Virtual Lab: Accessing Remote Desktop

Remote desktop is accessible to University of Scranton students, faculty and staff. Access to remote desktop can be requested through the Technology Support Center.

Connecting to Remote Desktop
1. Launch a web browser (except Microsoft Edge)
2. Enter https://remote.scranton.edu in the address bar
3. Enter your Royal ID Number and your my.scranton password in the appropriate fields
4. Click Login
5. Click on the available icon*

*Please note that the icons displayed here represent remote desktop pools to which students, faculty and staff have been assigned. Most people will only have one icon or pool available. Select whichever icon is available to you.
6. Please wait while the remote desktop is prepared for your use

7. Once the desktop is prepared, click on Start > All Programs to view available applications and begin working

Reminder! All work in remote desktop will be lost when logged off or disconnected from remote desktop. Work in remote desktop should be saved to a cloud storage provider (e.g., OneDrive for Business, Royal Drive, Dropbox), Desire2Learn or to e-mail
Disconnecting from Remote Desktop

1. Click on the Start button

2. Select Log off

3. Click Close to confirm you've been disconnected from the remote desktop
4. Click on the Horizon **Open Menu** icon

5. Select **Log off**

6. Click **OK** to confirm logging off

7. Close the **web browser**