UC **SANTA BARBARA**
Library

Welcome to your Lab Virtual Machine

Make sure to follow the instructions located on our website under Azure Labs Use Guidelines (https://www.library.ucsb.edu/virtual-machines-and-remote-software-access) to log in to your VM.

DUO Multi-factor Authentication is required to login and use your lab. Enroll here if you have not already: https://www.it.ucsb.edu/mfa/getting-started-mfa-duo

If you are using the Geospatial VM, make sure you sign into ArcGIS Online: ucsb.maps.arcgis.com to create your UCSB AGO account, if you have not done so already.

You were sent instructions specific to your operating system about how to log onto your Lab VM. those instructions are also on our website under Azure Labs Use Guidelines.

While using your VM please keep in mind the following:
*This is your personal virtual machine (VM) for the quarter, only the administrators will be able to see/access your VM.
*You are initially granted 50 hours of use, if you use up your time, email: dreamlab@library.ucsb.edu to recharge your hours.
*You have access until the end of the quarter - make sure to backup files by the end of the quarter or they will be lost.
*We may need to reset the labs during the quarter, this would reset your VM and wipe all your data/files. In the event that this is necessary, you will receive prior notice.
*DO download other software or plug-ins that are useful to your research or study, you have admin rights to this VM.
*DO NOT download any software you are not authorized to use. Your Lab VM is a university resource and subject to the UCSB Terms of Use (https://www.ucsb.edu/terms-of-use)
*DO NOT download the campus VPN or any other VPN into Azure Labs. It will break your Lab VM and you will lose your files.

While you're working on your VM:
*SAVE your work frequently, your connection to the VM (like Zoom) may be unstable from time to time.
*
When you're done working on your VM:
*BACKUP your work by saving to cloud storage: (google drive, box, dropbox etc.).
*TURN OFF your VM - in the Azure Portal make sure to toggle the slider button from "Running" to "Stopped" or you will run out of hours

Remember: this is an ad hoc service created under the current conditions on a quarter by quarter basis. Any questions or difficulties may be sent to dreamlab@library.ucsb.edu