EMF RDP guide - Fall 2020

** EMF RDP access is reserved for registered students in Engineering/ARCH undergraduates & Urban Planning only

1) In order to access EMF resources, the following must be setup:

a) Two-Factor Authentication (2FA)
- 2FA is required for many services and is mandatory for VPN
https://www.mcgill.ca/itsupport/2fa-setup

b) McGill VPN
https://www.mcgill.ca/itsupport/vpn

If there are issues setting up 2FA/VPN, students should contact McGill Central IT services for support directly
itsupport@mcgill.ca
514-398-3398
https://www.mcgill.ca/itsupport/servicedesk-about

---

2) Software access on EMF workstations

- If students have access to install/run software (i.e. freeware or free student versions), it is highly recommended it is installed on their personal workstation.

- For softwares that cannot be installed (i.e. licensed softwares) and have been already approved/installed on the EMF workstations, please proceed with the steps for EMF RDP access
* Note: Some softwares may only be installed in certain workstations/labs

---

3) RDP to EMF workstation

- Ensure you are properly connected to McGill VPN
- To find/access an available EMF workstation to RDP to, please visit:
http://025englabs.campus.mcgill.ca/maps

KeyReporter	▽ EMF MC10 - Classroom ×	Search for Available Software	♂ Log In
🏠 Dashboard	ECE Labs EMF Labs		⟳
🗺 Maps	☰ **EMF FDA1 - Classroom**	▓▓▓▓▓▓▓▓▓▓░	23/24 (96%)
🎁 Software	☰ **EMF FDA2**	▓▓▓▓▓▓▓▓▓▓	26/26 (100%)
	☰ **EMF MC021 - Mech Eng Design Network**	▓▓▓▓▓▓▓▓░░	7/8 (88%)
	☰ **EMF MC10 - Classroom**	▓▓▓▓▓▓▓▓▓▓	25/25 (100%)
	☰ **EMF MD285 - Civil Lab**	▓▓▓▓▓▓▓▓▓▓	40/40 (100%)
	☰ **EMF MD50 - Mech Eng Design Lab**	▓▓▓▓▓▓▓▓▓▓	49/49 (100%)
	☰ **EMF MDH103 - Architecture Lab**	▓▓▓▓▓▓▓▓▓▓	8/8 (100%)
	☰ **EMF MDHG15 - D'Ombrain Lab**	▓▓▓▓▓▓▓▓▓▓	63/63 (100%)
	☰ **EMF TR4 - Trottier 4th**	▓▓▓▓▓▓▓▓▓▓	43/43 (100%)
	☰ **EMF TR5 - Trottier 5th**	▓▓▓▓▓▓▓▓▓▓	50/50 (100%)
	☰ **EMF WONG 1120 - Ulmer Lab**	▓▓▓▓▓▓▓▓▓░	15/16 (94%)
	☰ **EMF Wong Lobby**	▓▓▓▓▓▓▓▓▓▓	7/7 (100%)
	☰ **EMFUP MDH410 - Urban Planning Grad Lab**	▓▓▓▓▓▓▓▓▓░	23/24 (96%)

Created by EMF SUPPORT (emf.support@mcgill.ca)

Select an EMF lab that you should have access to:
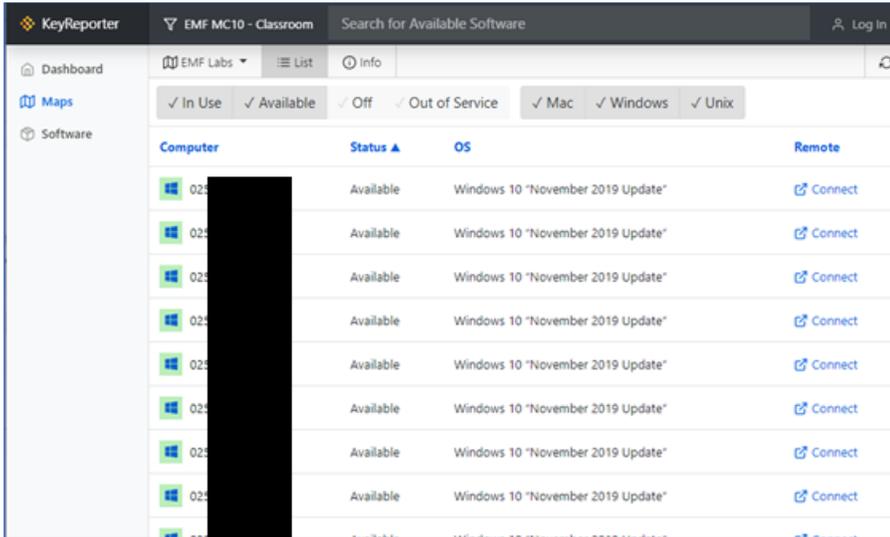
General Access labs (for ALL EMF users):
FDA1, FDA2, MC10, MDHG15, TR4, TR5, Wong Lobby

Restricted labs:
MC021 (FSAE), MD285/291 (CIVIL Design Project Course), MD50 (MECH), MDH103 (ARCH), MDH410/414/416 (UP), WONG 1120 (CHEM)
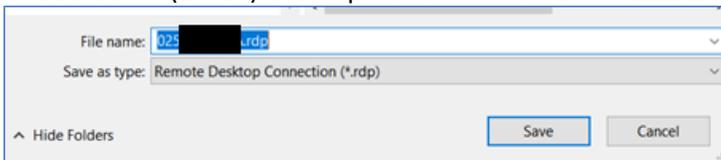
The selected lab will show a list of available workstations
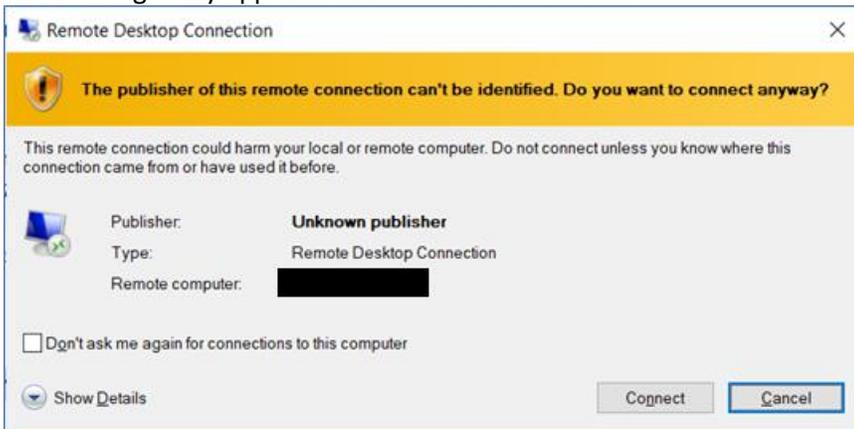- Choose an available workstation and click on **'Connect'**

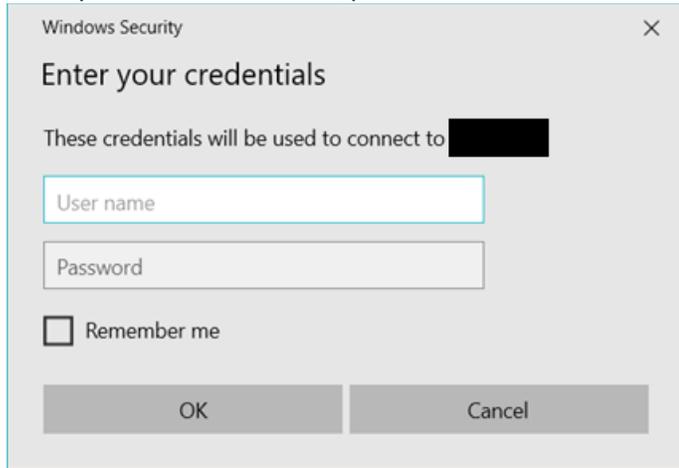Save the .rdp file (i.e. on your desktop on your personal computer)
- Double click (or run) the .rdp file to initiate the RDP session

This message may appear. Click **'Connect'** to continue

Created by EMF SUPPORT (emf.support@mcgill.ca)

Enter your McGill username/password

Windows Security

Enter your credentials

These credentials will be used to connect to ▮▮▮▮

| User name |
| Password |

☐ Remember me

| OK | Cancel |

* Please consult the EMF workstation availability RDP site each time you need to RDP
- Workstation(s) you accessed previously may not be available

** If using an operating system other than Windows 10 (e.g. macOS, Linux) you must install a compatible RDP client for your operating system

Once RDP session is finished, you must sign out (Do Not Disconnect your session)
- Right click on the Start Menu icon → Sign out → Sign out

RDP policies on EMF workstations:

1) If a user has disconnected their EMF RDP session (not signed out properly)
- After 15 minutes, their session will be logged off.
- Any unsaved work will be lost

2) If an EMF RDP session is connected but idle (no activity) for more than 15 minutes
- A system message will warn the user their session has been idle for too long and will be disconnected
* User can press any key to remain active during the 2-minute warning message
- If still idle, session will be disconnected and then #1) above applies

3) For any active EMF RDP sessions that stays connected for longer than 12 hours
- Session will be disconnected and any unsaved work will be lost

EMF workstation reboot for maintenance
* EMF workstations have weekly reboots for maintenance (**TUES** at 4:00am or 4:30am).
** If still logged during maintenance period any unsaved files will be lost.