

NDCL Cloud

Virtual access to NDCL's computer network



Internet Address: **cloud.ndcl.org**

Login

NOTRE DAME
NDCL
CATHEDRAL LATIN

Welcome to the Barracuda SSL VPN, a secure gateway to your network.
NDCL Cloud

Username [More ..](#)

Password

[Virtual Keyboard](#)



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Accept and install certificate if prompted to do so.

Note: **Do not** put “www” in the address.

Log into the cloud using your school username and password

System Requirements for all Operating systems:

Please have the latest version of Java Installed on your computer. Go to www.java.com and click get Java.

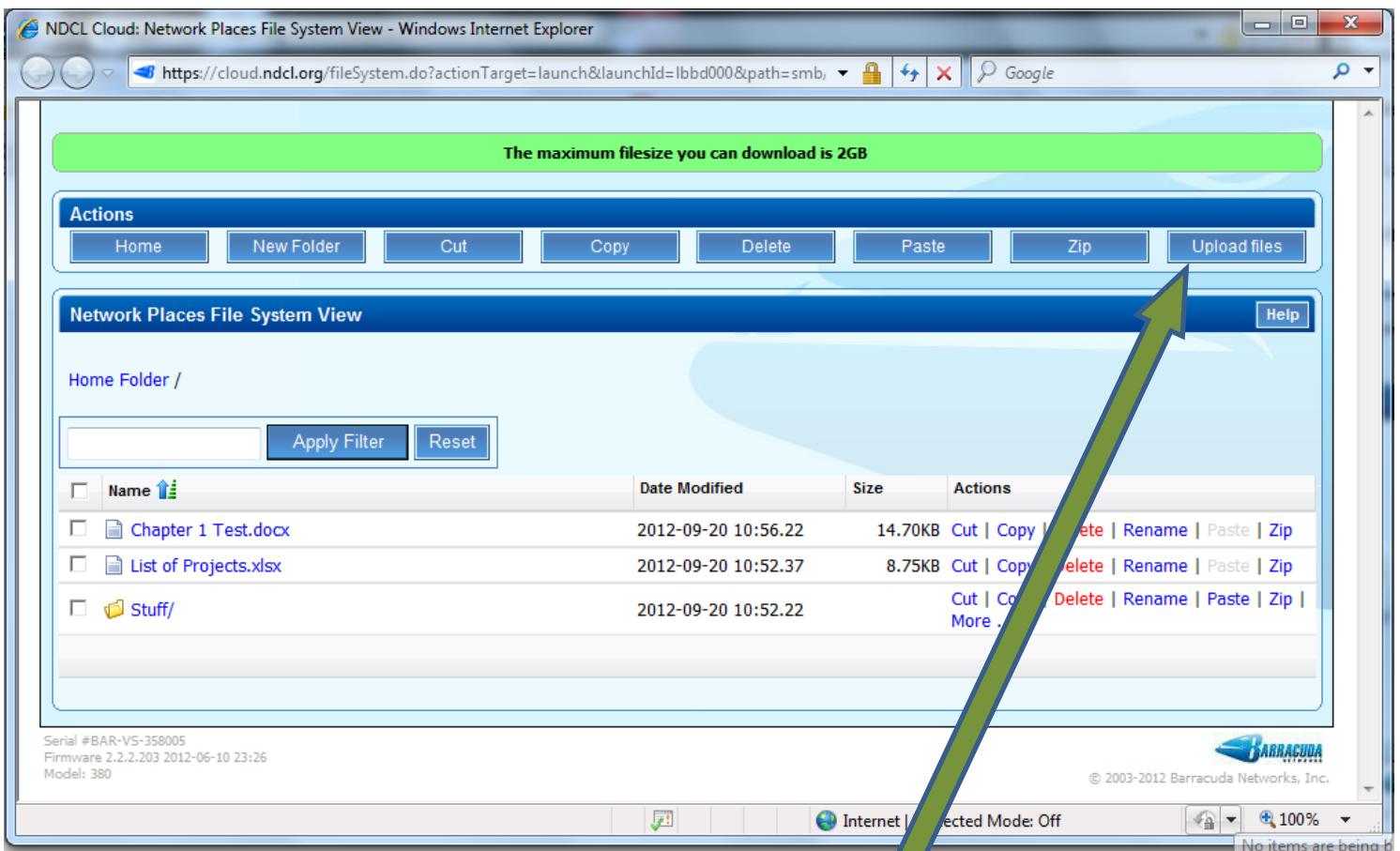
[Free Java Download](#)

Follow the prompts to install the latest version. You do **not** need any toolbar that they offer with the download. Feel free to uncheck those free offers.



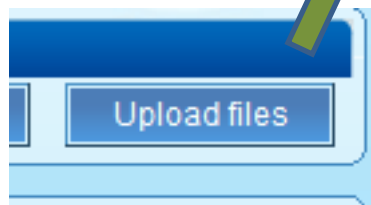
Home Folder Access (your personal folder):

To open your home folder, click the Home Folder icon.

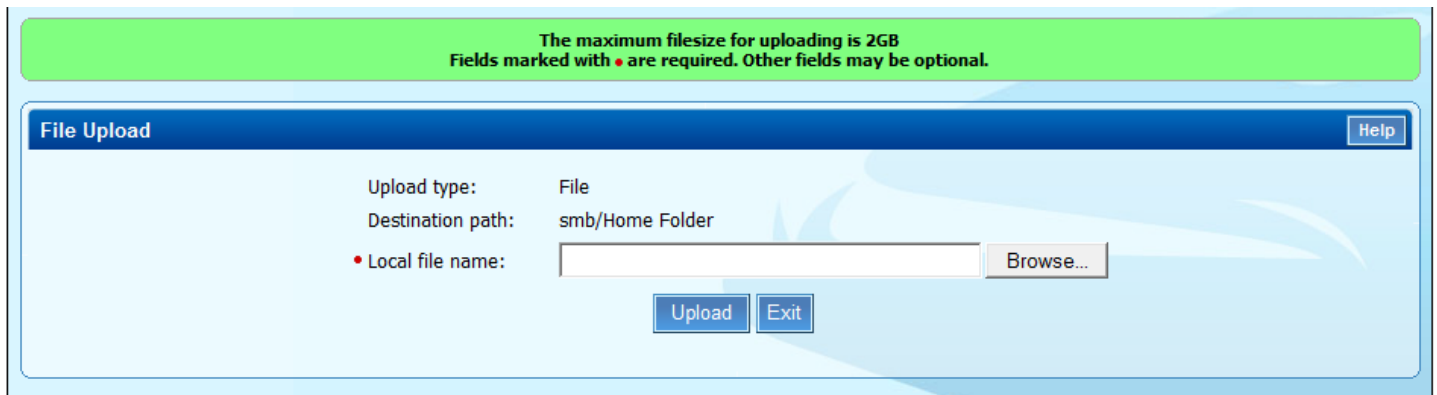


Uploading a file:

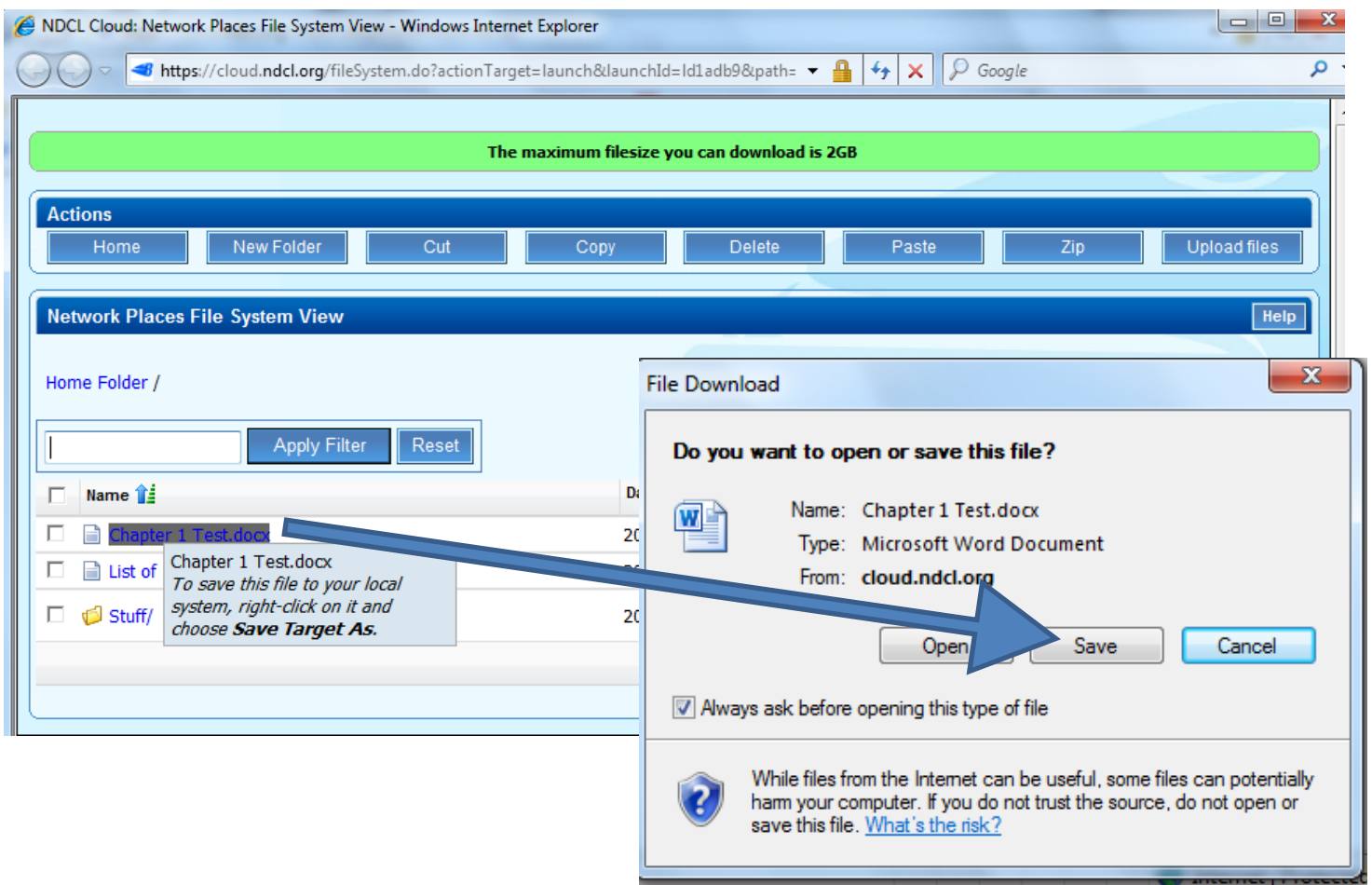
To upload a file, click the **Upload files** button.



Click the **Browse...** button. Locate the file on your computer and then **click upload**. The file is now in your home folder.



Downloading a file:



To download a file from your Home Folder to your computer, **click on the file and choose Save**.

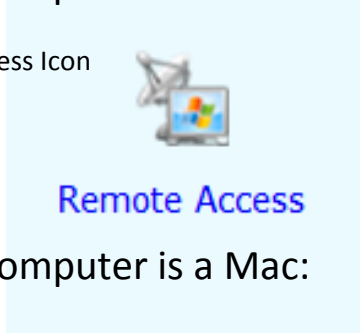
Or Right-Click and choose Save Target As.

Warning, if you click open, instead of save, the file from the cloud will open as read-only file and clicking save does not re-upload the file. You can use save as and manually upload the new document.

Remote Access – School Virtual Desktop:

If your home computer is a Windows PC:

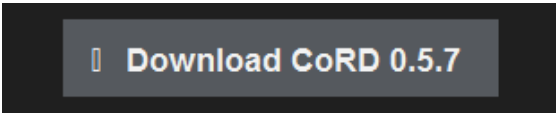
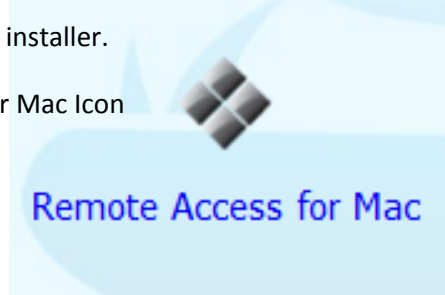
Click the Remote Access Icon



If your home computer is a Mac:

Before logging in for the first time... Install the Cord RDP Client for Mac. <http://cord.sourceforge.net/>
Follow the instructions on the installer.

Click on the Remote Access for Mac Icon



Put in your school username and password if prompted to do so.

What you can do with the remote desktop:

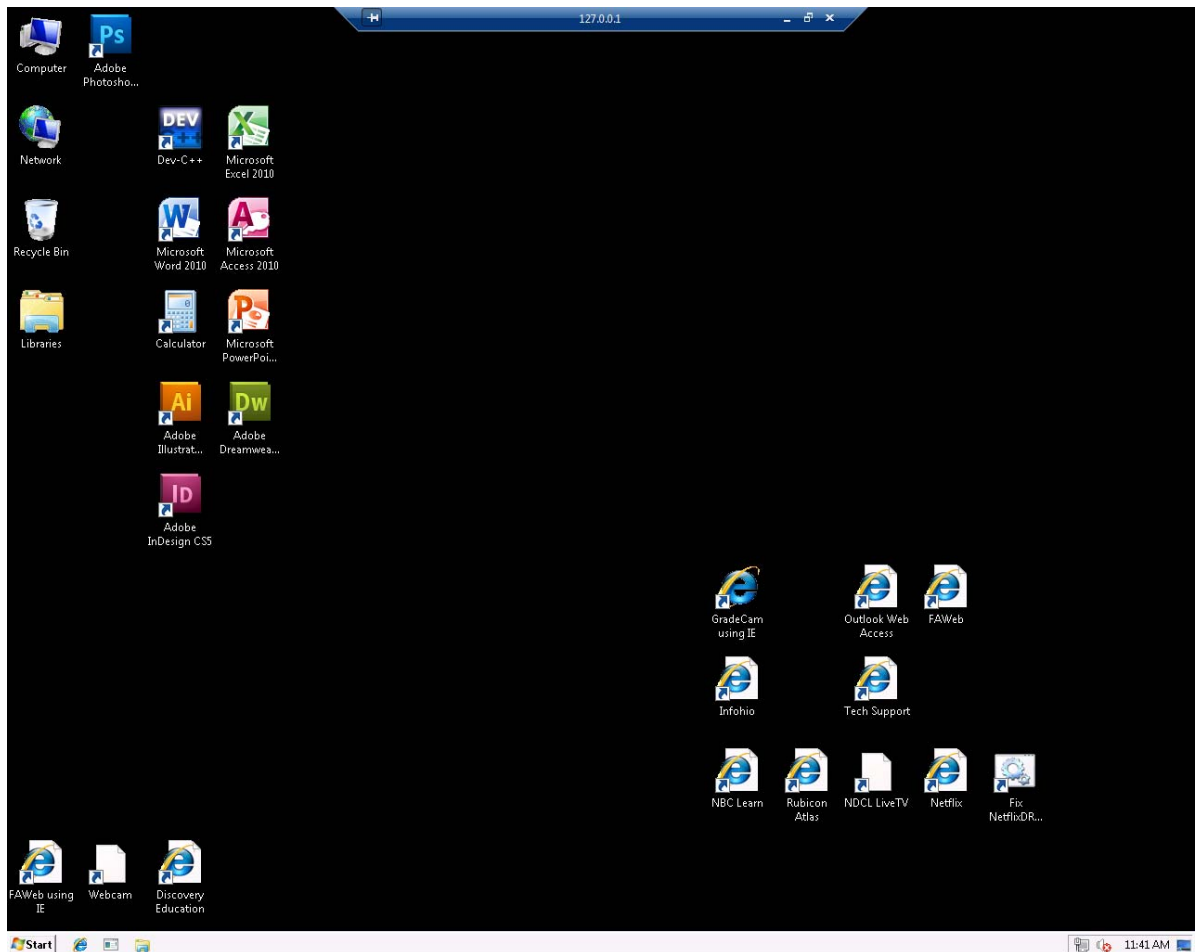
Access all network drives

Run applications owned by the school

Save to school servers

Note:

Please **logoff** the remote desktop session when you are through, like you do at school. Do not use the X at the top of the screen.



Student Group Folders and other shared folders:

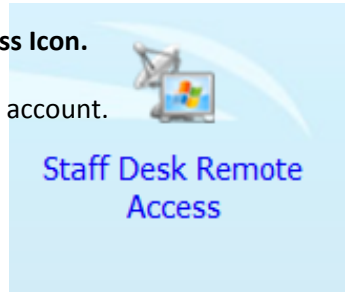
- Use these folders just like the home folder directions above
- Permissions on folders are the same in the cloud as they are at school. If you have read only permissions you will only be able to download from the folder.
- **Note for students:** Students cannot put files directly into the drop-in folder. Students should upload to their Home folder first and then move the file to the drop-in folder the next day or use the Remote Access icon to move the file to the drop-in folder.

Office Staff:

Staff may access their individual desktop computers by clicking the **Staff Desk Remote Access Icon**.

Before you can use this icon, the Cloud Admin must add your office computer name to your account.

Notes: You must leave your office computer on. Office staff will not need to add printers when using the Staff Desk Remote Access icon.

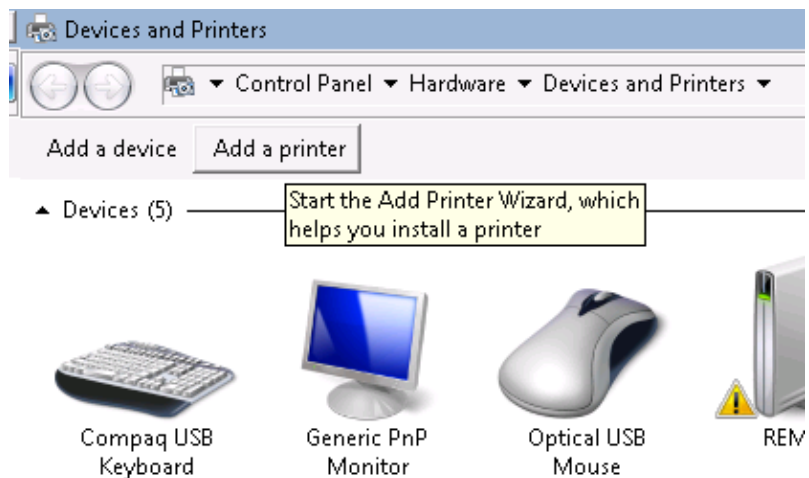


Cloud Printing:

Printing at NDCL inside the building is done by “where you are”, not “who you are”. Therefore, printers are assigned to computers by the IT staff and not the end user. Since users access the cloud from many different places, each user must add a school printer before printing. You will only need to add a printer the first time you remote in, unless you want a different printer.

To print to school, you must first remote into the virtual desktop.

1. From the start menu, choose **Devices and Printers**
2. Click **Add Printer** button or Right-Click and choose **Add Printer** option
3. Click the **Add a Network Printer** option
4. Highlight the desired printer and click **next**.



Note: You may not have rights to every printer, see below.

5. Click **next** and **finish**. Make sure you set it as the default.

It is recommended you print the next day and printing remotely should be done only when necessary.

Staff printers – MediaCenterBW and MediaCenterColor (The Lanier Copier)

Faculty Printers – MediaCenterBW, MediaCenterColor, FacultyWorkroom, FacultyLunchRoom

Students – MediaCenterPrinter (Printer on the Media Center counter)