

Instructions to use the LCI Single User Remote Desktop

1. Request access

- 1. Log in into IDAC-portal (https://idac.ki.se)
- 2. Click on the button: Service
- 3. Chose: Request access

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SERVICES					
Request access > 2	(ì)	Change visiting address >	(j	Change telephone number and cell () phone >	Request change in visibility >
My access requests >					

- 4. Enter data under:
 - a. "Specify a reason" chose "Need additional access"
 - b. "Search" write "Remote desktop LCI"

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	<	REQUEST ACCESS () Specify details	<<	Search & select	Your selections
		Submit request for		Search	Showing 1 - 1 of 1
		Susanne Torell 🗙	Q	Imaris 4	•
		Specify a reason *		System to request from	
		Need additional access		Q	Imaris Remote Access Grupp som ger fjärrskrivbordsaccess till servern h2vdigp 6
SERVICES		Valid from		Resource type	Remove
				Q	
MY DATA		Valid to		Search result Elli Showing 1 - 1 of 1 C Sort by Popularity	
င်္ဂြဲ SETUP				Imaris Remote Access Grupp som ger fjärrskrivbordsaccess till servern Add	5

5. Click on: Add

The group is presented on the right side of the page

- 6. Click on: Submit
- 7. A green bar appears at the top of the page as confirmation of the completed request

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	TASKS			View all > 42
	Update Verification > No. 47235	Access review > () No. 47061	Update Verification > No. 46571	
SERVICES	Process: Veriffera användare [29857] Target: Verify user [48]	Process: Access review for resource ownern [29808] Tairget: Survey for "Explicitly approved" assignments in "IDAC" TEST [15	Process: Verifiera anvandare [29674] Target: Verify user [34]	
MY DATA	SERVICES			View all >
	Request access > My access requests >	Delegate access > My delegations >		0

- 8. The administrators Gabriela Imreh or Sylvie Le Guyader must approve your request before you have access to the group.
- 9. You must have an active iLab account associated with a valid project number.
- 10. You can now go to the <u>Live Cell Imaging facility iLab page</u> and book the Remote Desktop.

2. Activate your booking in iLab using Kiosk

1. At the top of the LCI iLab page, click on Go to Kiosk.

Live Cell Imaging						Karolinska Marolinska Institutet				
	About Our Core	Schedule Equipment	Request Services	View All Requests	Reservations	People	Reporting	Billing	Administr	ration
Schedule Resources				Go to Kiosł	c Confirm Us	age 😣 🤇	Message	e Custome	rs 🌡	More
If you have never used the LCI f	facility, email u	s at LiveCellImagin	<u>g@ki.se</u> to sche	dule a meeting.						6.0
To request access to the Remot	te Desktop, VD	l, renew your mer	nbership or req	uest a second f	raining, clic	k on the F	Request S	Services	tab abo	ove.
The booking rules are found in o	n our homepage	e in our "LCI guide	lines". All users	are required to f	ollow these g	guidelines	at all tim	es.		
The latest acknowledgements te	ext is to be found	d on our homepage	e under "Using th	e facility"						
Find out about the equipment at	the LCI facility	21								
									Q Sear	rch
Nikon AX single point confocal des	scription pricing							View Sche	dule	0
- Single point scanning confocal Equipment specifications								Review Usage		
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Remote Desktop LCI description pricing								View Sche	(
								Review Us Upload Us		
2. Click Start Sylvie Le Guyader Remo	ote Desktop LC	I (Remote Deskto	D)	19 Apr 12:30	19 Apr	12:50		Sta	rt	-

This unlocks all the software on the Remote Desktop so you can use them.

3. Ending your session

- 1. When you are finished, click on the Finish button in iLab to terminate your session.
- 2. Follow the instructions on the desktop to log out of the Remote Desktop. Note that you will be charged if we need to log you out because your booking is finished but you have not logged out correctly.