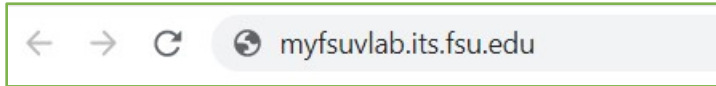


HOW TO ACCESS SOFTWARE IN FSU VLAB

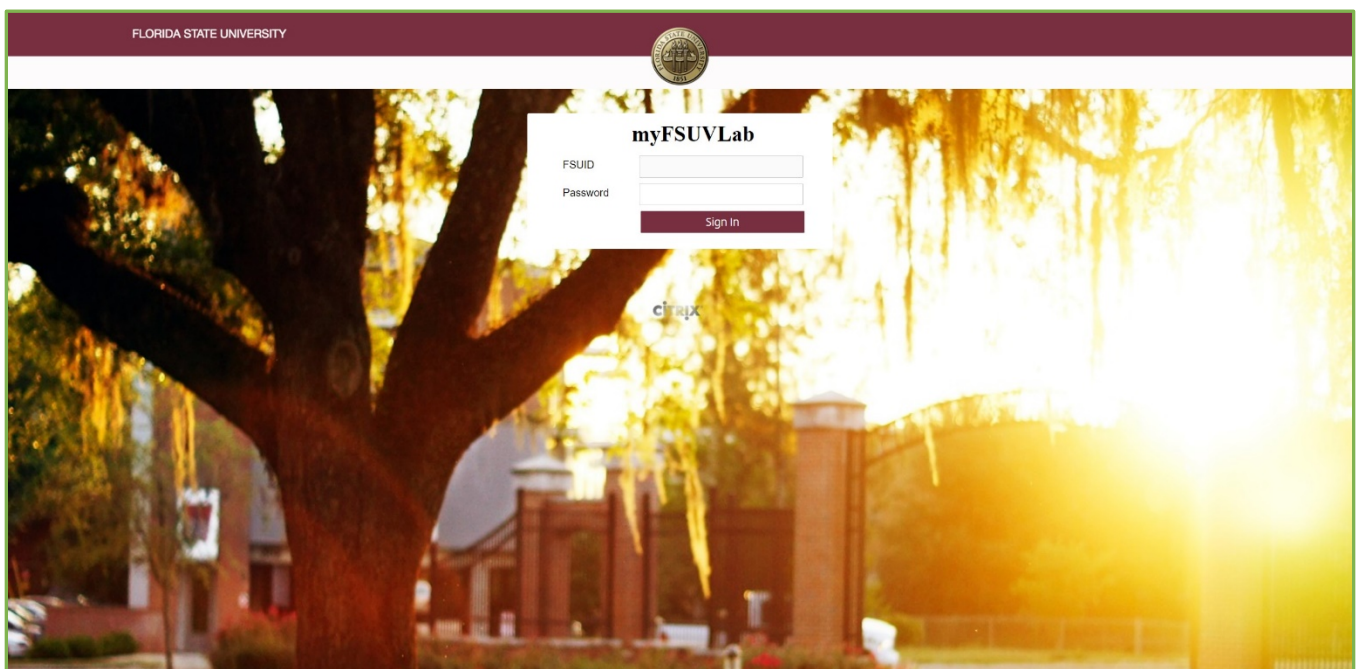
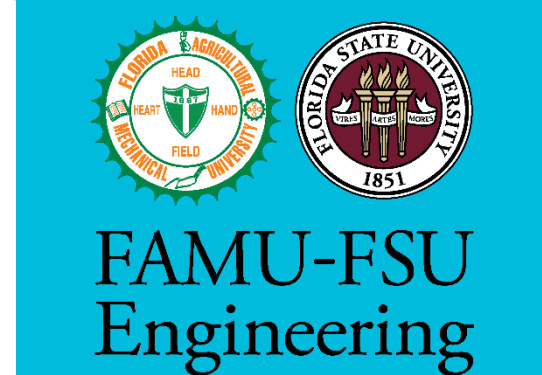
Please Note: You will need your FSU ID in order to access the FSU VLAB. FAMU students that do not know their FSU ID need to visit CCS in A332.

LOGGING IN TO VLAB

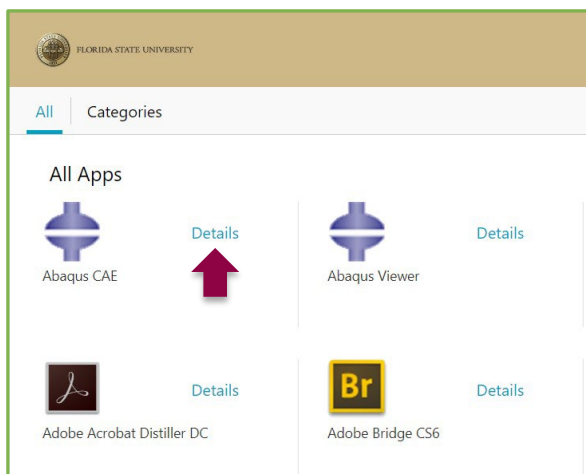
To access VLAB type myfsuvlab.its.fsu.edu in your browser.



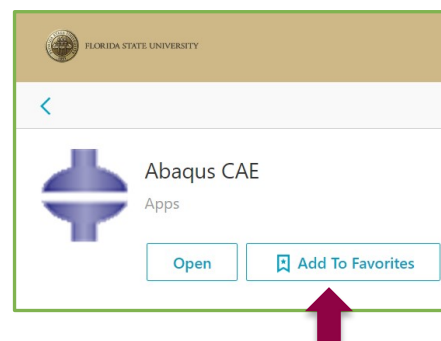
A login screen will appear. Enter your FSU ID and password.



SELECTING FAVORITES

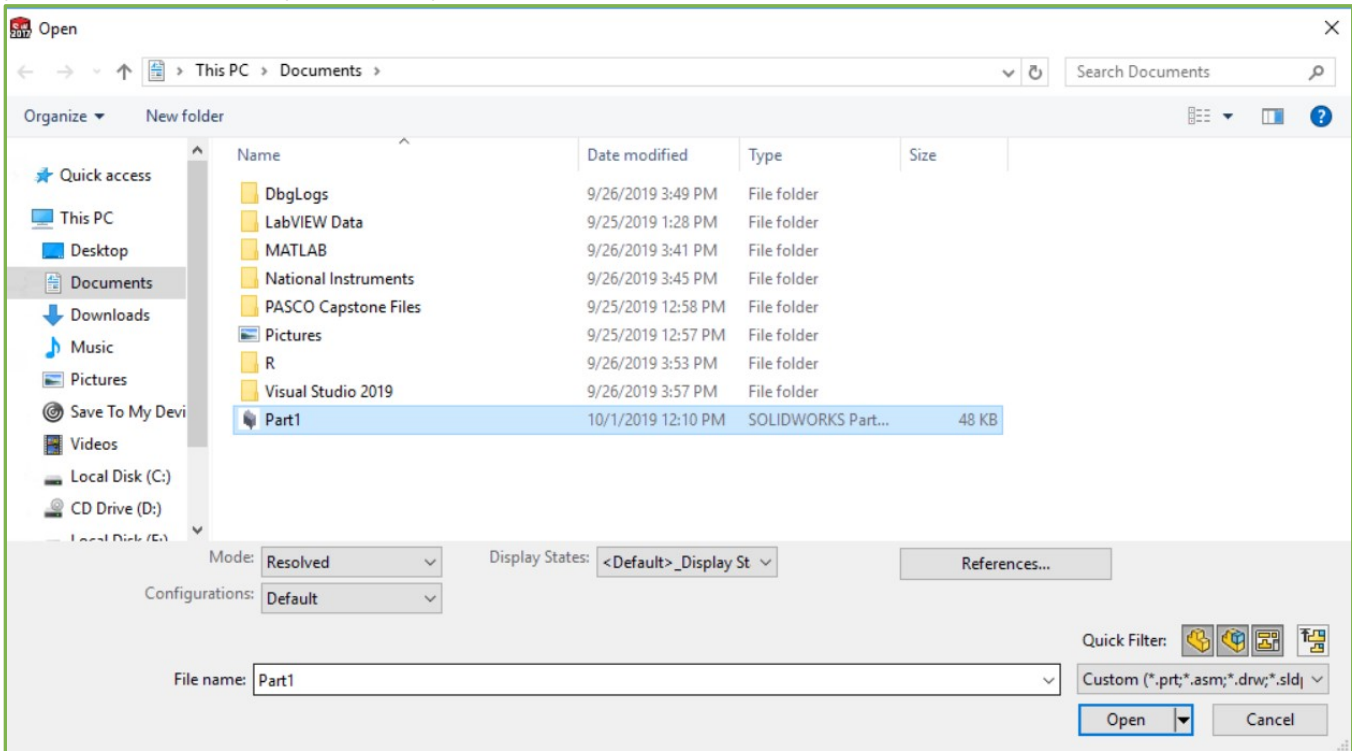


To add software to your favorites tab, select the "Details" text next to the software icon. Then Select "Add to Favorites".



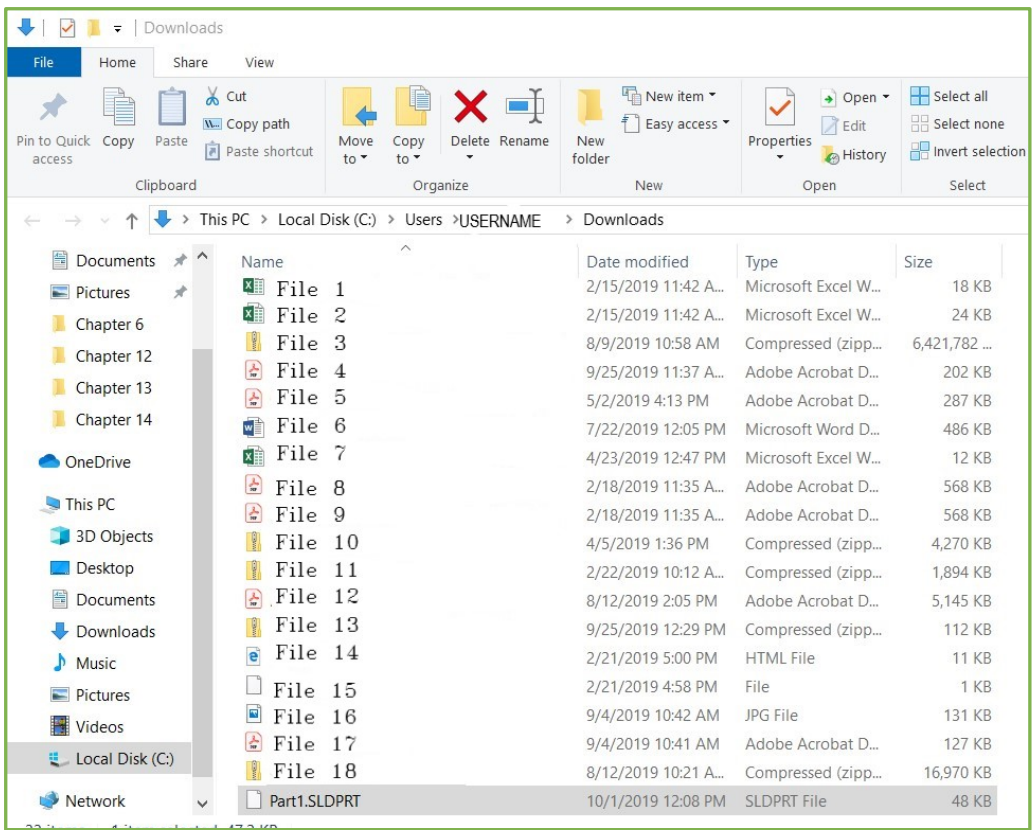
SAVING FILES IN VLAB

To save your files in VLAB, select save and then name your file. This file will be available to you whenever you open VLAB, on any computer you open it with.

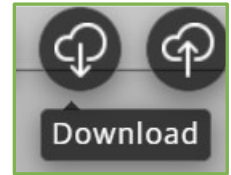


SAVING FILES ON YOUR LOCAL DEVICE 2 WAYS

1. The first way to save your files in to your local device, select "Save to my Device" and your file will be saved in the download folder of your local device.



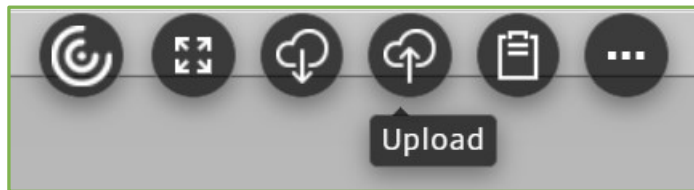
2. A second way to save files locally is to select the Citrix icon and select download.



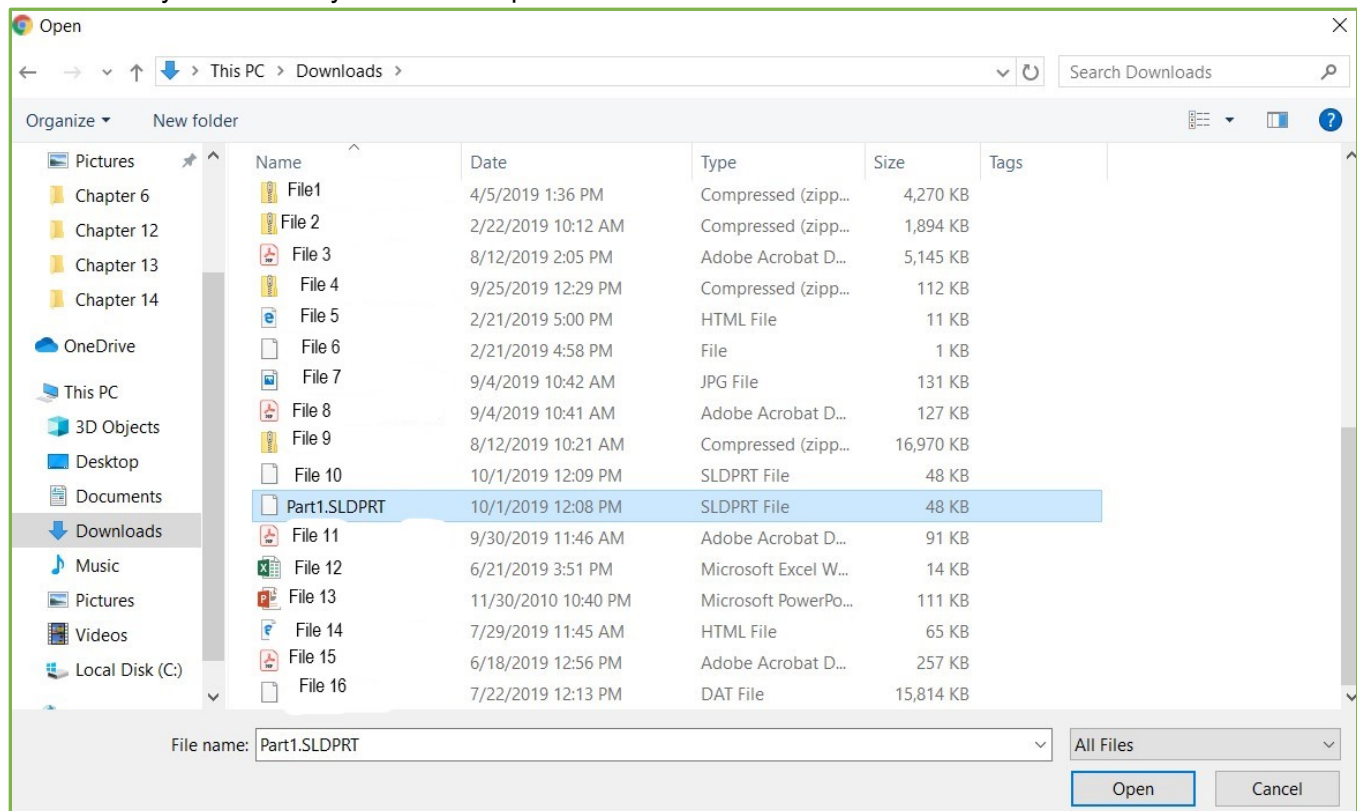
Then you will select the saved file in your VLAB directory. This will automatically save it to your local downloads folder on your local device.

USING FILES IN VLAB FROM YOUR LOCAL DEVICE

To use files from your local device. Select the Citrix icon in the center of the VLAB screen. Then select the Upload button from the menu displayed.



Then select your file from your local computer files.



PRINTING IN VLAB

To print in VLAB, select Citrix PDF Printer, and print to a PDF file. This will generate a PDF file on your device in your browser or your default PDF application. Then print the PDF.

