Logging in to Azure Labs for Windows:
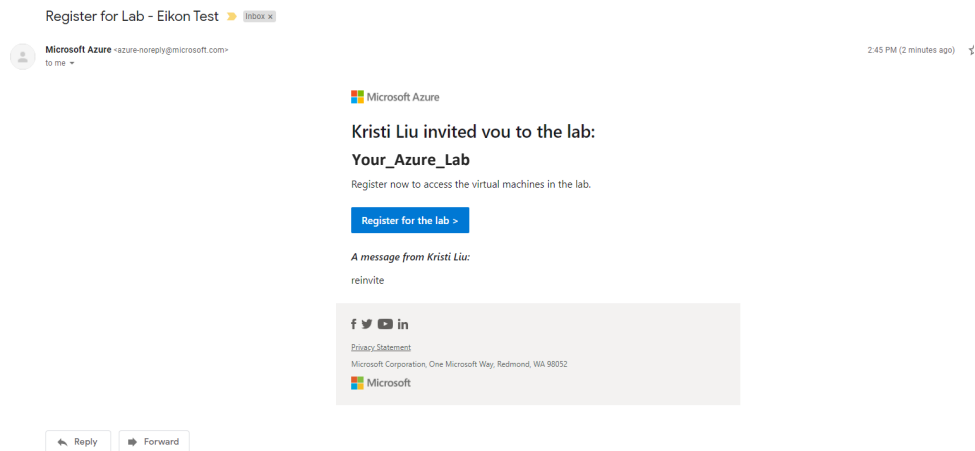
From this quarter, DUO Multifactor Authentication is required to login and use your lab. Enroll here : https://www.it.ucsb.edu/mfa/getting-started-mfa-duo
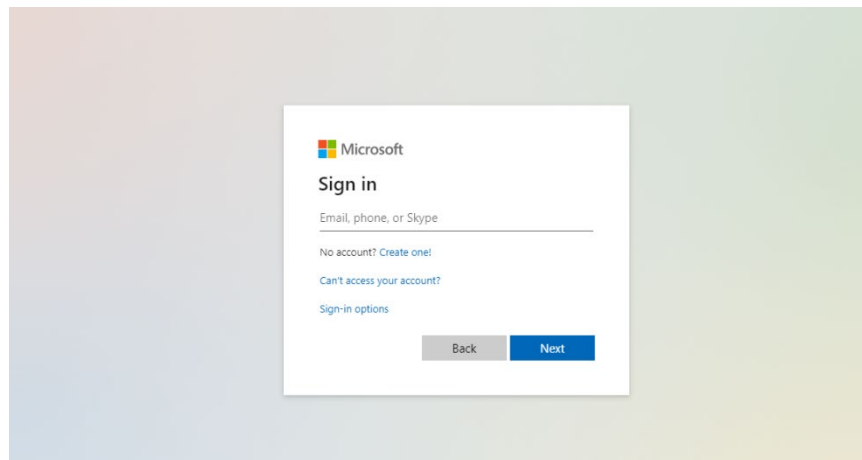
1. Activate your Azure Lab Account

After contacting the Collaboratory for access to Azure you should receive an email invite from Azure.
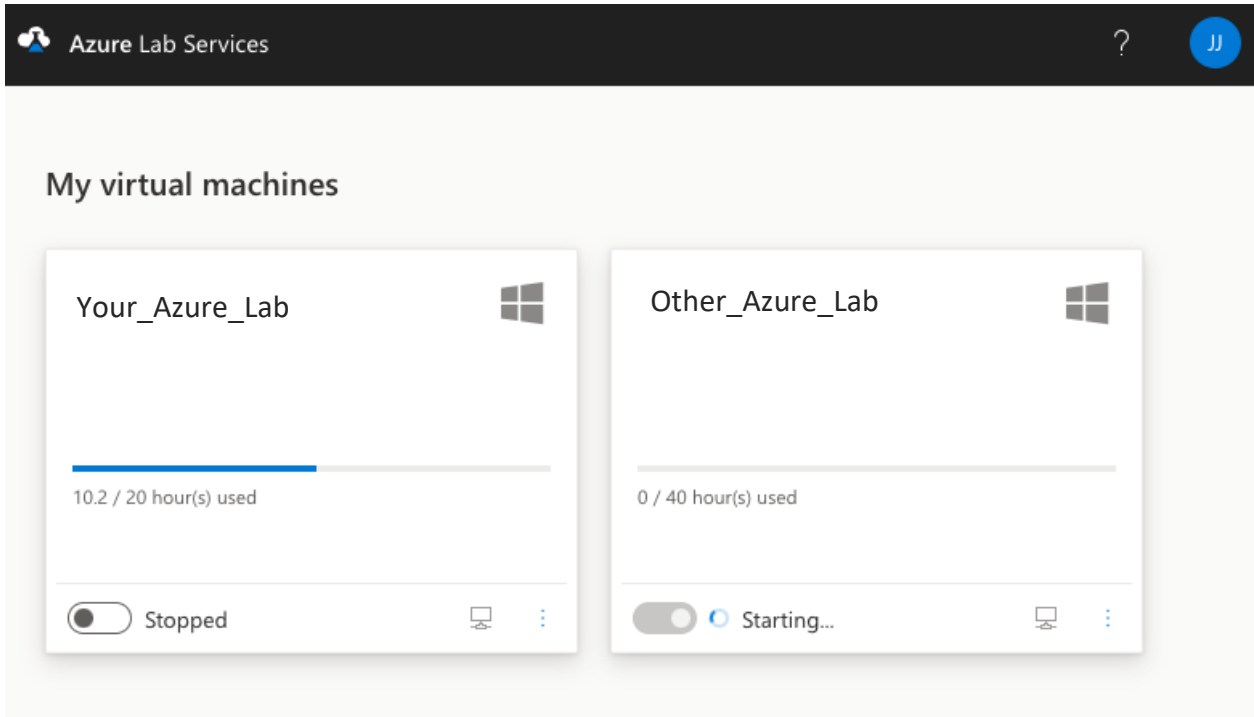

Follow the link in the email and log in with your **UCSB netid and password** (same as your email log in) in the Microsoft login screen:
If you do not use the email address you registered with, you will not be able to login to Azure
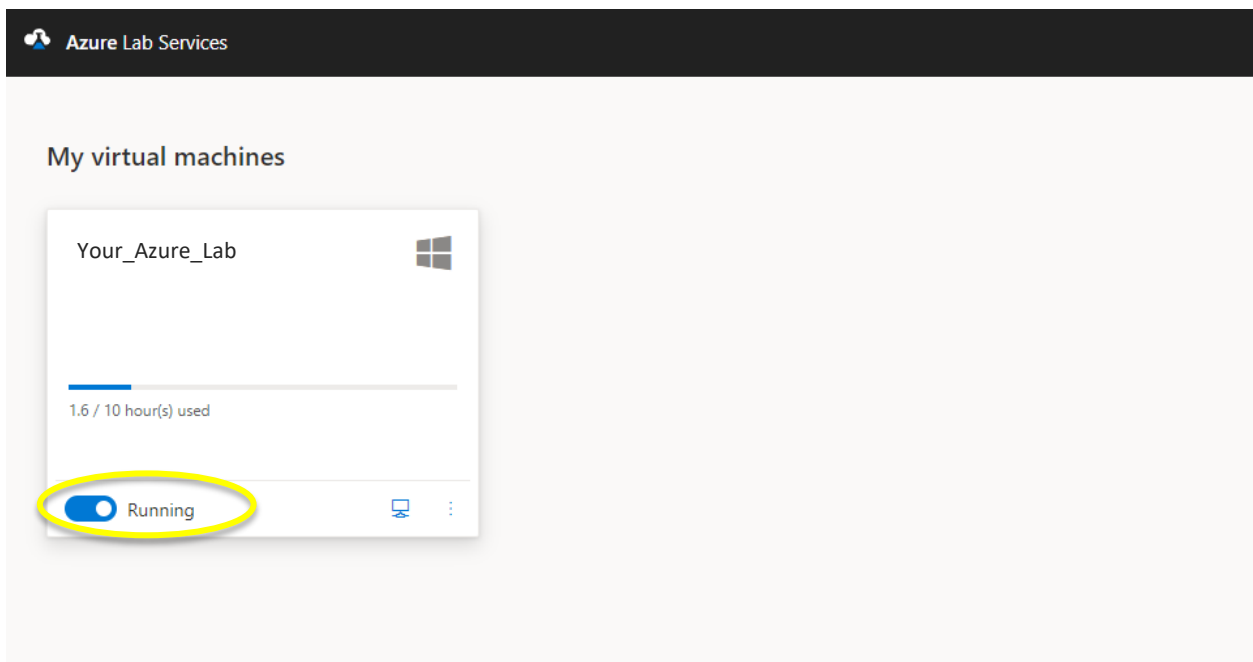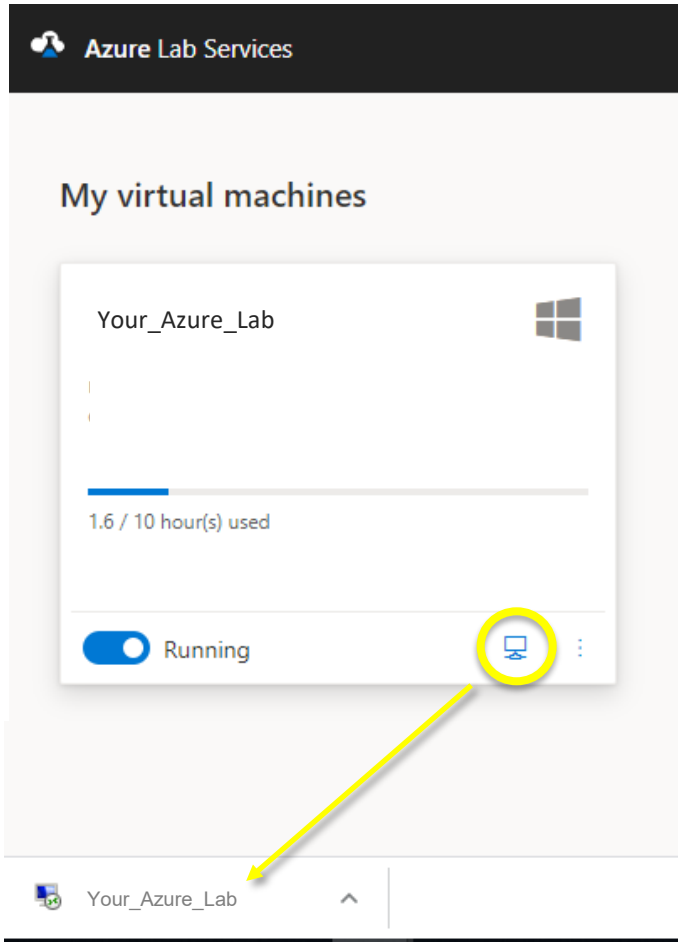
2. Log in to the ArcAzure VM

After logging in you should see the following screen with whatever labs you have been assigned. This is your dashboard:
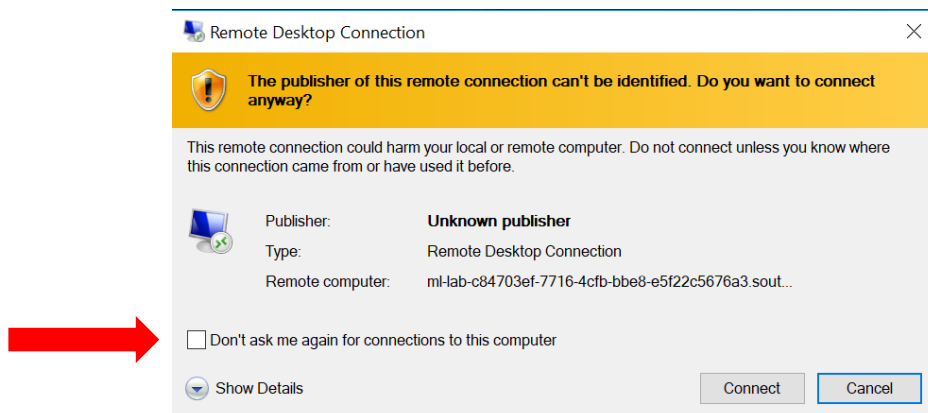

Toggle the "Stopped button", it will take 3-5 minutes to switch to "Running"
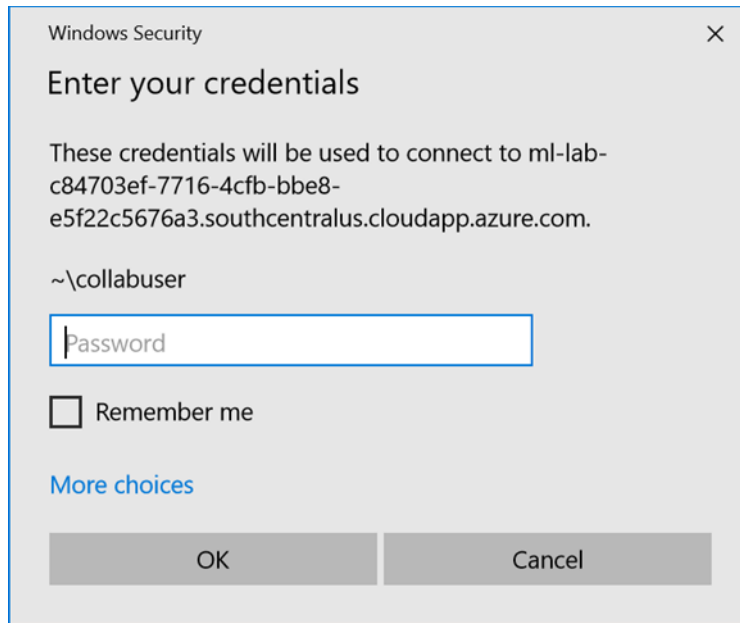
Once running, click the small computer icon on the bottom right. This will download a RDP File. Open the file in your downloads by double clicking.
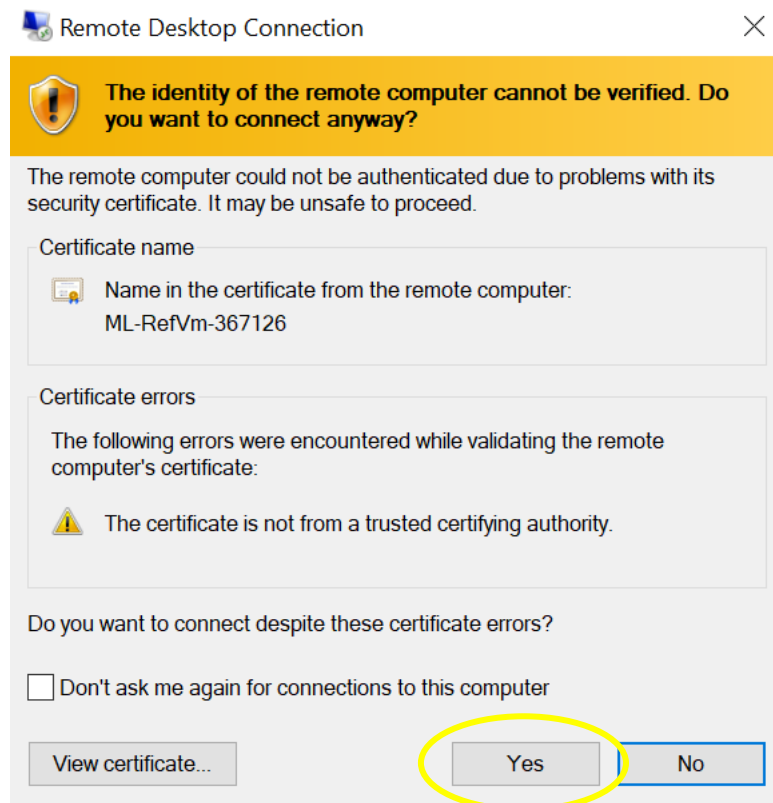

Click "Connect" and check "don't ask me again" to skip this step going forward

Enter the password "UCSBLibrary!" in the password box for collabuser (username will already be filled in).


Click "Yes" when the security warning pops up stating "The identity of the remote computer cannot be verified…"

You will see the usual Microsoft sign-on screen "Collab User". There may be additional popups for settings. You should select "skip for now" if they come up during this time, it will not affect your VM.

Sometimes, a set up popup will load when you logon. Please disregard these popups and select "skip now" or "cancel" if they show up.
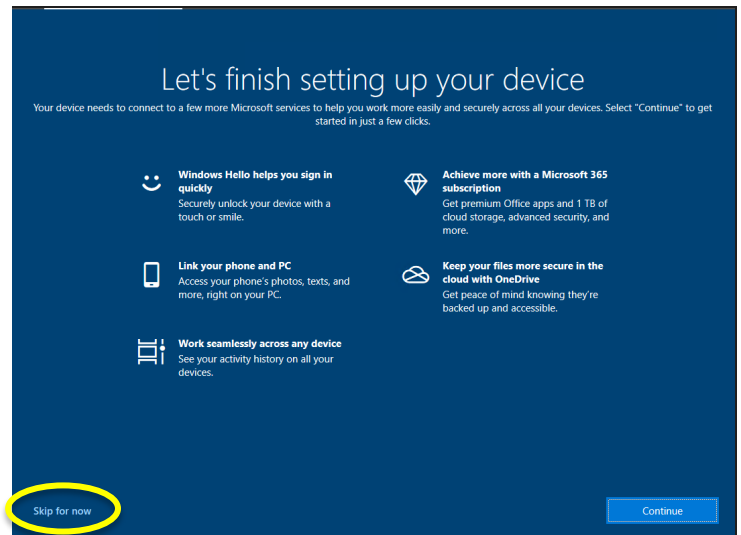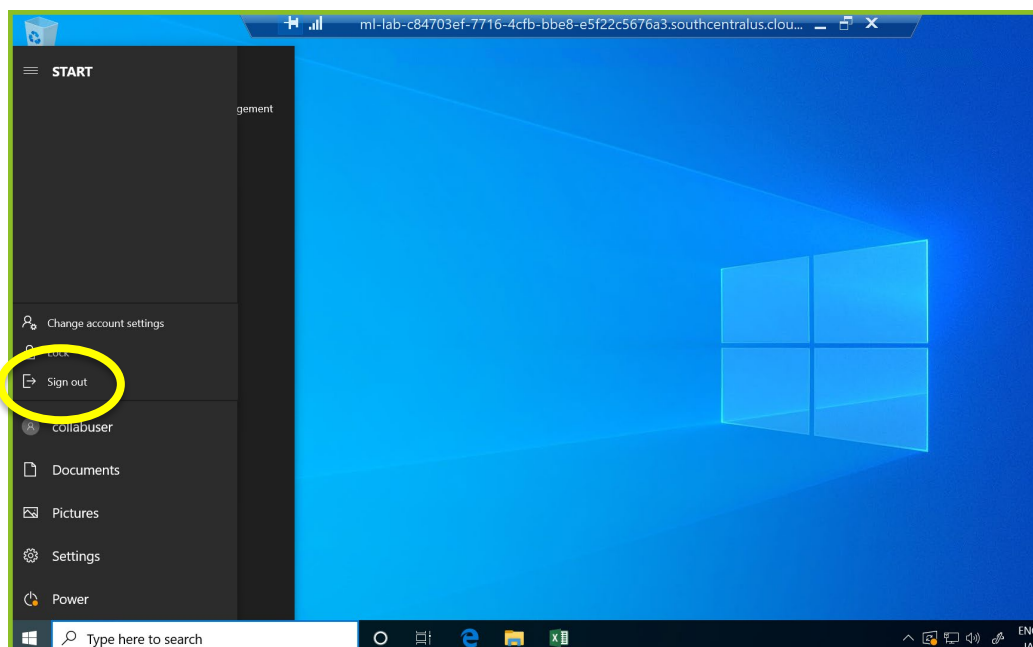
Once you complete the sign-on process, you will see this screen. Now you can go to the program tab and look for the software you'd like to use
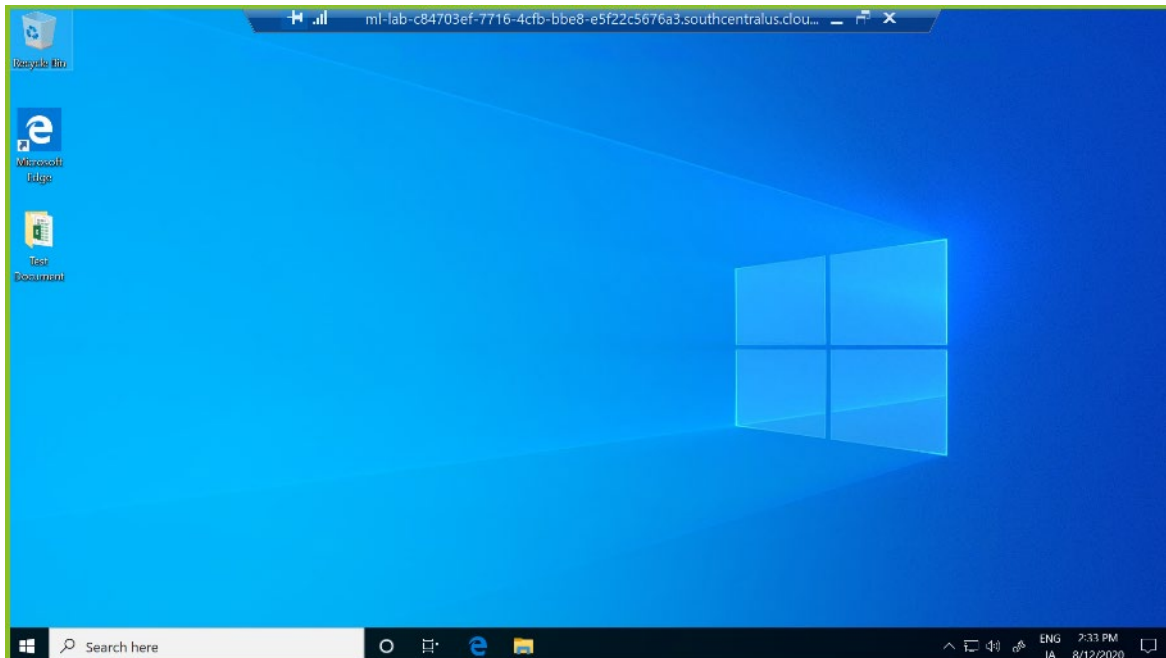
3. Sign out of VM

After you are done using the VM rather than powering it off, go to the program bar and select "Sign Out".

4. Stop machine and Sign out of Microsoft

IMPORTANT: If you don't stop your machine the time quota will keep increasing. EVEN if you signed out of the virtual machine in the first step.