How to use VCCCD's Secure Desktop

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Questions?

1 - Secure Portal vs Secure Desktop

There are two options available for access to administrative applications beyond what is available in the basic my.vcccd.edu portal: 1) Secure Portal and 2) Secure Desktop.

Note: Secure Portal/Desktop require an app installed on your smart phone for extra security. Instructions and a video are available to help you set this up.

What is the difference between Secure Portal and Secure Desktop?

- **Secure Portal:**
  Secure Portal is JUST the web portal and includes access to all the things you normally find in the My VCCCD web portal including:
  - Banner
  - Canvas
  - Argos
  - Starfish
  - OnBase Web Client
  - Outlook Webmail

  This option is ideal for people who just need Banner, Canvas or to periodically check their email.

- **Secure Desktop:**
  Secure Desktop is a full desktop experience (i.e. a windows desktop with icons and a start menu). This includes the Secure Portal as a desktop link as well as:
  - Full Office 2019 Suite (minus Skype)
  - Full Outlook Desktop Software
  - OnBase Unity Client
  - Access to all department folders
  - Access to your local documents folder on campus (OC/DAC Only)
  - Integration with your OneDrive folders
  - Local storage for your files
  - Full Adobe Acrobat DC (edit PDFs)
  - Full EMS Client

  Note: Skype and Teams are not yet available for this platform, but both can be run from a work or personal laptop with your VCCCD email address. See this link for instructions on how to get a free copy of Office 365 for your personal device with your VCCCD email and setup Skype
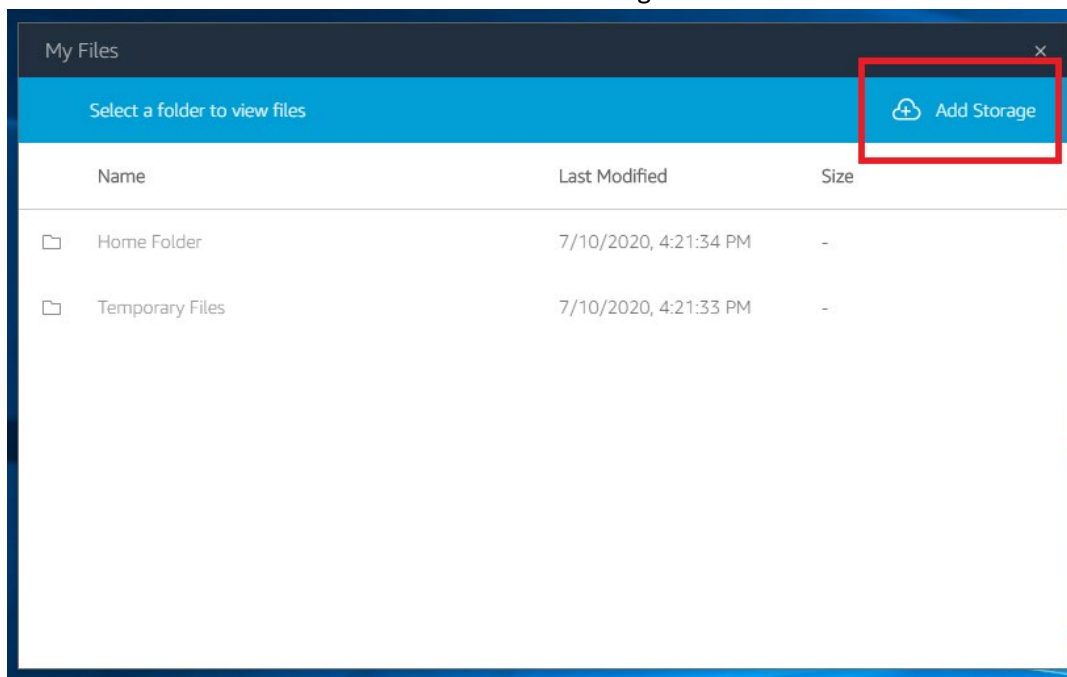
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2 - How to add OneDrive through Secure Desktop

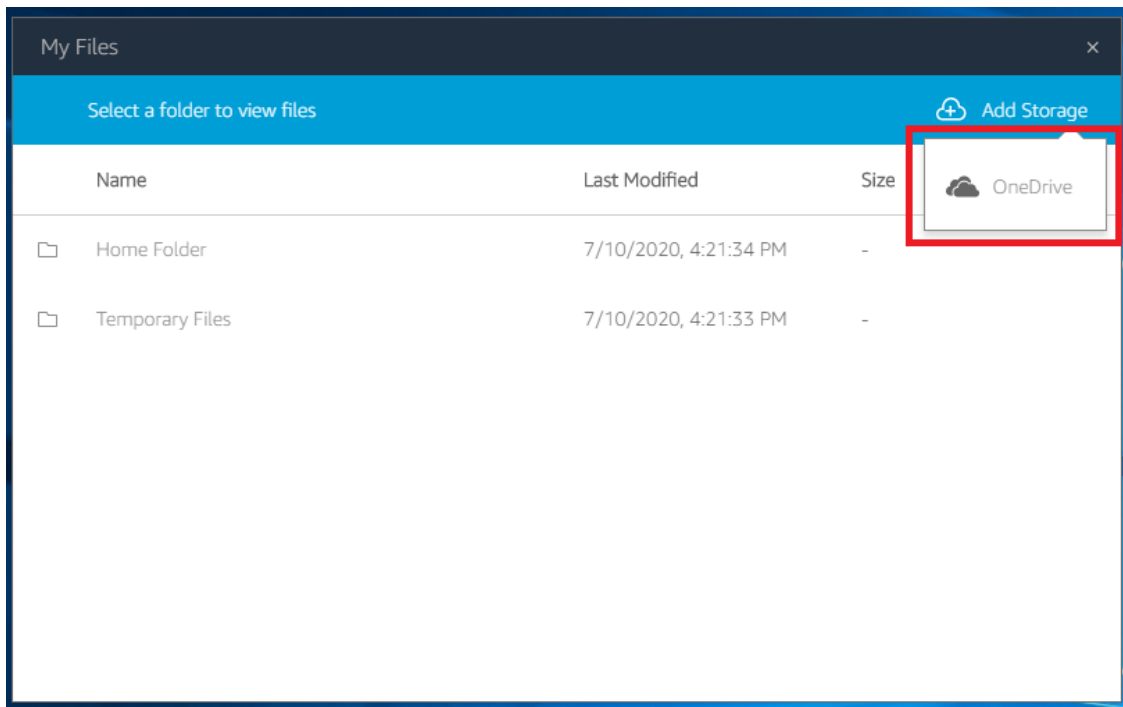## After you log into Secure Desktop

In the upper-left corner of Secure Desktop, click on the My Files Icon:
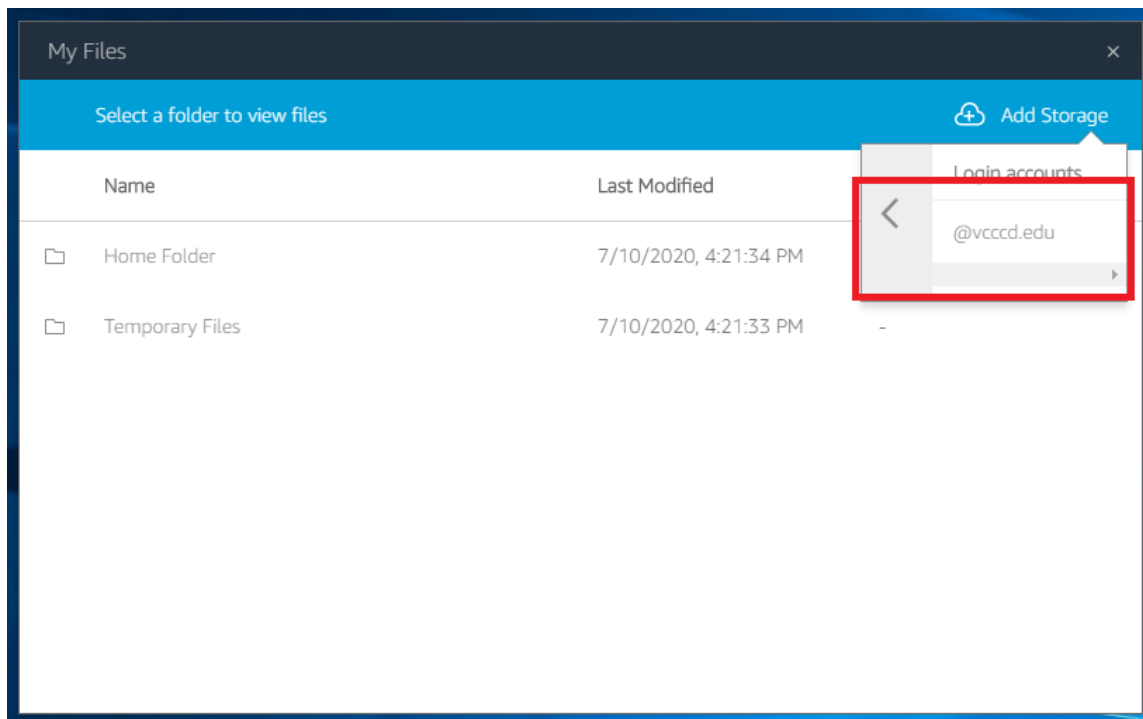

Click on "Add Storage"

Click on "OneDrive"
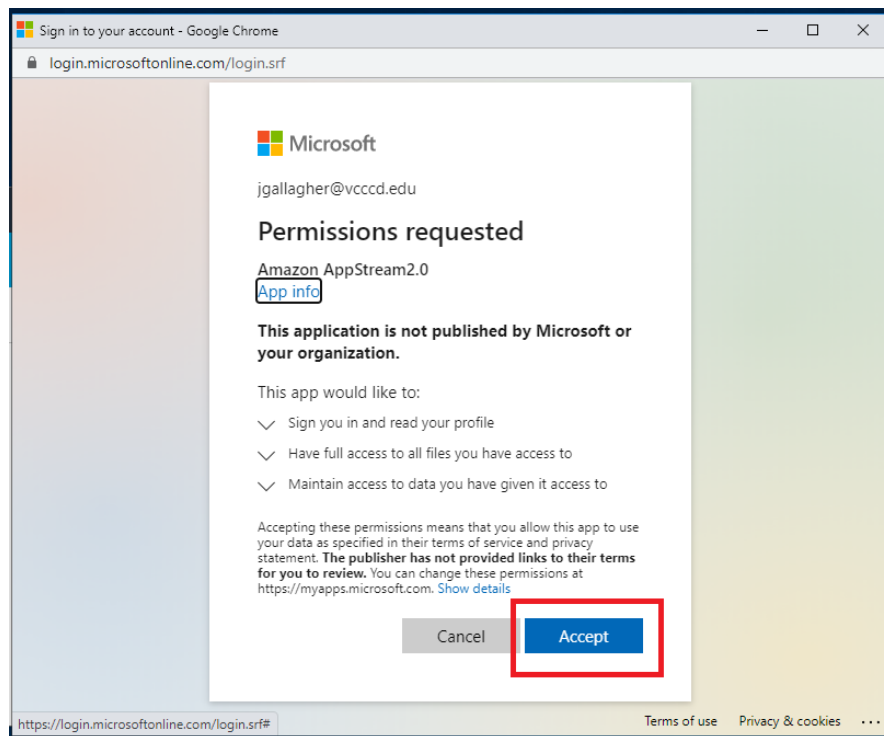

Next, click on "@vcccd.edu"

It may prompt you to login to the web portal. <u>Note</u>: You might not see this if your credentials are already cached
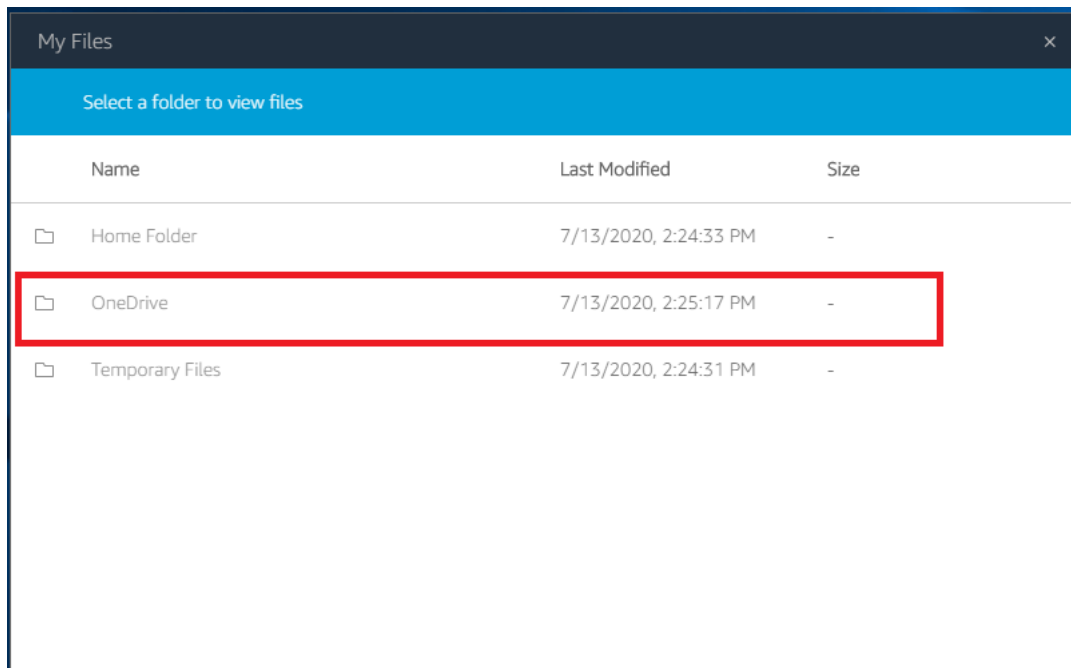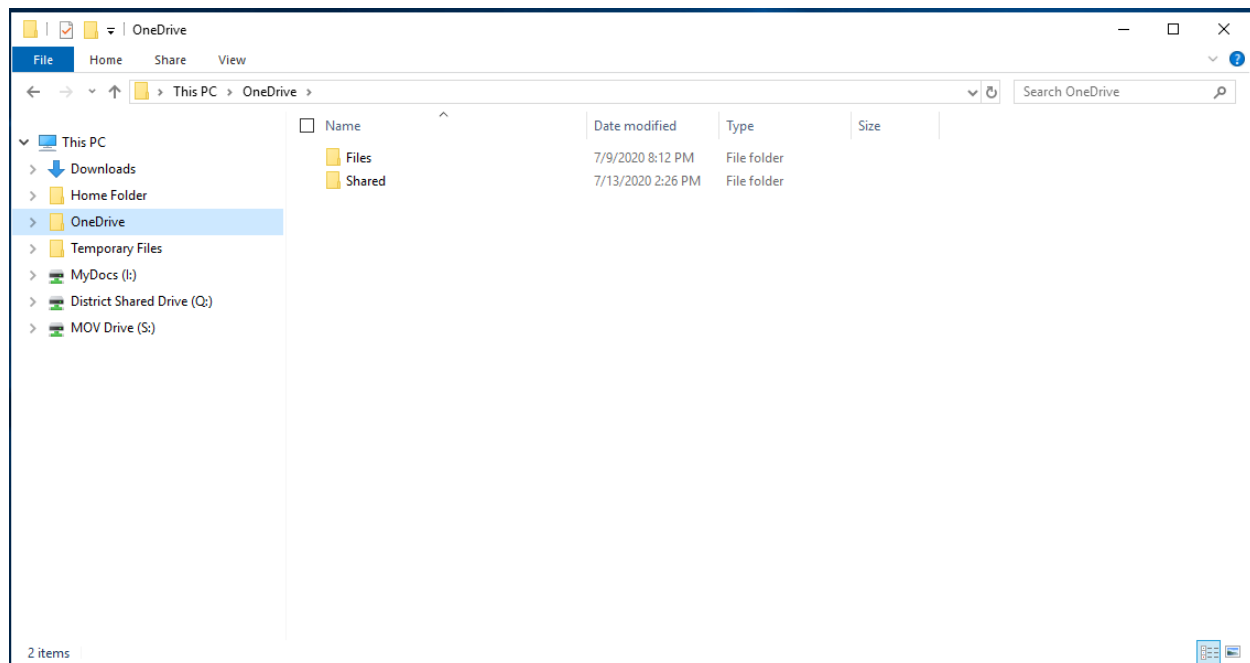

It will ask you for permissions to add your OneDrive to Secure Desktop, click "Accept"

That's it! You should now see your OneDrive files/folders in the MyFiles view:

You can also access it from Windows Explorer from the list on the left-hand side:

It will now sync your OneDrive account automatically every time you log in to Secure Desktop.
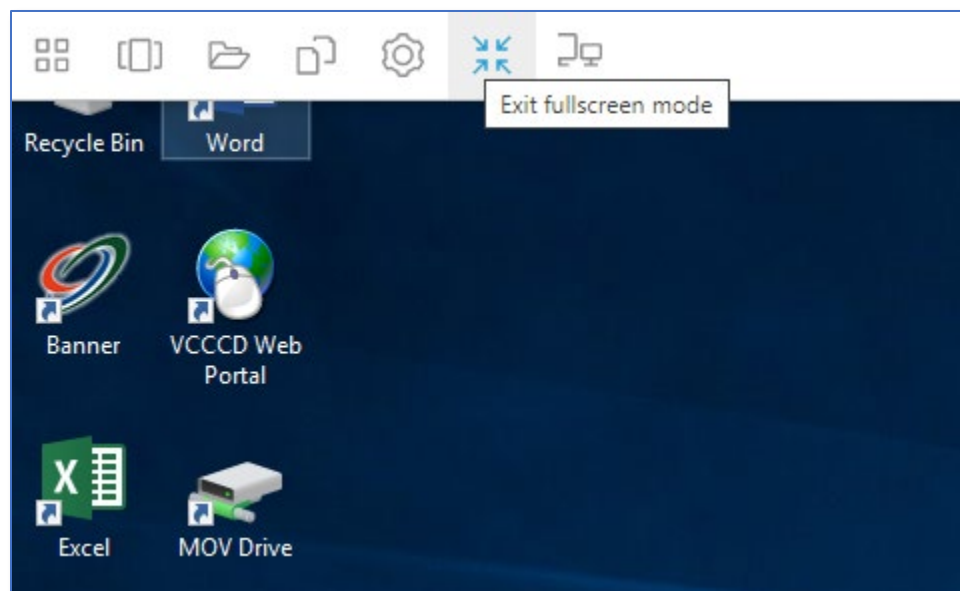
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3 - How to go Fullscreen and/or use Dual Monitors

After you log into Secure Desktop

To go into Fullscreen Mode, in the upper-left corner of Secure Desktop you'll see a banner with a "crossed arrows" icon. Click on that icon to go Fullscreen:


Once in Fullscreen Mode, the banner up top will disappear. To bring it back and leave Fullscreen mode, hover your mouse near the top and the banner will popup once again, giving you access to the "Exit Fullscreen Mode" button

To use a second monitor, go back to that banner and you'll see an Icon with a picture of two monitors. Click that button to open up a second Secure Desktop screen in a second browser window
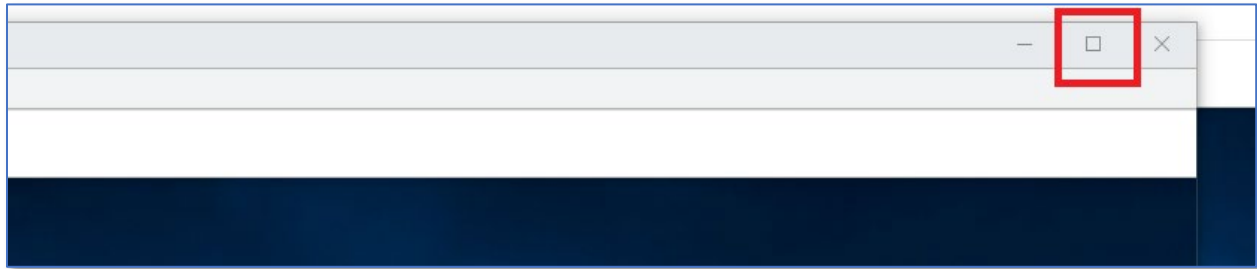

It might difficult to tell in this picture, but here's a second window it opened on top of my main Secure Desktop window. I can then drag that second window to my second monitor.
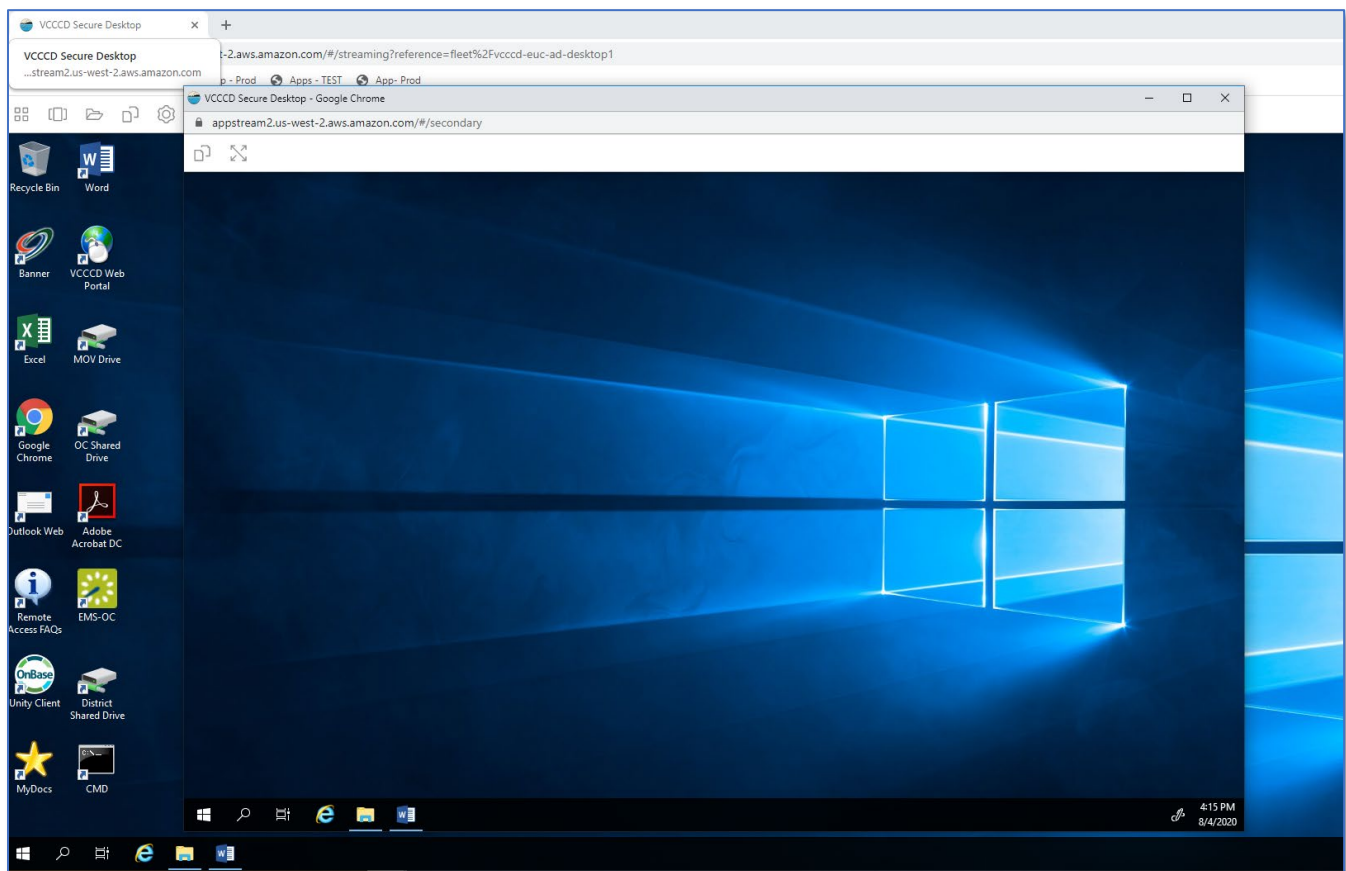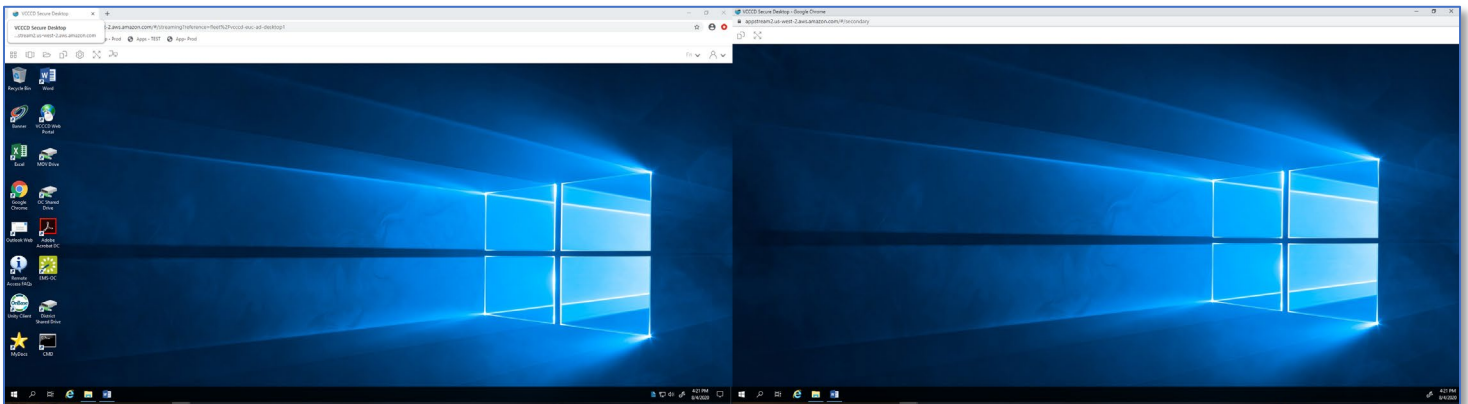
Once it's on the second monitor, maximize that second browser window with the browser window's "Maximize" button

Now, you should see both windows side-by-side on each monitor. By default, Secure Desktop will make the "Main Desktop" the Left Monitor and the secondary window the Right Monitor (for the purposes of dragging and dropping things from one monitor to the other)

Here you can see me dragging and dropping a Microsoft Word window between the two screens. Unfortunately, because I have two different sized monitors, it doesn't quite line-up correctly, but this doesn't affect the functionality as every program should be fully in one window or the other during normal use.
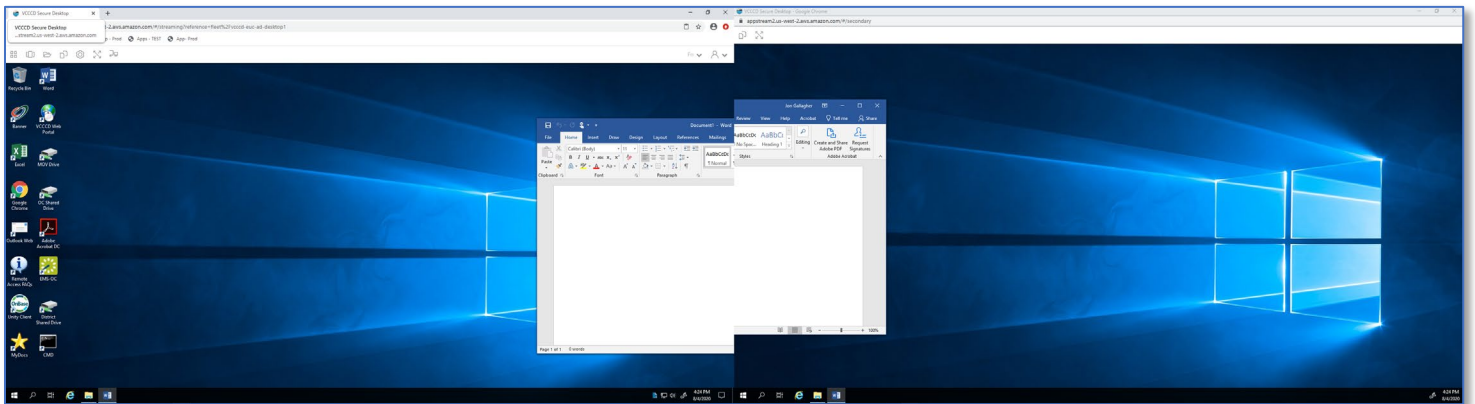
If you want to go Fullscreen with both windows now, just hit that "crossed arrows" button on both windows.

Enter fullscreen mode

That's it!

You now know how to go Fullscreen and use a Dual Monitor Setup with Secure Desktop.
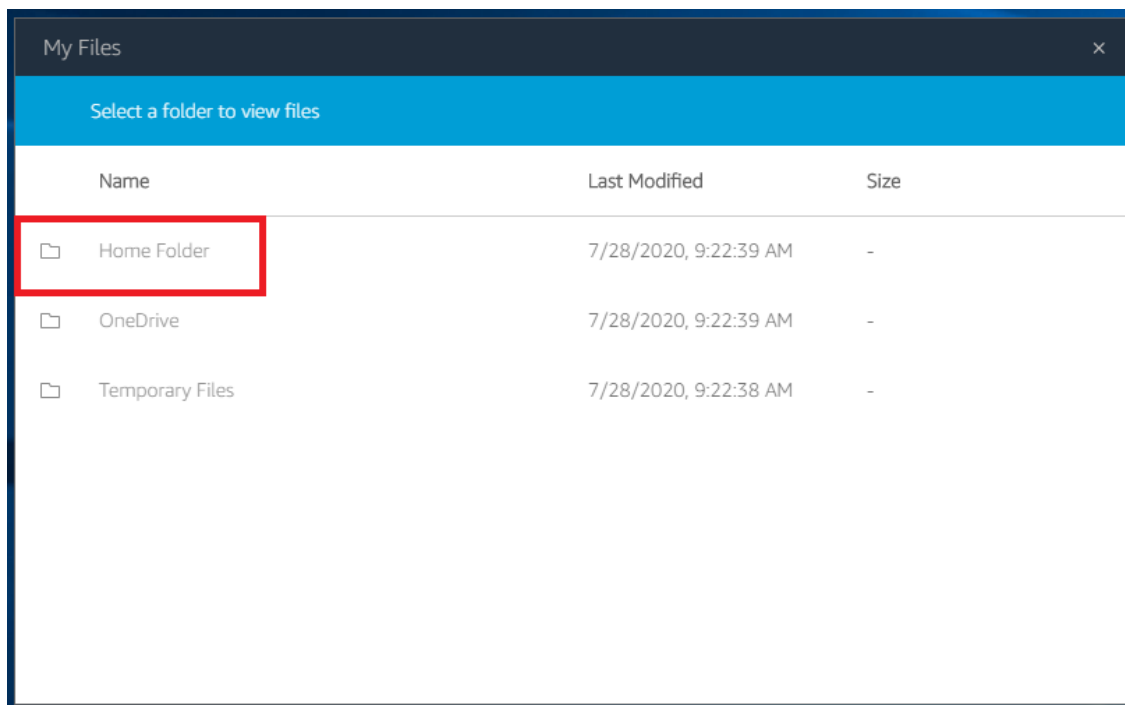
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4 - How to Import/Export files with Secure Desktop

After you log into Secure Desktop

In the upper-left corner of Secure Desktop, click on the My Files Icon:

Now click on "Home Folder" on the left-hand side

Next, open the folder on your local computer that contains the file you want to move into Secure Desktop. In the screenshot below, you can see the "2018 Sick Leave Pool Form.pdf" on my laptop.

Just drag that file (or multiple files) into that "Home Folder" in Secure Desktop
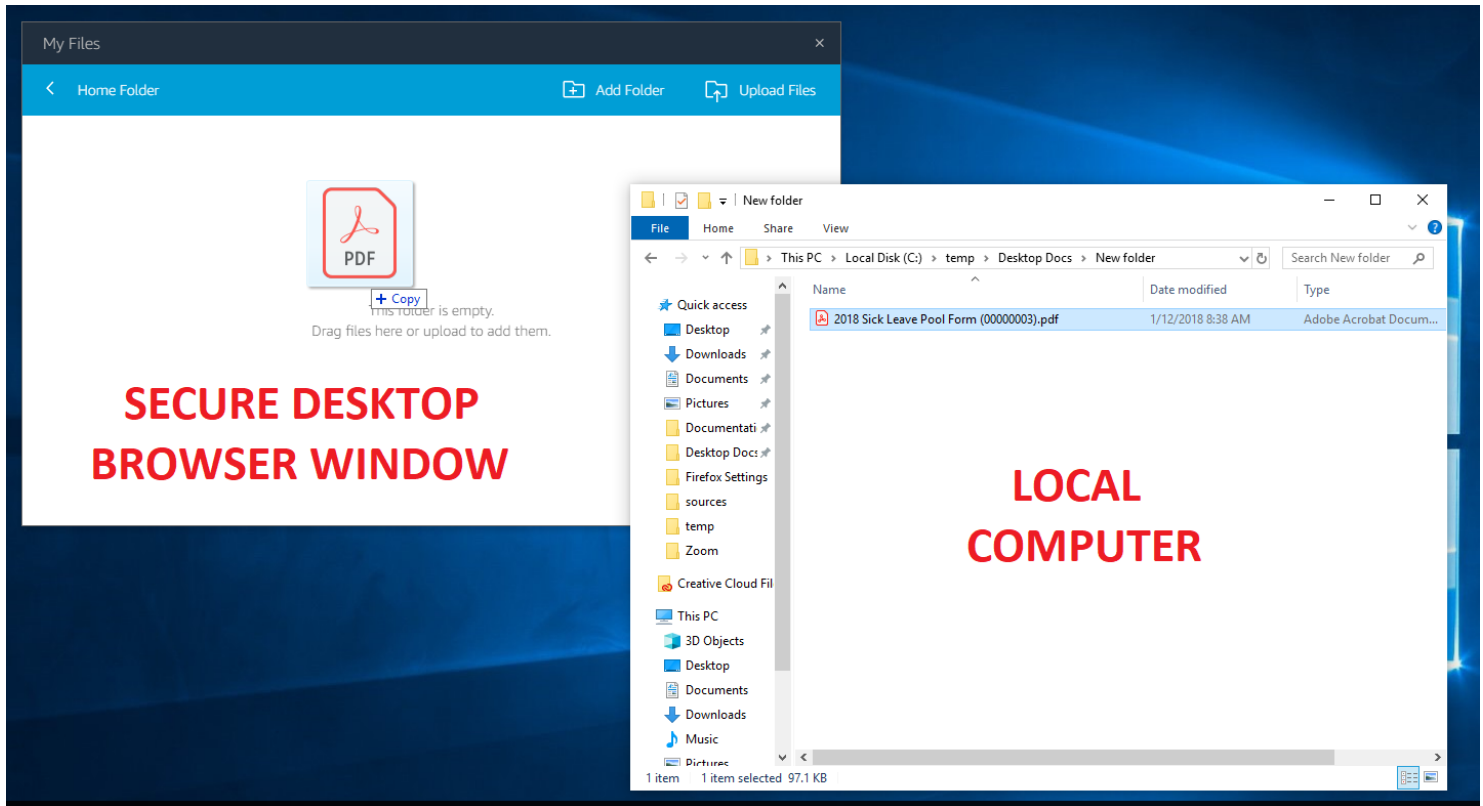
Alternatively, if you'd prefer not to drag and drop, you can hit the "Upload Files" button from the Home Folder window and a new window will pop up asking for the files you want to upload
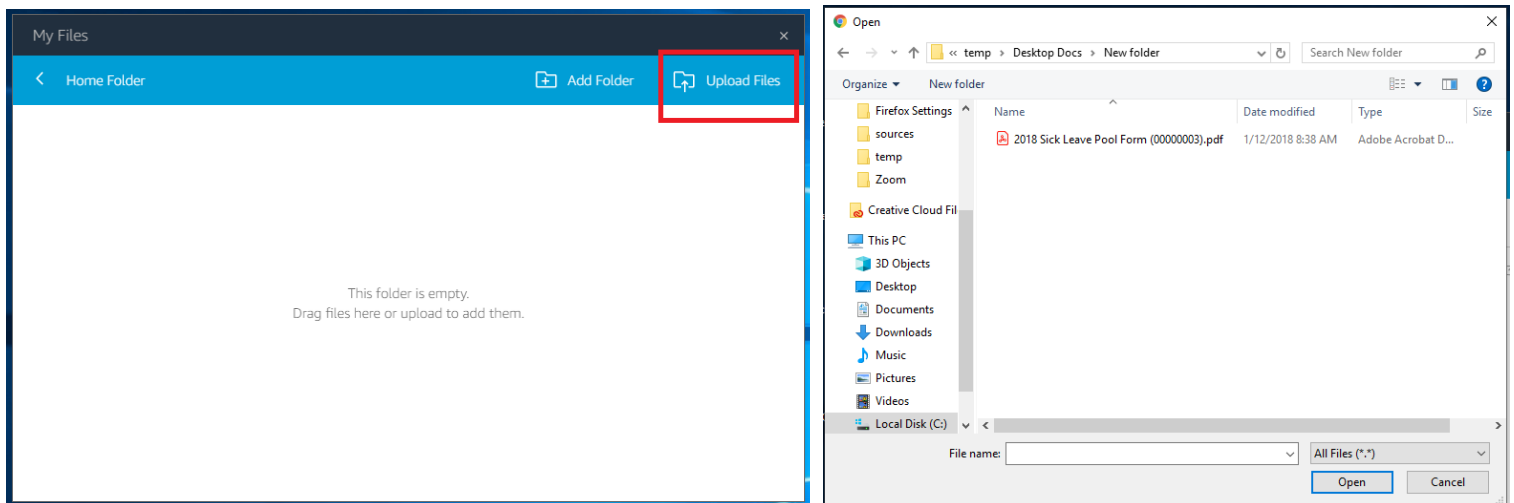
After a few seconds, the file(s) should show up in your Home Folder
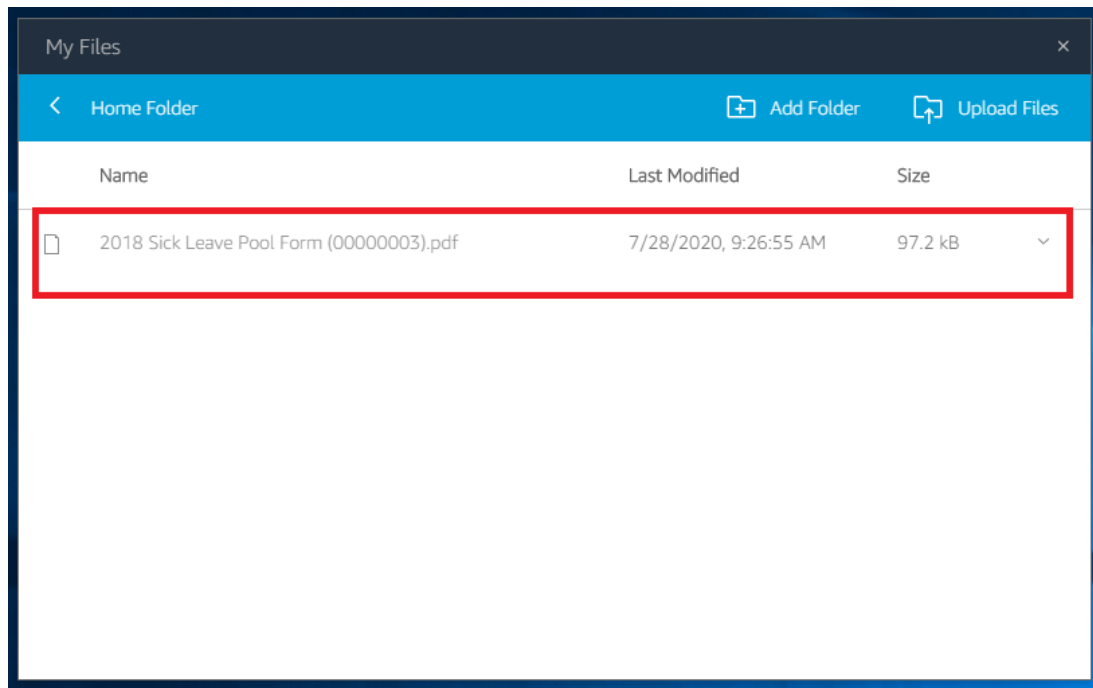
Now, just open the File Explorer inside Secure Desktop and click on the "Home Folder" on the left-hand side and you should see your document(s). You can then open the file(s) and do what you need to do with them inside Secure Desktop.

amazon
AppStream 2.0
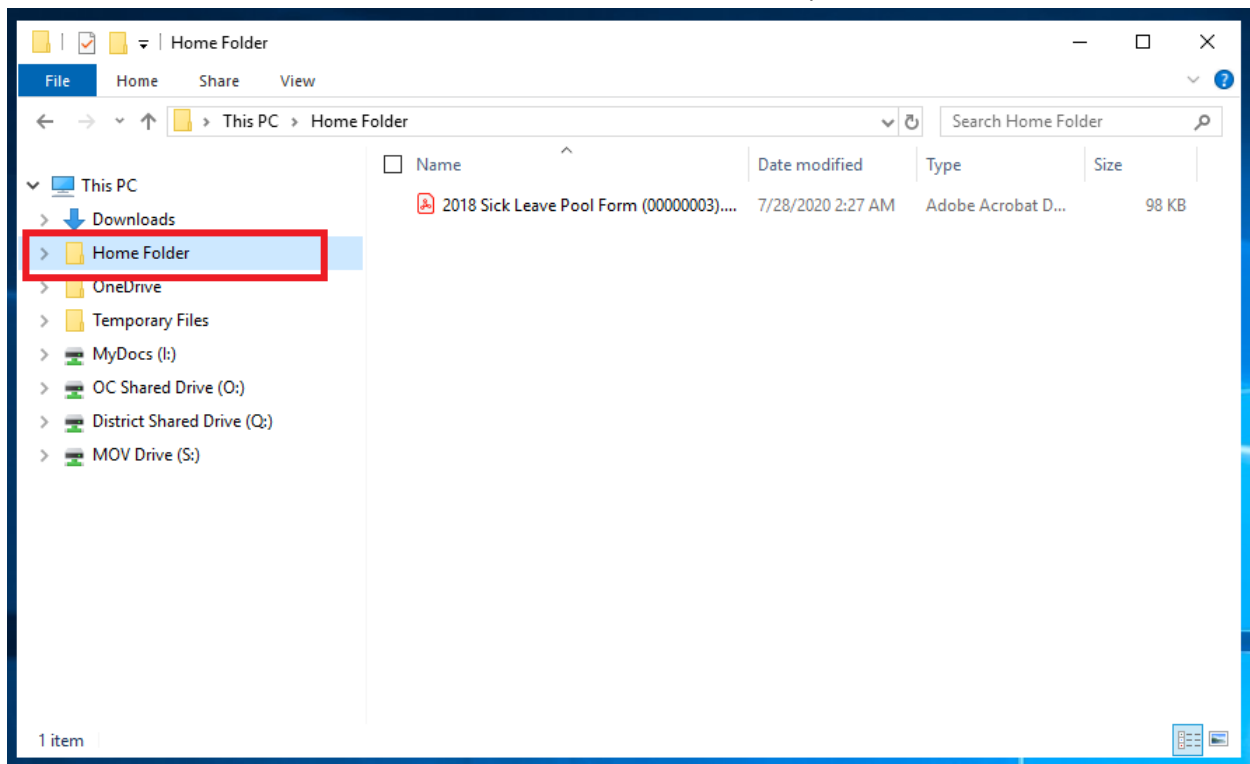
<u>To export files from your Secure Desktop to your PC</u>, we're going to do the same process in reverse. Just add the documents you want to move FROM Secure Desktop into that "Home Folder"
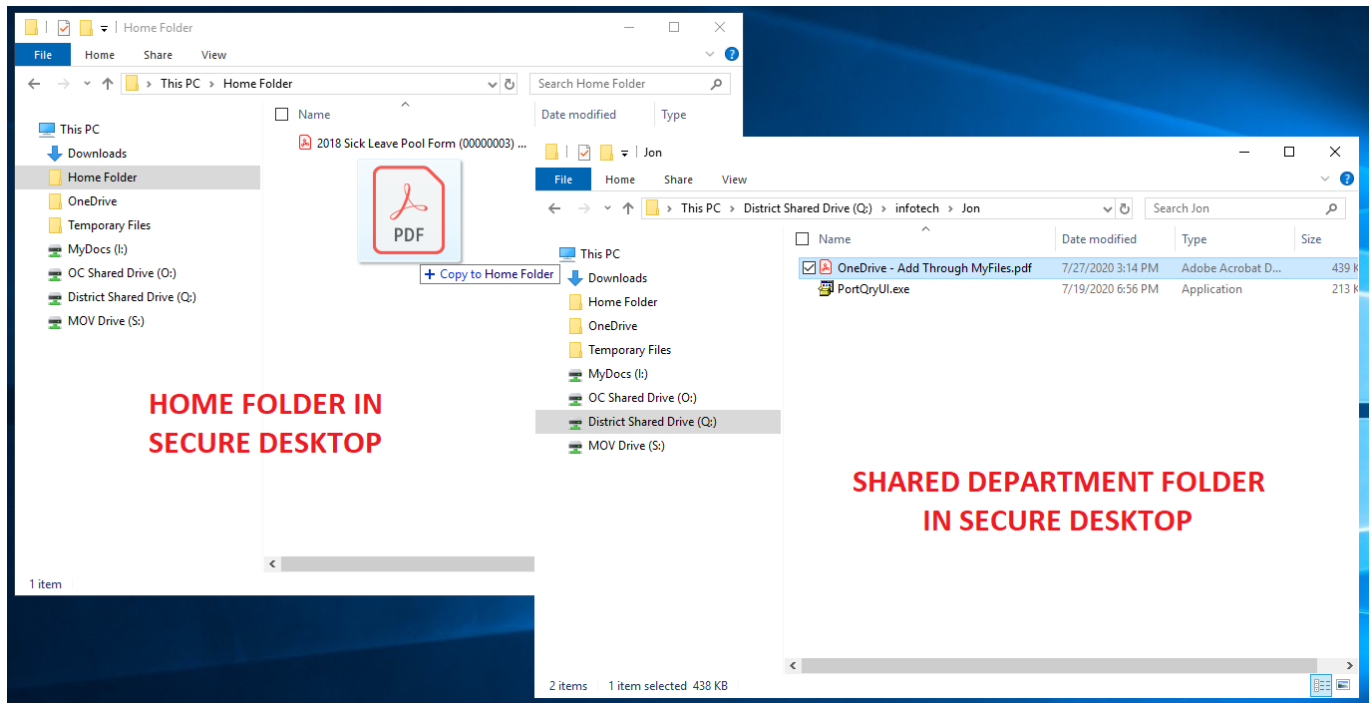
In the example below, I'm moving the file "OneDrive – Add Through MyFiles.pdf" into my Home Folder from a network shared drive inside Secure Desktop

HOME FOLDER IN SECURE DESKTOP

SHARED DEPARTMENT FOLDER IN SECURE DESKTOP

Now, if we open up "My Files" again, we can see the file that I copied. To download it to your local computer, just click on the file
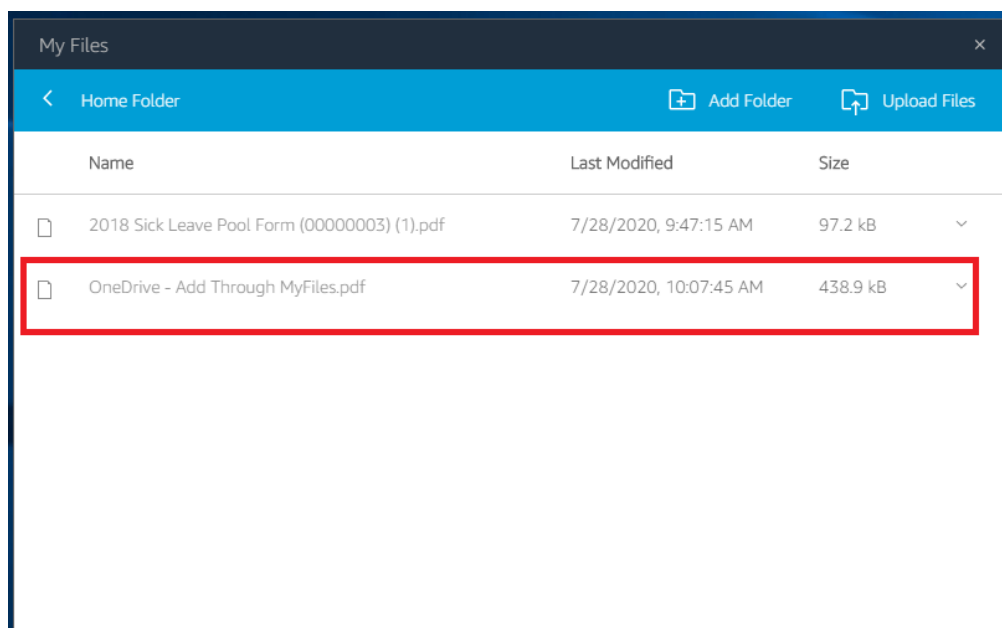
Your browser will download the file and it will typically show up on the bottom of your browser window (depending on how you have your browser set up). It will also show up in your normal downloads folder on your computer.

You can now open that file and do whatever you need to on your local computer using your locally installed programs.
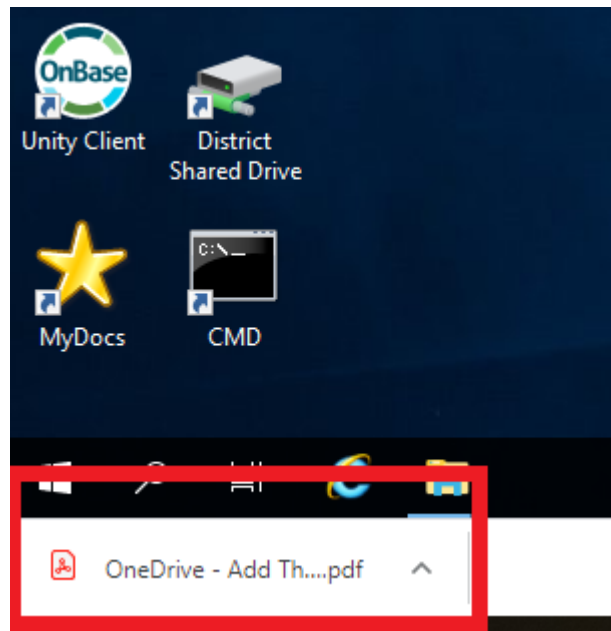
That's it!

You now know how to move files in and out of Secure Desktop without using OneDrive or any third-party tools.

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Appendix A - Video Tutorials

Included in this section are some video tutorials (and a few documents) for remote work topics not covered in this document

Secure Portal

Secure Portal - How to do File Management with OneDrive

File Sharing and Remote Work Best Practices

Office 365

OneDrive - How to access OneDrive Online through Office 365

OneDrive - How to do File Sharing with OneDrive

Office 365 - How to get a free copy for your personal device and setup skype with your VCCCD email

Canvas and ConferZoom

Oxnard College Instructional Technology Youtube Channel

Adobe Creative Cloud

Adobe Suite - How to get the full Adobe suite on a personal device with your VCCCD email

Mobile Authenticator/One-Time Passcode Setup

Mobile Authenticator - How to set it up and troubleshoot

Appendix B - Additional Resources

Note: Some of the are external links outside of the VCCCD

ConferZoom (external link)

ConferZoom - Signup for a free Zoom account with your VCCCD email address

Access Request Forms

Secure Desktop/Secure Portal Access Request Form

VPN Request Form

Note: The both of these request forms must be submitted by a Supervisor

IT Helpdesk by Campus

Site	Phone (click to call)	Email (click to email)	Chat (click to IM)
DAC	805-652-7777	districthelpdesk@vcccd.edu	DAC
MC	805-553-4660	mchelpdesk@vcccd.edu	--
OC	805-678-5898	ochelpdesk@vcccd.edu	OC
VC	805-289-6417	vchelpdesk@vcccd.edu	VC

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