

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

SERVICES					
Request access > 2	(i)	Change visiting address >	(ì)	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"

Karolinska Institutet	Susa	nne Torell 🗸 🔍 🗸					
	<	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		Susanne lorell	
		Need additional access			Q	Grupp som ger fjärrskrivbordsaccess till servern h2vdigp	
SERVICES		Valid from		Resource type		Remove	
					Q		
MY DATA		Valid to		Search result Showing 1 - 1 of 1 C	Filter Sort by Popularity ❤		
رُنَ} SETUP				Imaris Remote Access Grupp som ger fjärrskrivbordsa	ccess 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

Kanslinska Sus	sanne Torett 🗸 🔍 🗸 🗸			
	TASKS			View all > 42
	Update Verification > No. 47235	Access review > () No. 47051	Update Verification > No. 46571	
SERVICES	Process: Verifiera användare [29857] Target: Verify user [48]	Process: Access review for resource owners [2600] Tanget: Survey for "Explicitly approved" assignments in "DAC' TEST [15	Process: Venflern anvandare [29674] Target: Venfly user [34]	
MY DATA	SERVICES			View all >
	Request access >	() Delegate access > My delegations > 0		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 Institutet
About Our Core Schedule Equipment Request Services View All Requests Reservations People	e Reporting Billing Administration
Schedule Resources Go to Klosk Confirm Usage	S Message Customers
If you have never used the LCI facility, email us at LiveCellImaging@ki.se to schedule a meeting.	ø
To request access to the Remote Desktop, VDI, renew your membership or request a second training, click on the	Request Services tab above.
The booking rules are found in on our homepage in our "LCI guidelines". All users are required to follow these guideline	es at all times.
The latest acknowledgements text is to be found on our homepage under "Using the facility"	
Find out about the equipment at the LCI facility.	
	ourcesa. Q Search
Nikon AX single point confocal description pricing	View Schedule
- Single point scanning confocal Equipment specifications	Review Usage
	Upload Usage
	Take Offline
Remote Desktop LCI description pricing	View Schedule
	Review Usage
2. Click Start	
Sylvie Le Guyader Remote Desktop LCI (Remote Desktop) 19 Apr 19 Apr 19 Apr 12:50 12:30	Start -

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.