VIRTUAL SOFTWARE LIBRARY – REFERENCE GUIDE

INTRODUCTION

The Virtual Software Library (VSL) provides remote and on-campus access to lab/course software. This approach is intended to simplify access for all users of Mac, PC, Linux and Mobile computing devices.

WHAT IS NEEDED

1. **Your CSUN username and password** – same as what you use to login the myNorthridge portal.

2. **A DSL or better Internet connection**.

3. **Download and Install** the Citrix client. You will be prompted to do this upon initial log on.

4. **Supported Internet browsers: Firefox**, **Internet Explorer** or **Safari.** Others may work but can encounter problems.

LOGIN – DESKTOPS/LAPTOPS

1. In your browser address field type: https://vsl.csun.edu
2. **Log on** using your **CSUN User name** and **Password**.

3. **Select** the **Log On** button.

4. The first time you log in you may be prompted to install the Citrix client.
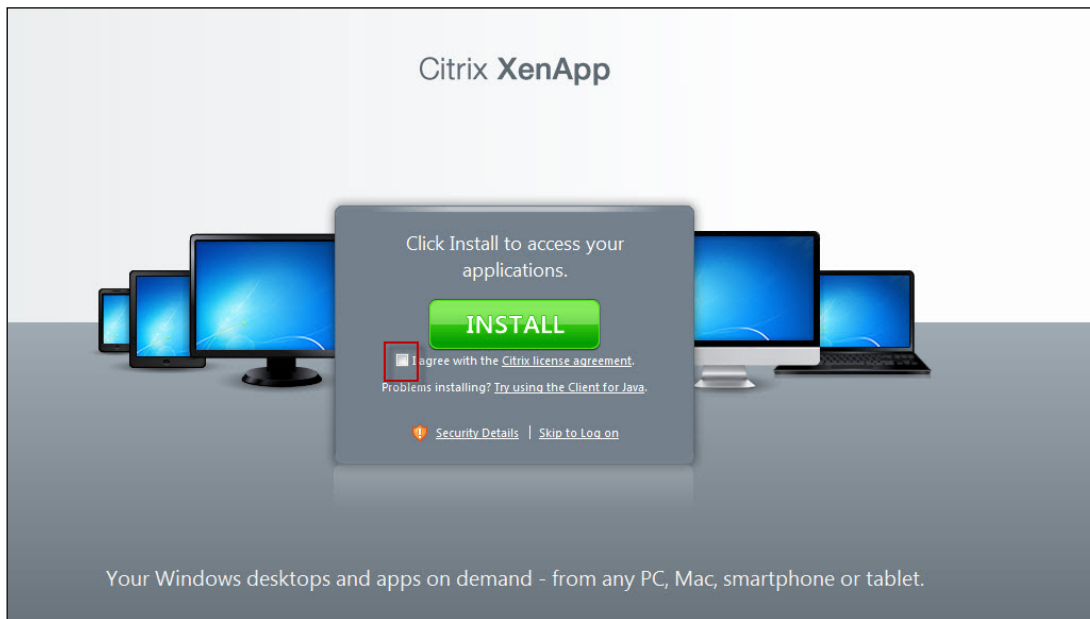
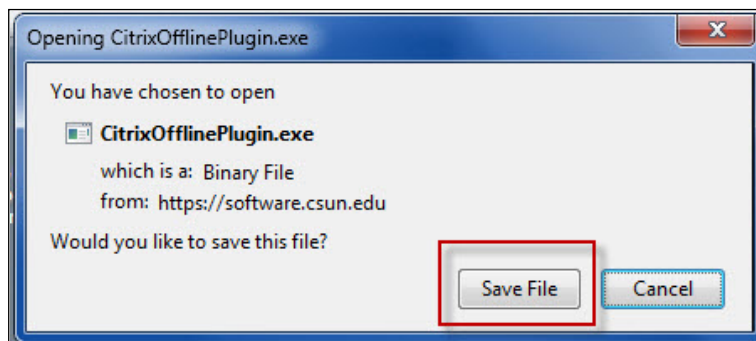a) Select the **check box** for "I agree with the Citrix license agreement."

b) Select the **Install** button.

c) The **Opening CitrixOnlinePluginWeb.exe** dialog box displays.

d) Select the **Save File** button.

NOTE: Different browsers may show a slightly different dialog box option for saving or running the file. Some browsers may show an option button to Run. You may select the Run button to download and install the file.

e) To install the file, **locate the downloaded file** and double click on it to run the file install. The **Install in progress** box displays.

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f) Once the install is complete the **Confirm installation is complete** dialog box displays. **Select** the **Continue** button.
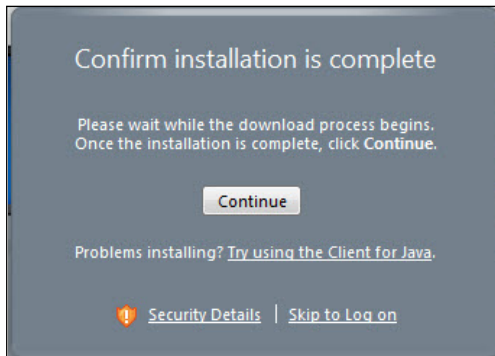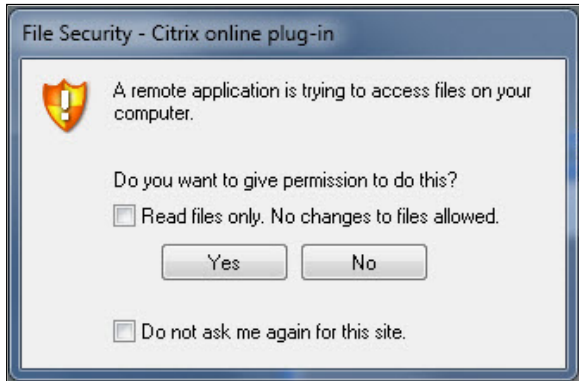

5. The **Main** window displays showing the applications available to you based on your course participation..
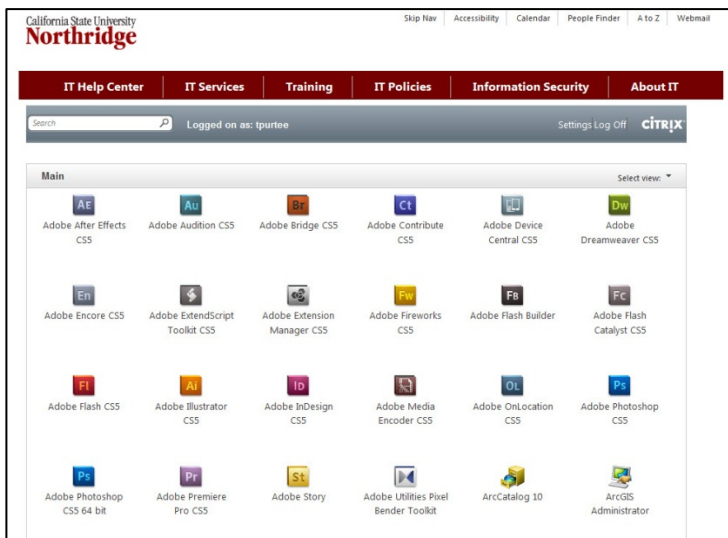
6. Select the application to launch. Once the application is open, it runs as if it were on your computer.

7. The **File Security** dialog box may display. **Select** the **Yes** button to allow the software to access files on your computer.

LOGIN - MOBILE DEVICES

Use your mobile device to access the VSL.

What is needed?

1. Wi-Fi or internet broadband connection (3G or 4G)
2. Citrix Receiver App

Connect with an iPad or iPhone

To access the VSL with an iPhone or iPad:

1. First, **download the Citrix Receiver app** or **Citrix Receiver for iPad** app from the iPhone/iPad App store.

2. **Select** the **Citrix Receiver App** . You may be prompted for your iTunes username and password.
3. The application will download and install automatically.
4. Select the **Set up my enterprise app store** option.
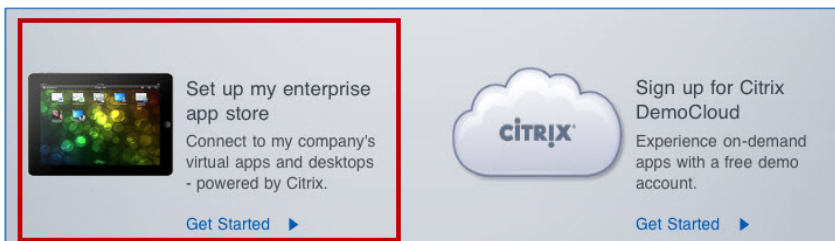
5. The **Add Account** window for the iPhone or **New store** window for the iPad displays.
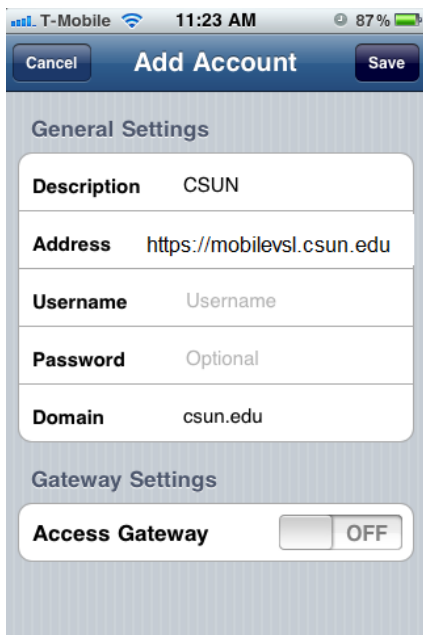
or
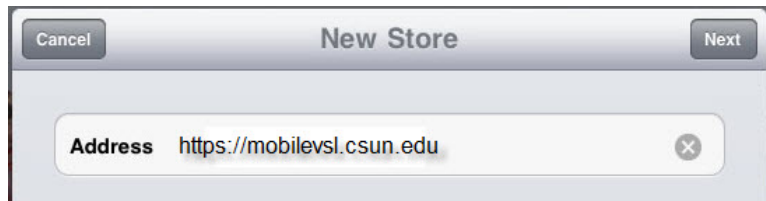
For the iPad – In the **New Store** window input the **Address** – **https://mobilevsl/csun.edu.** Select **Next** and the **Store Verified** window displays. Complete the **Domain, Username** and **Password** fields as instructed below.

6. Input the following information:
    a. **Address** – **https://mobilevsl.csun.edu**
    b. **Username** – your CSUN user ID
    c. **Password** – your CSUN password
    d. **Domain** – **csun.edu**
7. Select **Save** (located at top right). The **Accounts** screen displays.

8. **Select** the **Csun** option.
9. The software access screen displays with the software you have access to. Software selection will vary with individuals access privileges.
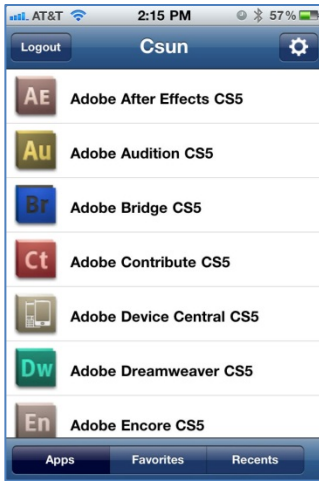
NOTE: iPad users - Select the **Plus Sign** next to the Application to add to your home screen.
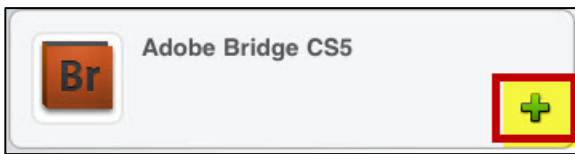
10. Select the software application. The software will launch and you are ready to begin work.

Connect with an Android based tablet or phone

Android OS 2.0 or above is recommended. *NOTE:* Each android OS varies slightly and steps may vary slightly.

To access the VSL with an Android based phone or tablet:

1. First, **download the Citrix Receiver app** from **market.android.com** app store.

2. **Select** the **Citrix Receiver app** .

3. Select **install.** The app will download. Follow the install prompts.

4. Once installed, open the app.

5. Select the **Set up my enterprise app store** option.

6. Open app and run. The **Add Account** screen displays.

7. In the **Address** field type **https://mobilevsl.csun.edu** and select the **Next** button.
8. An invalid certificate message may appear. If it does, select **Yes**.
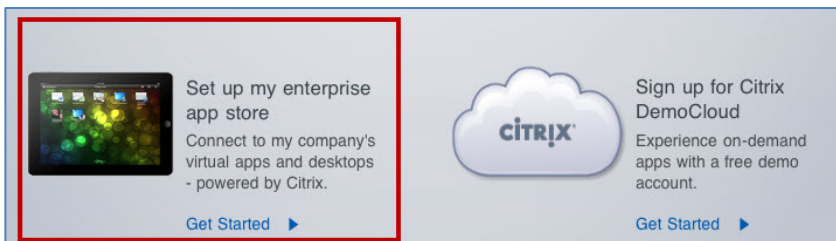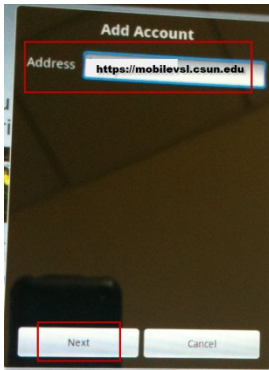9. Input the following information:
    a. **Username** – your CSUN user ID
    b. **Password** – your CSUN password
    c. **Domain** – **csun.edu**
10. Select **Add**. The applications you have access to display.
11. Select the **Plus Sign** next to the Application to add to your home screen.

12. From the home screen select the application to launch.

SAVING YOUR WORK

***Work must be saved*. Not doing so will result in a loss of data when your session ends.**

There are a variety of storage options available to you. The VSL is providing a high speed storage option with this environment. It is used for saving files used by applications launched via the VSL. It would be the recommended storage option. However, you also have the ability to save to:

- VSL High Speed Storage – appears under My Documents - vslfiles\CIF_Share_Net . . .
- CSUN WDrive (used for publishing web content)
- local computer
- portable media/flash drive

To save your work:

1. Select **File > Save As from within the software application**

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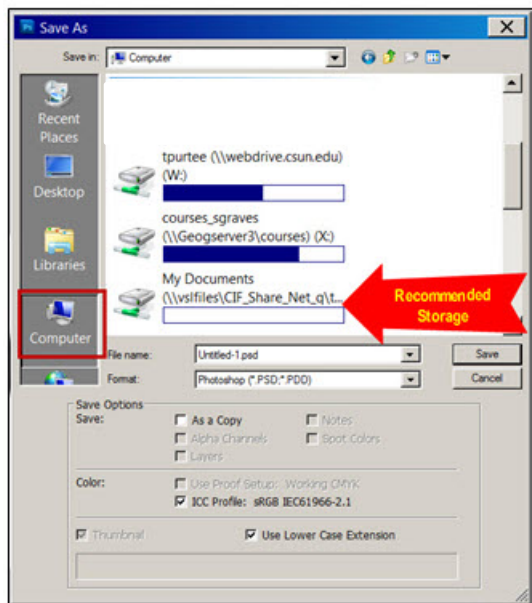
2. Select **Computer** from left panel. Your mapped drives will appear in the right pane.
3. Select the appropriate storage drive (My Documents - vslfiles\CIF_Share_Net . . . Is the recommended storage.

ACCESSING VSL STORAGE DRIVE OUTSIDE OF THE VSL ENVIRONMENT

The VSL storage drive can be accessed outside of the VSL environment so that you have access to the files you work on within the VSL. The VSL storage is used for saving files used by applications launched via the VSL. Accessing these files is done by mapping to the VSL storage much like you do for your Wdrive and Vdrive.

What is Needed?

1. **Your CSUN username and password** – same as what you use to login to the myNorthridge portal.

2. **A DSL or better Internet connection**.

3. **VPN connection if accessing from off campus.** For VPN set-up instructions:

   o   Windows XP & 64 bit - http://www.csun.edu/it/training/guides/vpnwindguid.html

   o   Windows Vista - http://www.csun.edu/it/training/guides/vpn/cisco5.0_vista.pdf

   o   Macintosh - http://www.csun.edu/it/training/guides/vpn/mac4.9.pdf

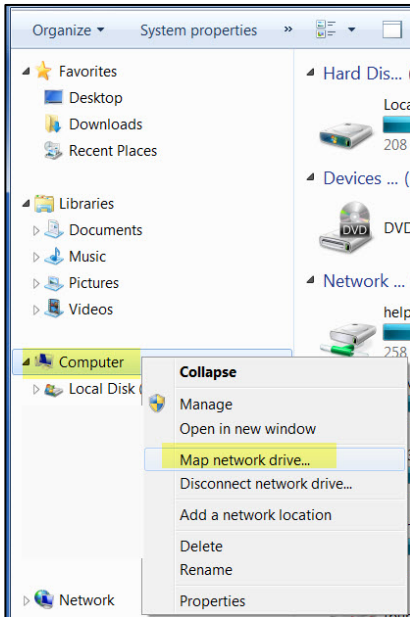### *Mapping the VSL storage – PC Users*

1. Select the **Start** icon or **Orb** at the bottom left corner of your taskbar.
2. Select the **Computer** option.
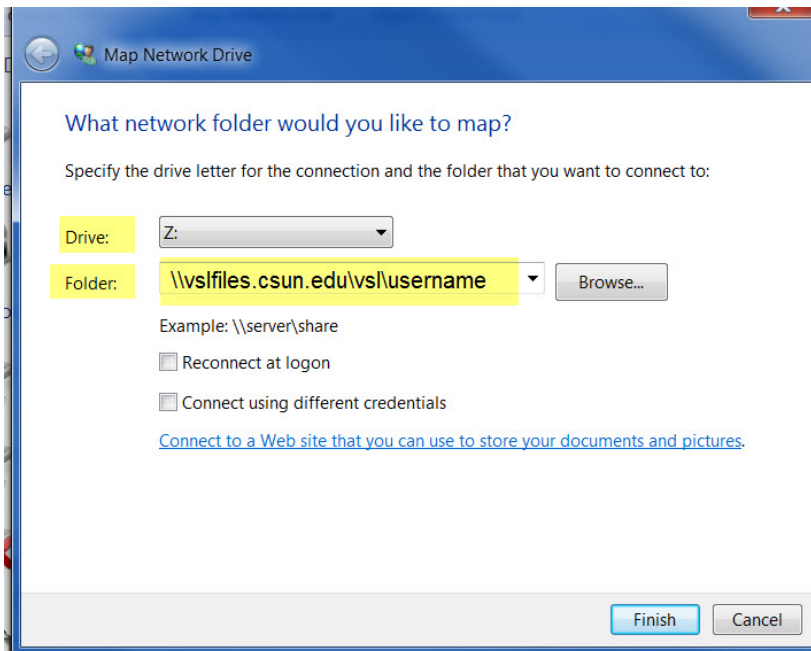
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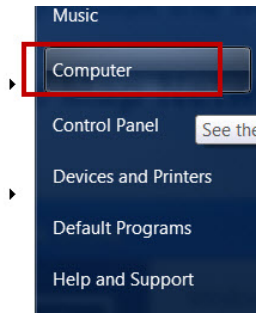
3. From the **Computer** window, **right click** on **Computer** and select **Map network drive** from sub menu.

4. The **Map Network Drive** window displays.

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5. In the **Map Network Drive** window complete the following fields:
   a. **Drive** field – use the drop down arrow to designate a drive from the list of available drive names.
   b. **Folder** field – type **\\vslfiles.csun.edu\vsl\XXXX**. NOTE: XXXX is your CSUN username used when logging into the portal such as abc1234 or jgdoe.
6. Select the **Finish** button.
7. A window listing your files and folders will be displayed in the **My Computer** window. You may copy, move, and delete files to and from this drive, the same way you use any window on your PC.
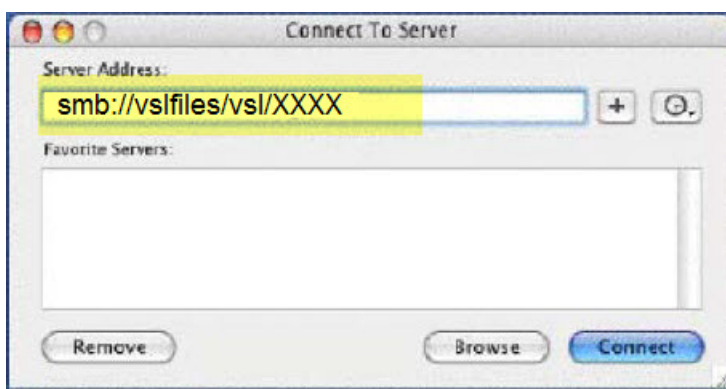
Mapping the VSL storage – Mac Users

1. From the **Go** menu on the blue apple menu bar at the top of the display, choose **Connect to Server.**

2. In the **Connect to Server** window, type **smb://vslfiles/vsl/XXXX** where "XXXX" is your CSUN username used when logging into the portal such as abc1234 or jgdoe.

3. Select the **Connect** button.
4. The **Authentication window** displays. Leave the **Workgroup/Domain** box blank. Type in your **CSUN Username** and **Password** in the boxes indicated.

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5. The icon for your vsl drive will appear on your desktop. Double-click on the icon to open and view the contents.

PRINTING

Printing within the virtual application is the same as printing in any application you work in. Some older or less main stream printers may not be detected. Available printers show in the printer options. For additional assistance contact the IT Help Center

ENDING YOUR SESSION

It is important that you **Log Off** and close the application and connections properly once finished using the software. Failure to do so ties up licenses for the next person who wishes to access the software.
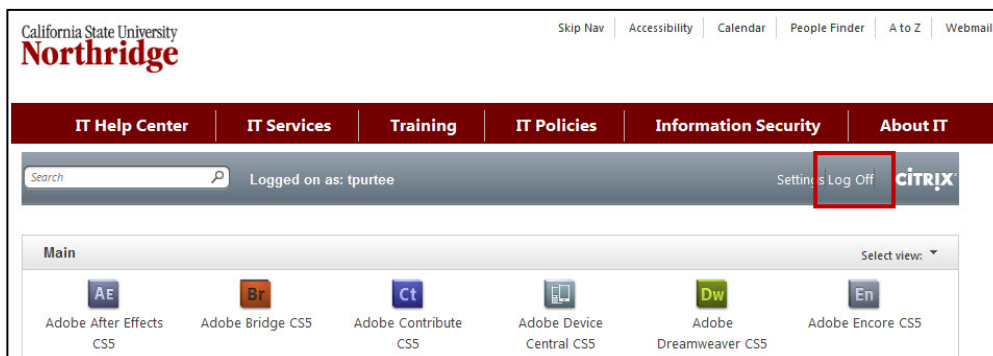
To End/Log Off:

1. Select the **Red X** in the upper right of the application window to close the application.

2. *Desktop*
    *   On a desktop machine select the **Log Off** icon at the upper right of the Main window to log off of the Virtual Software Lab.

iPhone

- Close connection by selecting the Red X in the upper right corner of the application screen.

- Next, select the **home** button at the bottom of the device.

iPad

- Select the **home** button at the bottom of the device.

THINGS TO KNOW

When is the Virtual Software Lab available?

It is available 24 hours a day 7 days a week. To keep the VSL running optimally, scheduled maintenance will take place Saturday mornings 12:01AM to 6:00 AM. During this time users may experience interruptions.

Does the session time out if there is inactivity?

The Web login page will timeout after 15 minutes of inactivity however, if you are using an application, the application will continue to run. If an application is inactive for 90 minutes the application will close. Logging back in will allow you to continue your session without loss of work, however, if the application is inactive for 120 minutes, the application will disconnect and any work performed will be lost. Remember to save your work often while using an application.

NEED HELP?

Contact the IT Help Center
- Phone (818-677-1400).
- Online at (http://techsupport.csun.edu).
- In person in (Oviatt Library, Room 33).
- Chat - http://www.csun.edu/it/helpcenter/ select the Chat button.