# Logging in to Azure Labs for Windows:

From this quarter, DUO Multifactor Authentication is required to login and use your lab. Enroll here : <u>https://www.it.ucsb.edu/mfa/getting-started-mfa-duo</u>

#### 1. Activate your Azure Lab Account

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

	Register for Lab - Eikon Test 🔉 🔤			
-	Microsoft Azure <azure-noreply@microsoft.com> to me ◄</azure-noreply@microsoft.com>		2:45 PM (2 minutes ago)	z
		Microsoft Azure		
		Kristi Liu invited vou to the lab: Your_Azure_Lab Register now to access the virtual machines in the lab. Register for the lab > A message from Kristi Liu: relinvite		
		f y ■ in Etisso:Statument Microsoft Corporation, One Microsoft Way, Redmond, WA 88052 Microsoft		
	Keply			

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

Microsoft
Sign in
Email, phone, or Skype
No account? Create one! Can't access your account?
Can't access your account? Sign-in options
Back Next

## 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:

Azure Lab Services			? 🙂
My virtual machines			
Your_Azure_Lab	-	Other_Azure_Lab	-
10.2 / 20 hour(s) used		0 / 40 hour(s) used	
Stopped		• Starting	<b></b>

Toggle the "Stopped button", it will take 3-5 minutes to switch to "Running"

Azure Lab Services		
My virtual machines		
Your_Azure_Lab		
1.6 / 10 hour(s) used		
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

퉳 Rem	Semote Desktop Connection			×	
	The publisher of this remote connection can't be identified. Do you want to connect anyway?				
	This remote connection could harm your local or remote computer. Do not connect unless you know where this connection came from or have used it before.				
	Publisher:	Unknown publisher Remote Desktop Connection			
	Type: Remote computer:	ml-lab-c84703ef-7716-4cfb-bbe8-e5f22	2c5676a3.sout		
Don't ask me again for connections to this computer					
Sho	ow Details		Connect Cance	əl	

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

Windows Security				
Enter your credentials				
These credentials will be used to connect to ml-lab- c84703ef-7716-4cfb-bbe8- e5f22c5676a3.southcentralus.cloudapp.azure.com.				
~\collabuser				
Password				
Remember me				
More choices				
ОК	Cancel			

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

Nemote Desktop Connection						
The identity of the remote computer cannot be verified. Do you want to connect anyway?						
The remote computer could not be authenticated due to problems with its security certificate. It may be unsafe to proceed.						
Certificate name						
Name in the certificate from the remote computer: ML-RefVm-367126						
Certificate errors						
The following errors were encountered while validating the remote computer's certificate:						
A The certificate is not from a trusted certifying authority.						
Do you want to connect despite these certificate errors?						
Don't ask me again for connections to this computer						
View certificate Yes No						

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.

