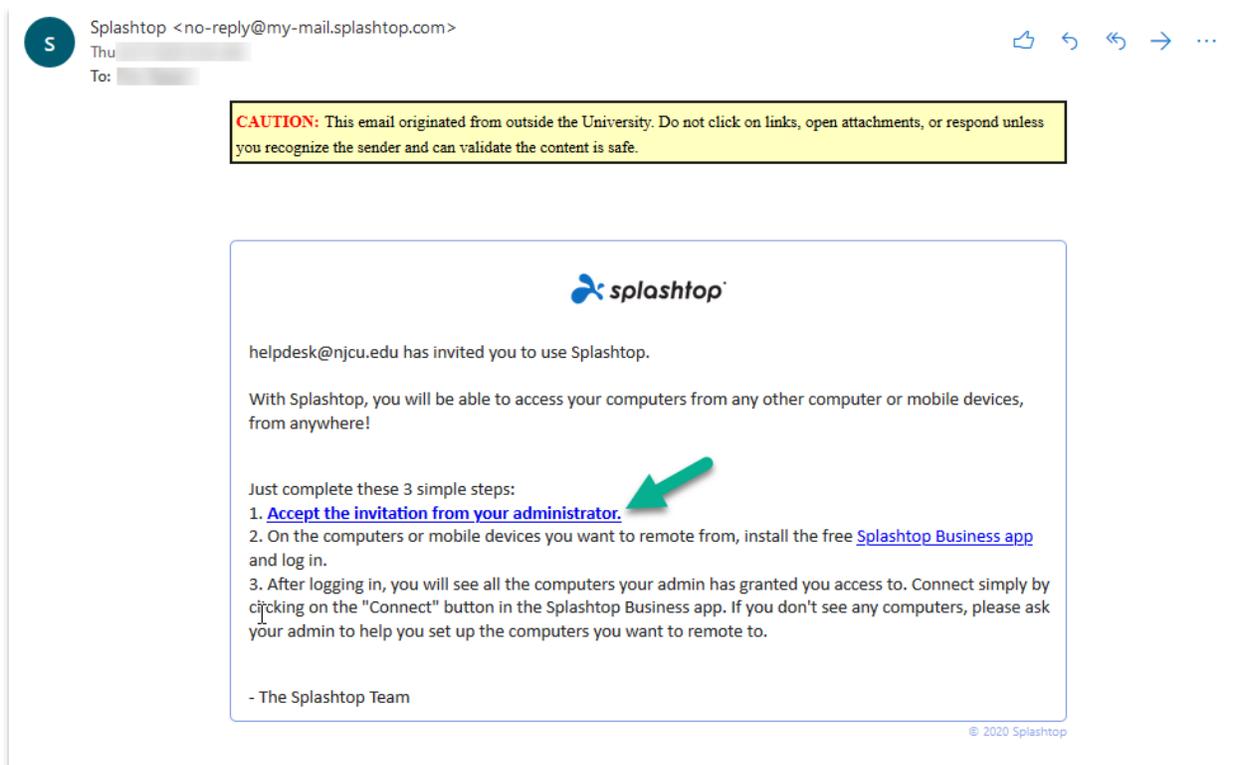


Download and Install Splashtop on your Remote Computer or Tablet to access software on NJCU Lab Computers (see Step 1 and Step 2)

Step 1- Getting Started by accepting the invitation.

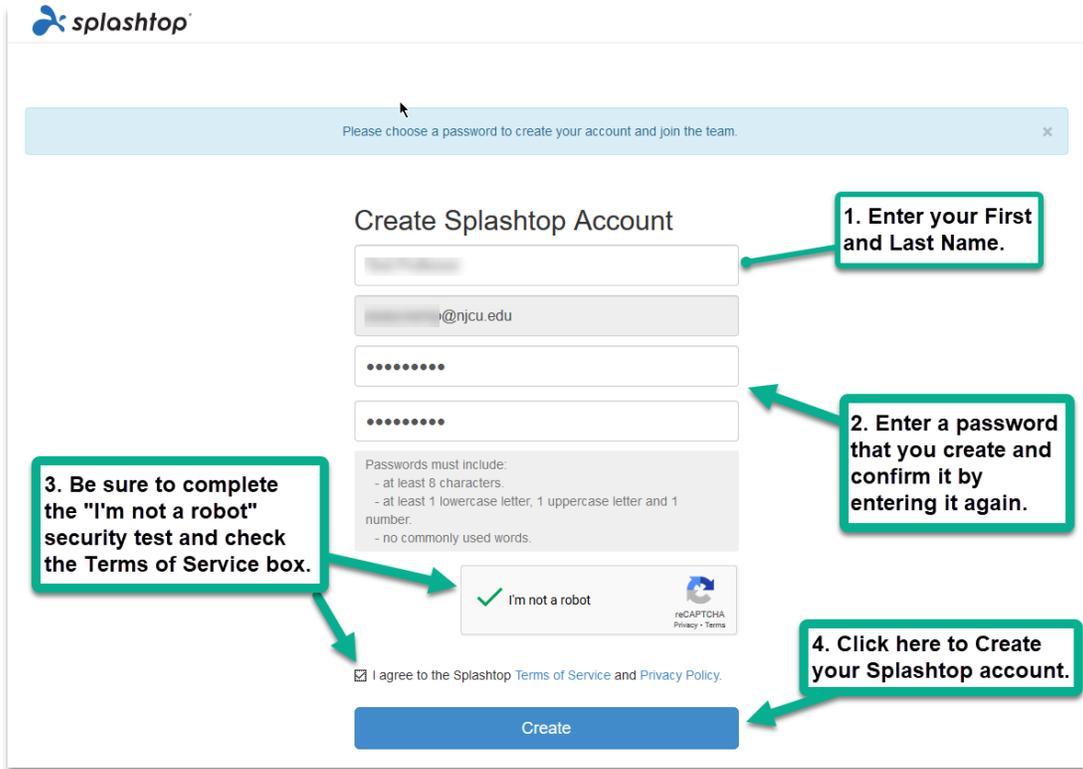
An invitation will be sent to all faculty that will have access to using Splashtop. Once the invitation has been sent, faculty will need to find the invitation in their NJCU Email account and click on the link to accept the Splashtop invitation. *(Please check your Spam or Junk folders, if needed.)*



Please see the next set of instructions to create your Splashtop account

Step 2 – Creating your Splashtop Account

Once you accept the Splashtop invitation you will be brought to an account creation page where you will enter your name and choose a secure password. After you create your Splashtop account you no longer need to access the dashboard from your web browser.



The screenshot shows the Splashtop account creation interface. At the top, there is a blue banner with the Splashtop logo and a message: "Please choose a password to create your account and join the team." Below this is the "Create Splashtop Account" form. The form includes fields for "First Name", "Last Name", "Email" (pre-filled with "@njcu.edu"), "Password", and "Confirm Password". A "Passwords must include:" section lists requirements: at least 8 characters, at least 1 lowercase letter, 1 uppercase letter and 1 number, and no commonly used words. Below the password fields is a reCAPTCHA "I'm not a robot" checkbox, which is checked. At the bottom, there is a checkbox for "I agree to the Splashtop Terms of Service and Privacy Policy." and a blue "Create" button. Four green callout boxes with arrows point to specific elements: 1. "1. Enter your First and Last Name." points to the first and last name fields. 2. "2. Enter a password that you create and confirm it by entering it again." points to the password and confirm password fields. 3. "3. Be sure to complete the 'I'm not a robot' security test and check the Terms of Service box." points to the reCAPTCHA checkbox and the terms of service checkbox. 4. "4. Click here to Create your Splashtop account." points to the "Create" button.

Please move on to the next set of instructions below to start using Splashtop to remote into NJCU Lab Computers.

Step 3 - Download and install the Splashtop App.

For Windows or MAC computers/laptops:

1. Use this link to [download the Splashtop Business App](#). *(The download will be specific for your device.)*
2. Click the Save File button and take note as to the location where the file is being saved.
3. Navigate to the downloaded file and double click on the file to begin installing the Splashtop Business app.

For Mobile and Tablet devices:

Download the Splashtop Business App using the appropriate link for your device:



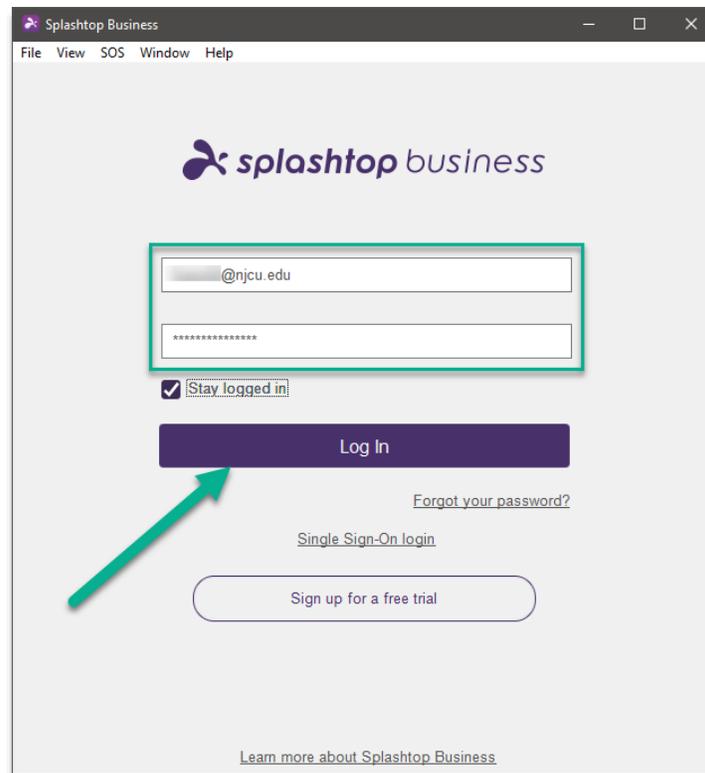
kindle fire

Please see the next set of instructions to Log into the Splashtop Business app

Using Splashtop to access software on NJCU Lab Computers (after Splashtop has been downloaded & installed on your remote device)

Login from the Splashtop Business App (using the Single Sign-On login link):

1. Once the Splashtop Business app has been installed, the application will automatically start up the first time. Otherwise, it may be necessary to locate the installed application and run it manually.
2. When the Splashtop Business App opens, enter your NJCU email and password, and click log In.
(If you prefer to avoid logging into the Splashtop Business App each time you use the application, you can check the “Stay logged in” box.)

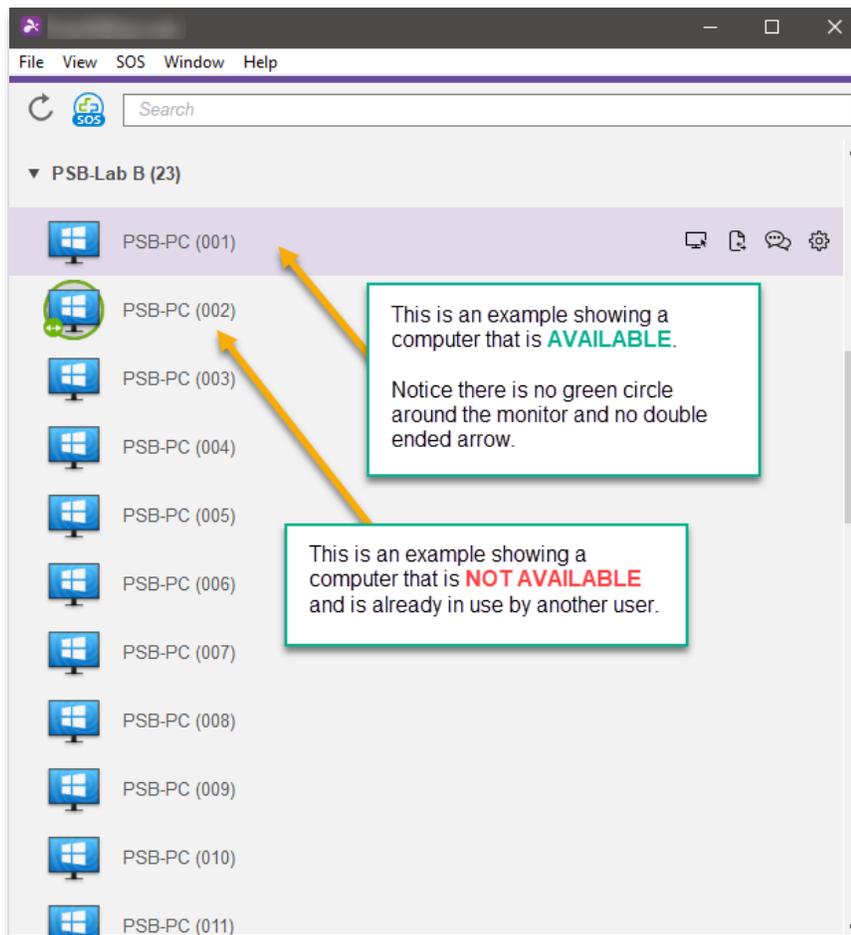


*After logging in, a list of all computers that you have been granted access to will appear.
(see the below image for details)*

Choose an available computer to connect to by clicking on the “Connect” button in the Splashtop Business App.

If you do not see any computers in the list, please contact the NJCU HelpDesk to ensure you have been granted the required access.

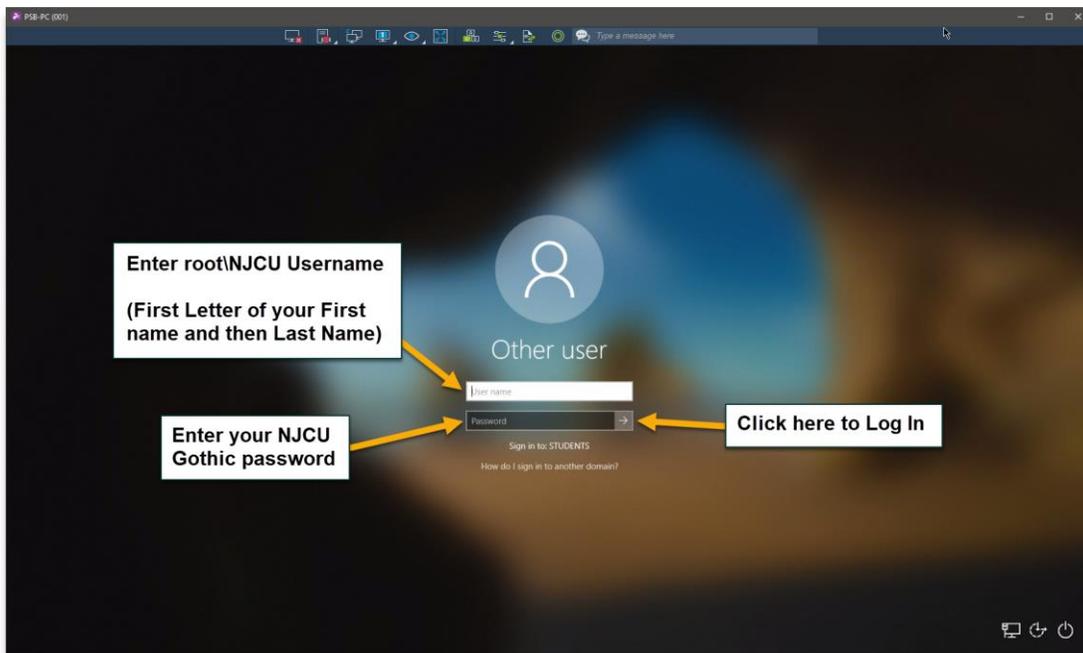
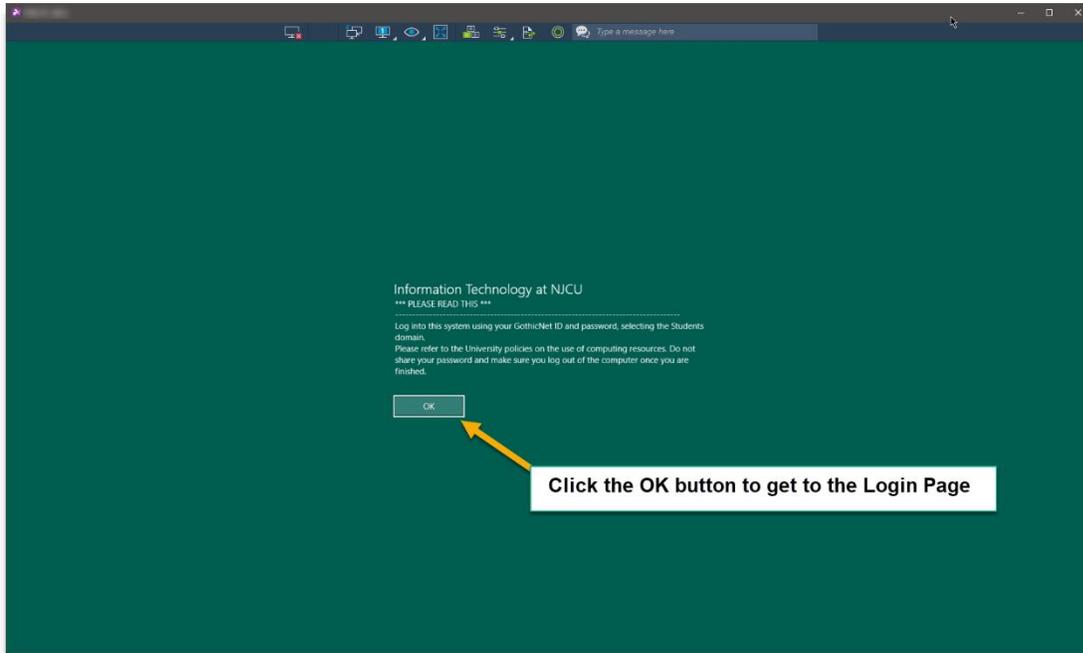
NOTE: Computers that are available to connect to will NOT have a green circle and no double ended arrow.



A window will open displaying a screen with a message.

(see below for next steps and images for details)

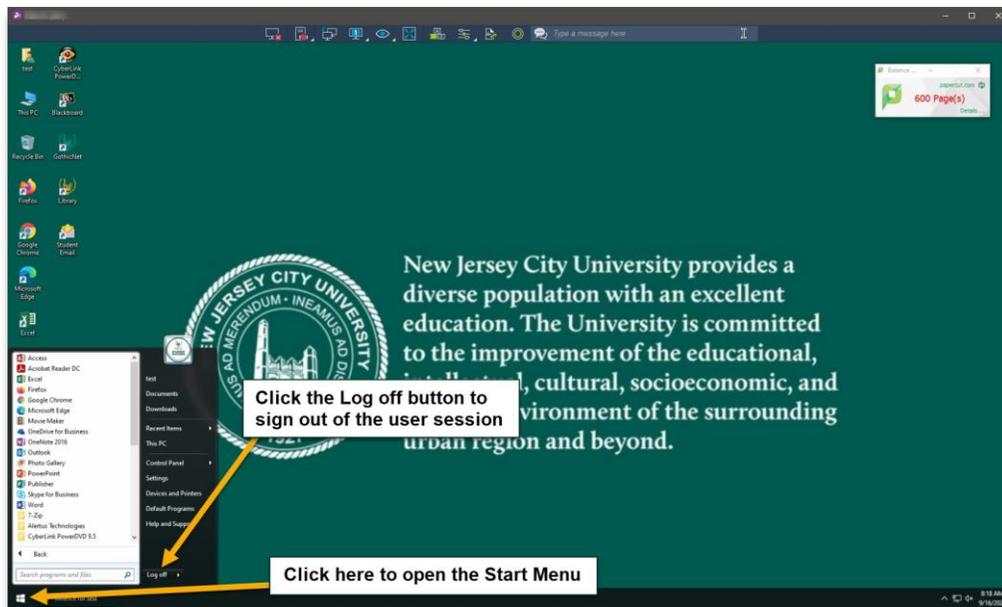
1. Click the Okay button, and then the login Screen will be displayed where you will enter your NJCU ID number for the Username and then your NJCU Gothic Password. You will then click the Sign In button.



Step 2 – Disconnecting from a Computer

Please note that you should always save your work on a cloud storage solution (OneDrive, Google Drive, Box, etc.) or on your local computer (the computer or device you are using to remote) before disconnecting from a remote computer.

1. Once you have securely saved your work and other information you may first Log Off of the user session by finding the Log Out option. (*see images below for reference*)



2. Once you are Logged Off and have returned to the Login Page you can then click the disconnect button.

