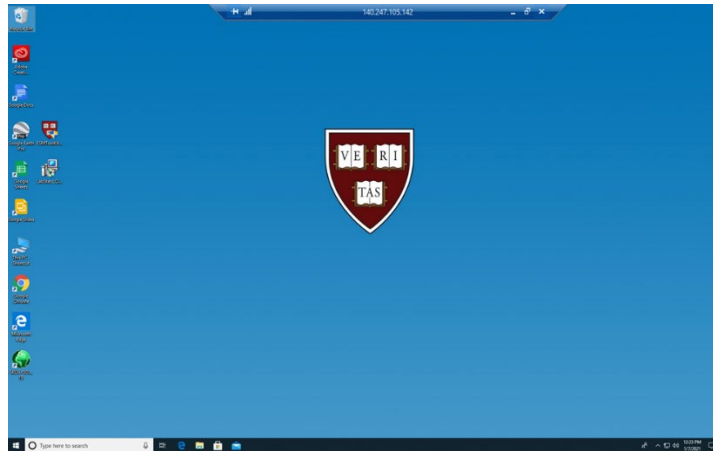

7. Click Connect.

8. Enter your Harvard Key password and click OK.
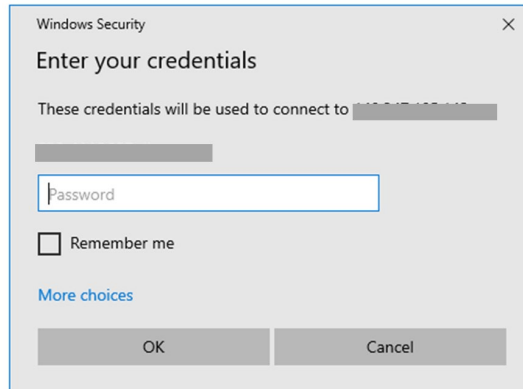
9. If you see the warning shown below, check the box next to "Don't ask me again for connections to this computer" and then click Yes.

10. Your screen should show the remote computer desktop, as below. You can minimize the remote desktop using the blue bar visible at the top center of the screen.

11. **IMPORTANT: When you are done, please log out of the remote desktop session by clicking on the Windows start icon and then the person icon, then "Sign out."** This will log you off from the machine and is important to make sure the computer is available for other students.
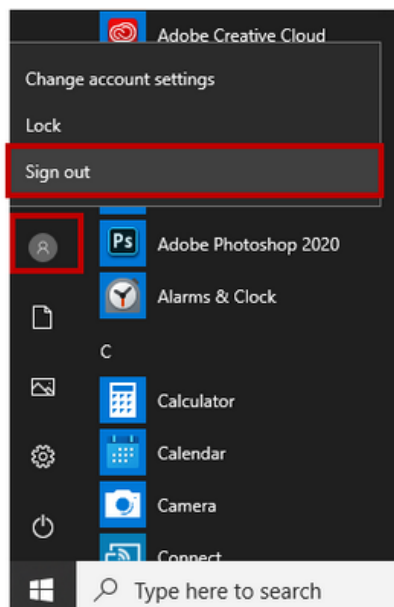
Notes about remote sessions:

- Security updates may be installed on Saturdays between 2am and 5am. Users may be requested to reboot the computer at that time.
- Remote use of university computers is subject to the same guidelines and policies as on campus use.
- Active sessions are limited to 6 hours. If you need to continue, please end your session and begin a new one.
- After one idle hour (no use of the remote machine), your session will be ended automatically. (Codes running in the background are considered active use.)