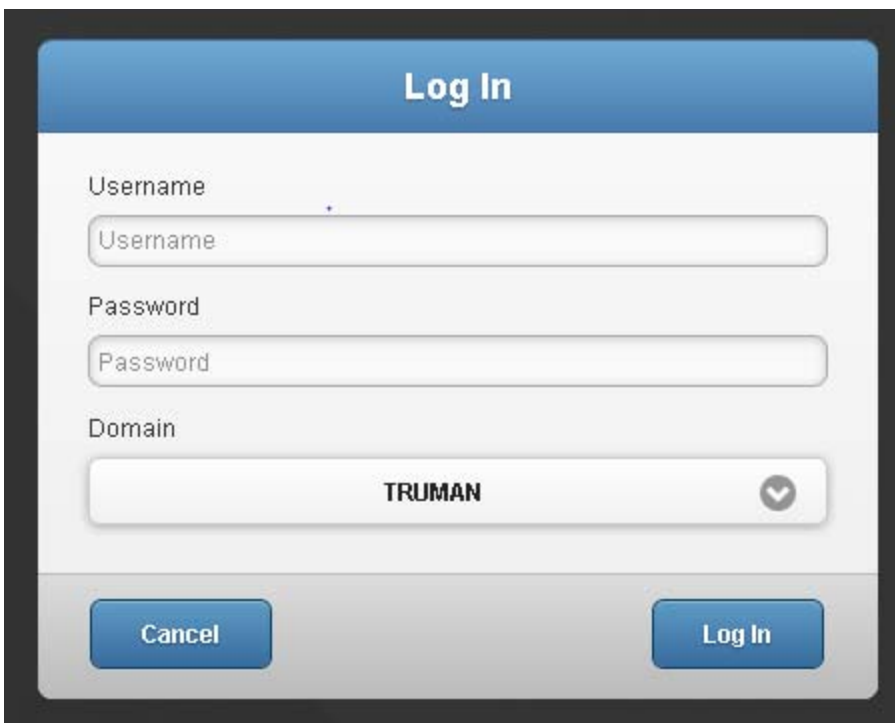


How to access the language lab software from a home or dorm computer:

1. Goto <https://virtualdesktop.truman.edu/> .
2. Click on the following icon for HTML access:



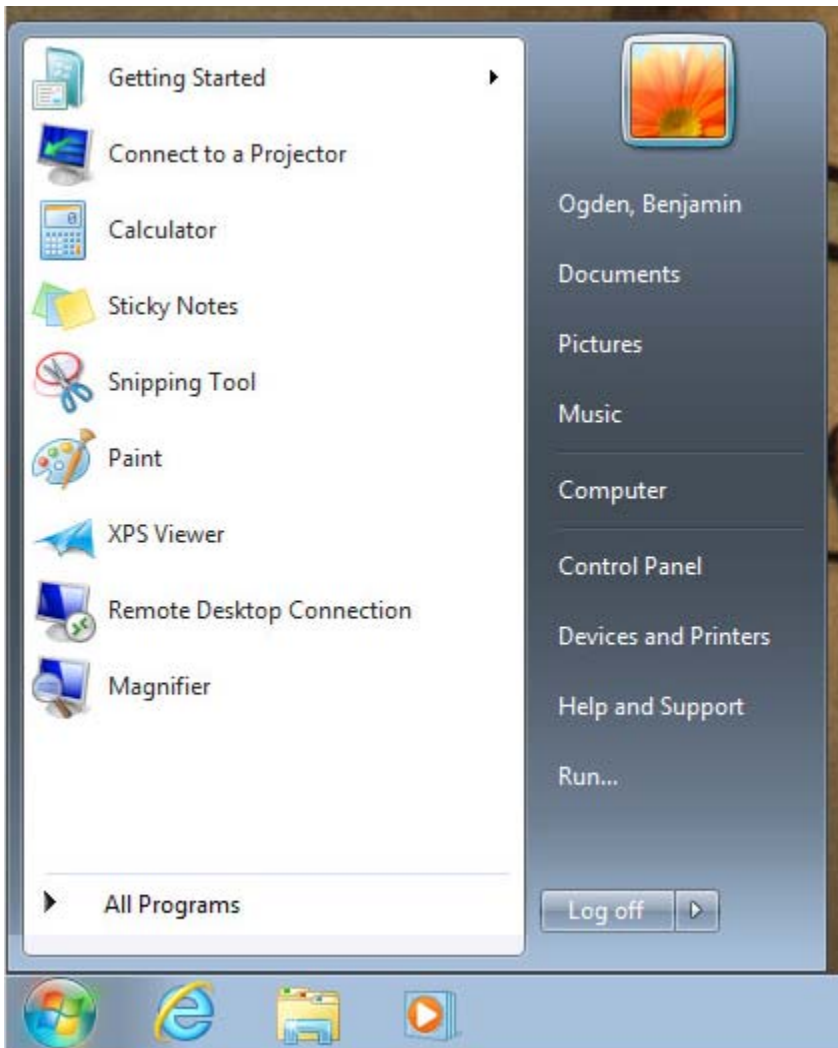
3. Login with your Student Truman network ID:

The image shows a "Log In" dialog box with a blue header bar containing the text "Log In" in white. Below the header, there are three input fields: "Username" with a text box containing "Username", "Password" with a text box containing "Password", and "Domain" with a dropdown menu showing "TRUMAN" and a downward arrow. At the bottom of the dialog, there are two buttons: "Cancel" on the left and "Log In" on the right, both with blue backgrounds and white text.

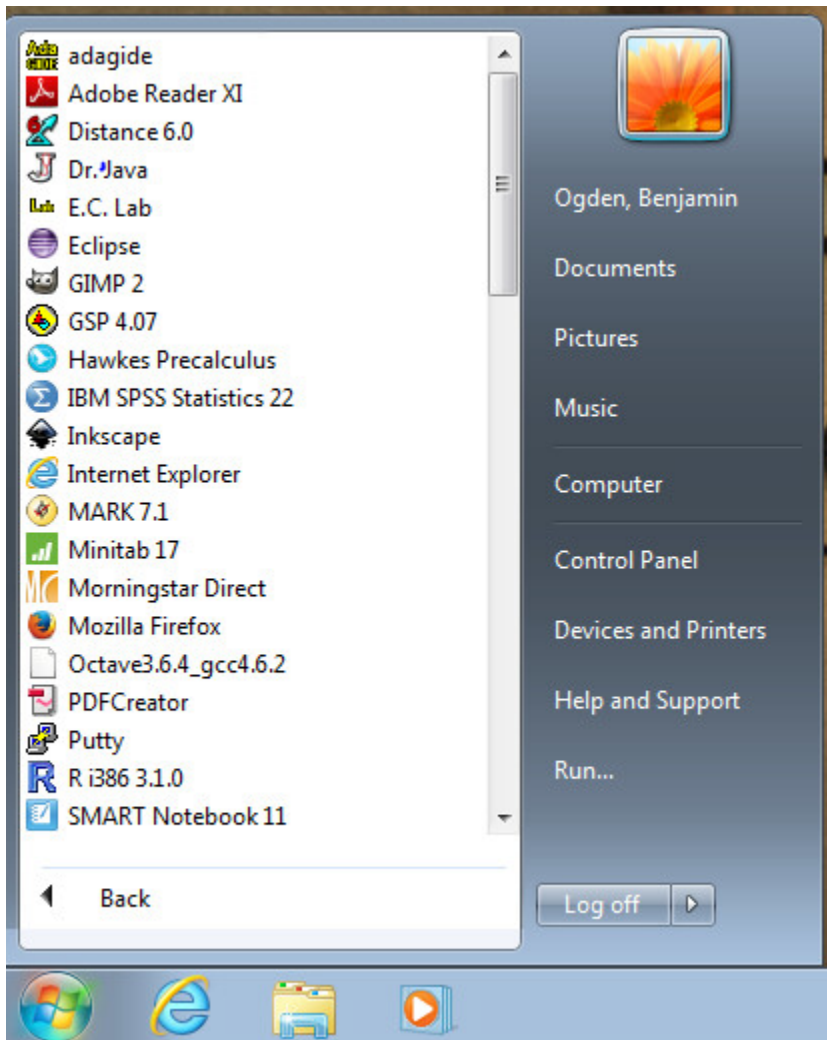
4. Select the Windows Virtual Desktop:



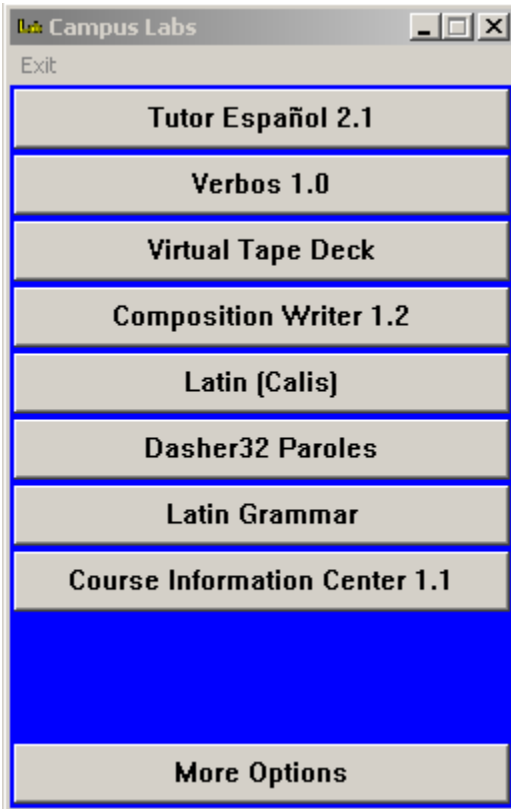
5. Once logged in to the Windows 7 desktop, click the Start button, then All Programs:



6. Find the yellow E.C. Lab icon near the top of the listing:



7. Find the gray bar with the software you wish to run and click on it.



Important!

--This graybar menu program is the mechanism for tracking your usage of all language lab software. Once you open a program by clicking on any of the gray bars, DO NOT close the graybar menu program. If you do, your visit will not be tracked, and you might not receive credit for your work.

--The tracking system is designed with two filters. If you open a program and then close it before 5 minutes have elapsed, your usage will not be logged. The tracking system assumes that such a short time period was a mistake. Also, if you open a program and then close it more than 5 hours later, your usage will not be logged. The tracking system assumes that you forgot about the program after starting it and never really used it.

--If you want your visit to be tracked and logged, please use the software as it was intended, and when you are finished, close the program. Give the graybar menu program a minute or so after closing your program, so that it has time to detect and safely log your usage so that you get credit for your time.