



Manual Virtual workplace (Chromebook - EN)

Using apps.uva.nl you can access a virtual workplace and individual apps. Here you can consult the same files on for example OneDrive as you would normally do when logged in on an UvA computer. This guide shows you how to start the virtual workplace on a Chromebook device.

Two-step verification is used when logging in. You can read more about it [here](#) as an employee and [here](#) as a student.

Different access methods

By default, we recommend accessing the virtual ICT workplace on a Chromebook device via the [Remote Desktop app](#). If you want to use another method you can choose for access via the browser ([web client](#)). For each option (browser or app) there are advantages described.

Apps

You can also use individual apps, such as Filemaker Pro, without opening the Desktop. To do so, click on one of the other available apps after logging in to apps.uva.nl. After selecting the app you want, follow step 5 of the chapter: Access via a web client (browser).

Saving files

Files you place in the Download or Upload folder are not saved. After you log out, they will be gone. Files that are saved to the desktop, in the Documents and Pictures folders, do get saved after you log out. OneDrive is also available. The upload folder is only available in the web client.



Benefits per client

For Chromebook devices, you can use two different clients, each with its own characteristics and benefits.

Access via the Remote Desktop app

- Installation
 - Installation takes place via Play Store.
- Local files
 - You have access to lokale bestanden.
- This option is easier to use.

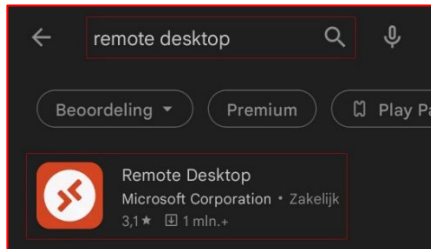
Access via a web client (browser)

- Installation
 - No installation is required for. It works from the browser for any operating system and is quickly accessible. The link is: <https://apps.uva.nl/>
- Local files
 - Access to local disks of the managed ICT workplace is limited from the virtual ICT workplace environment. This is done per file via the Upload button. The file that you upload from your Chromebook device via this button ends up in the Upload folder.
 - Caution! The contents of the Upload folder are not saved when you log out.

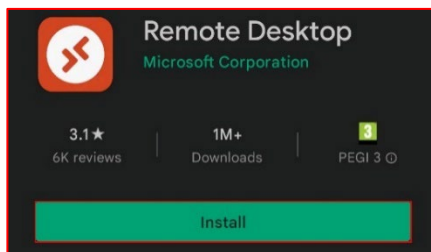


Access via the Play Store app

1. Open the **Play Store** and search for **Remote Desktop**.

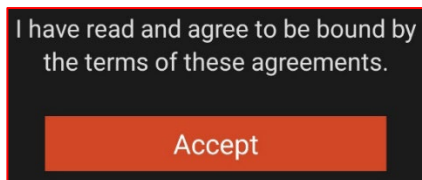


2. Press **Install**.



3. When the installation is complete, press **Open**.

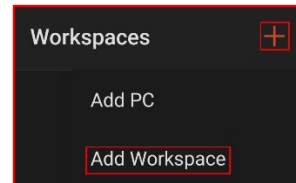
4. Press **Accept**.



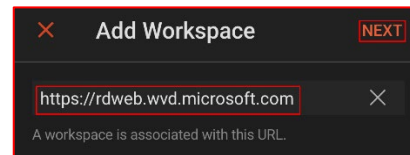
5. Press **Workspaces**.



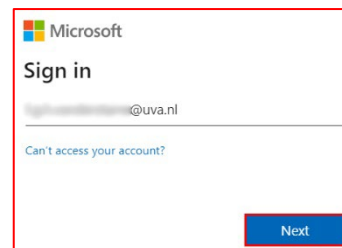
6. Press the **plus icon** and choose **Add Workspace**.



7. Enter the following **Workspace URL** and choose **Next**.



8. Enter your UvA email address and select **Next**.



9. Enter your **password** here and choose **Sign in**.



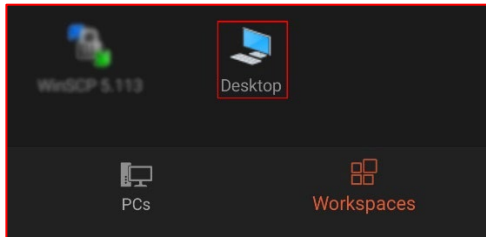


10. You now need to approve the request. Go to your mobile device and approve the sign in request.

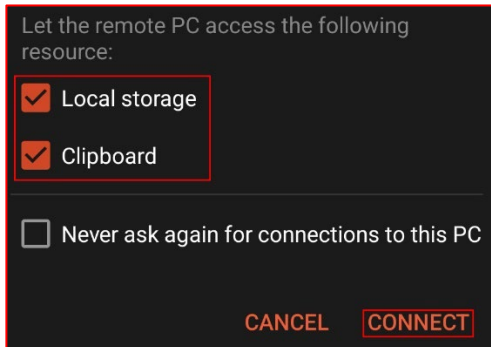
Approve sign in request

Open your Microsoft Authenticator app and approve the request to sign in.

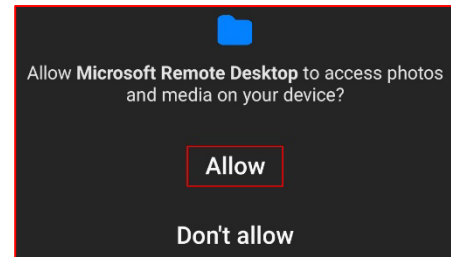
11. Click on the **Desktop** icon to open the virtual workspace.



12. Choose which resources you want to give access to and click **Connect**.



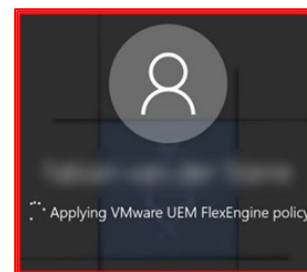
13. If you want access to the local files on your mobile device within the virtual environment, choose **Allow**.



14. You will be asked to log in again. Enter the **password** for your UvAnet-ID and click **Continue**.



15. The virtual workstation is now loading.



16. You are now logged in and you can get started with the UvA virtual workspace.



Access via a web client (browser)

1. Open a **browser** (such as Chrome) and go to <https://apps.uva.nl>. Enter your UvA email address and choose **Login**.

Login met je HvA-mailadres of HvA-ID (zonder @hva.nl)

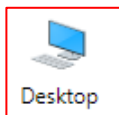
Login

2. You now need to approve the request. Go to your mobile device and approve the sign in request.

Approve sign in request

Open your Microsoft Authenticator app and approve the request to sign in.

3. Click on the **Desktop** icon to open the virtual workspace.



4. Choose which resources you want to give access to and click **Allow**.

Access local resources

Allow the remote computer to access the following resources on my computer:

- Clipboard
- Printer
- File transfer

Don't ask me again for connections to this computer

Allow Cancel

5. You will be asked to log in again. Enter the **password** for your UvAnet-ID and click **Submit**.

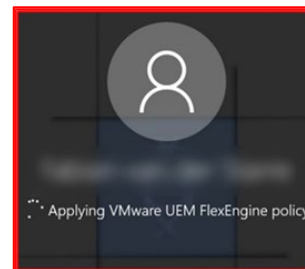
Enter your credentials

Username

Password

Submit Cancel

6. The virtual workstation is now loading.

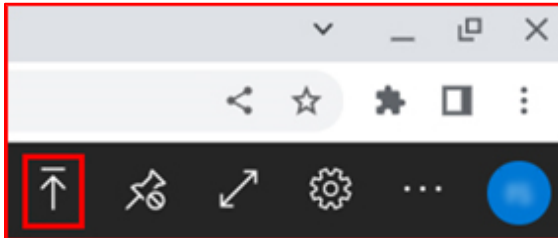


7. You are now logged in and you can get started with the UvA virtual workspace.

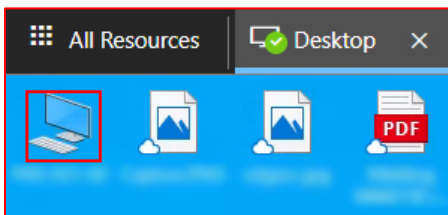


Upload local files with the web client

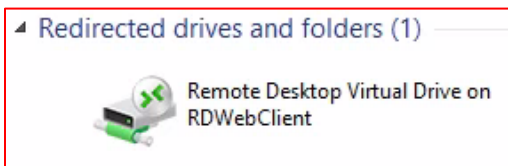
1. **Log into** the Virtual ICT workplace using [this method](#).
2. Click the **Upload button** at the top right.



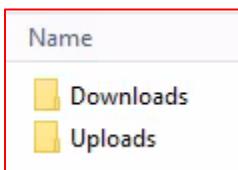
3. Select the desired file and choose **Open**.
4. Open the **File Explorer** via the icon on the desktop.



5. Click on **Remote Desktop Virtual Drive on RDWebClient**.



6. Open the **Uploads** folder.



7. The uploaded file can be found here.

Caution! The contents of the Upload folder will not be saved when you log out.



Logout

Logging out can be done in the following way.

1. Open the **Start menu** and click **this button**.



2. Choose **Sign out**.

