

# How to Connect to the SPSS Server (HUSPSS) Using Remote Desktop on a PC

## What is Remote Desktop?

Remote Desktop allows multiple users to access a remote computer or server as if they were sitting in front of it. This allows students who cannot access lab resources or install applications on their home computers to have full access to the applications needed to complete course work. The programs available through HUSPSS server include; IBM SPSS Statistics 19, Microsoft Office 2010, Microsoft Visio 2010, and Microsoft Project 2010.

## Connecting to the HUSPSS Server

You will need your NMHU username and password in order to log in to the HUSPSS server. If you don't know what your username is, please go to <http://its.nmhu.edu/help> (Option 1) and follow the menus to obtain your username and/or reset your password.

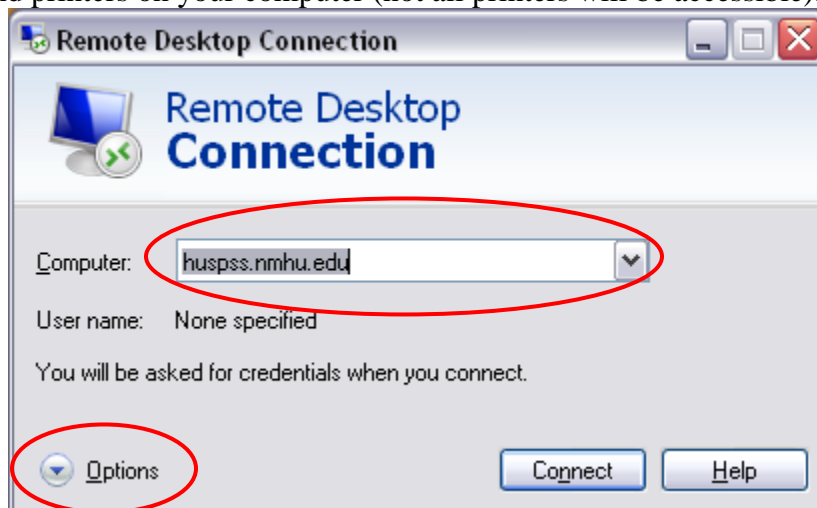
PCs with the Windows XP, Vista, or 7 Operating System have Remote Desktop installed on them by default. Previous versions of Windows do not meet the minimum requirements for accessing the SPSS server. Mac users should refer to the Mac user Instructions.

**Note:** Depending on the version of Windows installed on your computer, the options you see on your computer may be slightly different from what you see on these instructions.

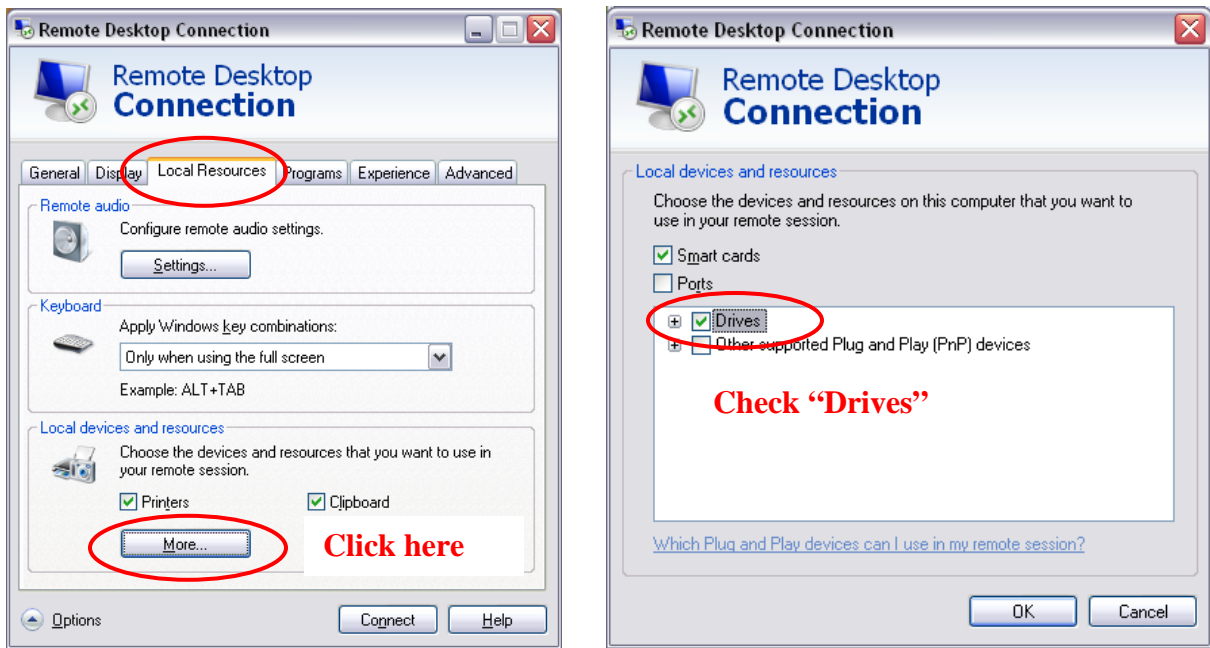
- 1.) Launch the Remote Desktop Client
  1. Click on **Start**
  2. Click on **Programs**
  3. Click on **Accessories**
  4. Click on **Remote Desktop Connection**
- 2.) Enter the server name: **huspss.nmhu.edu** and click on Options if you want to have access to your drives and printers on your computer (not all printers will be accessible).

**Enter server name:  
huspss.nmhu.edu**

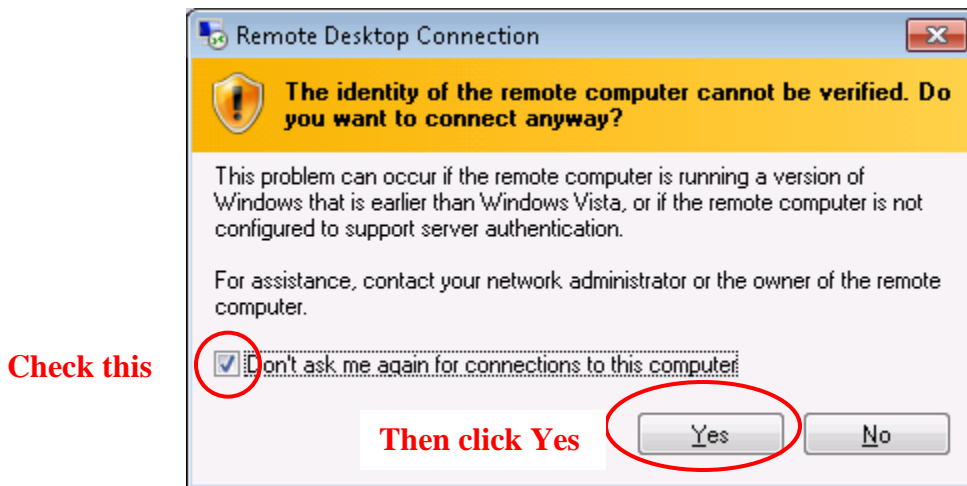
**THEN Click here**



3.) In Options, click on the Local Resources tab. Under Local Devices, check the checkboxes for Disk Drives (you may have to click on More to see this option). Click OK, then click on Connect.

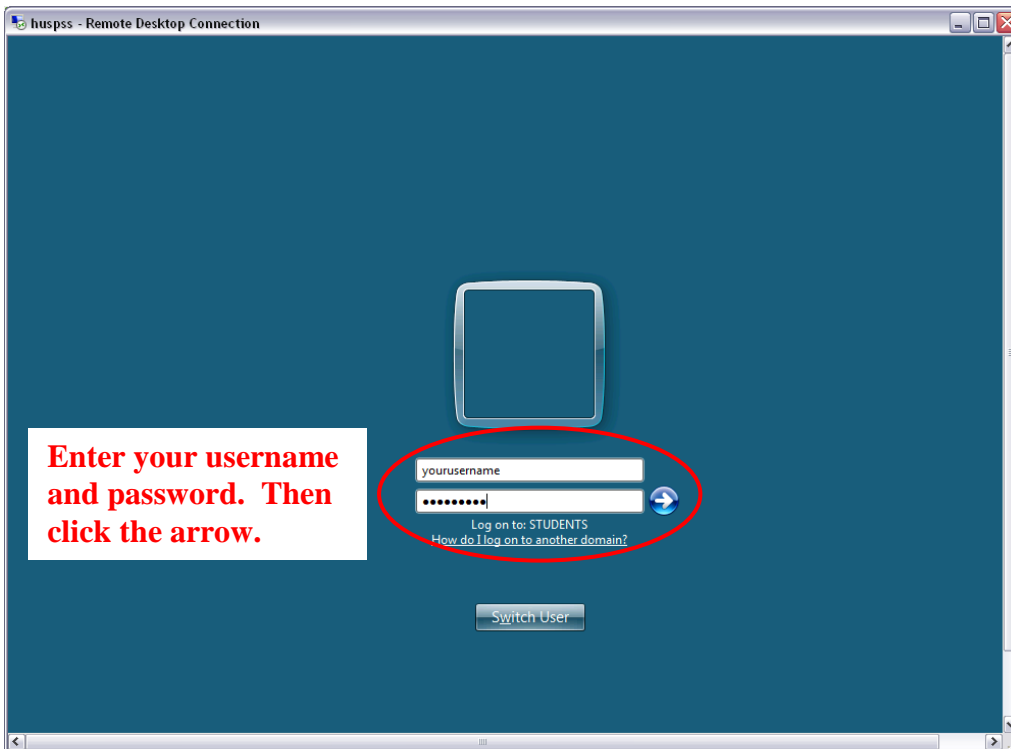


Note: If you have an older version of Windows, you may get a message similar to the message below.

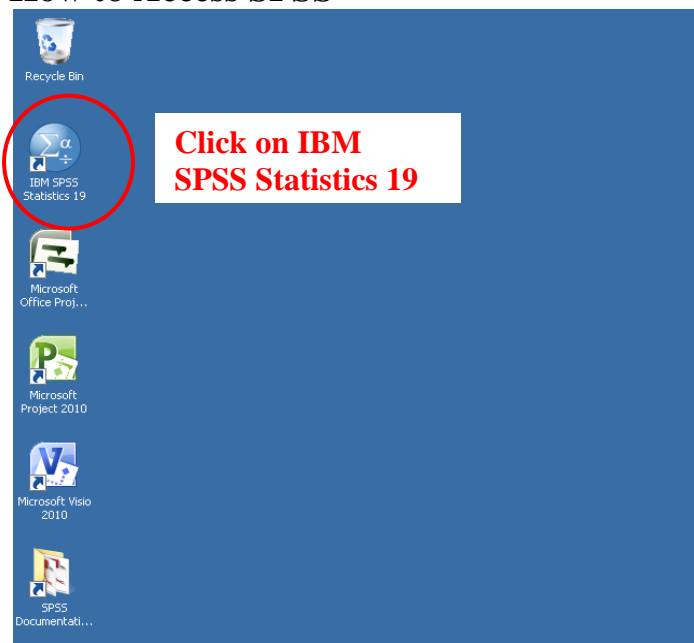


5.) Enter your NMHU username and password. Hit Enter or click the Arrow to continue.

**Note:** Faculty and staff must enter their entire NMHU email address in the username line. (This does NOT apply to student accounts.)



## How to Access SPSS

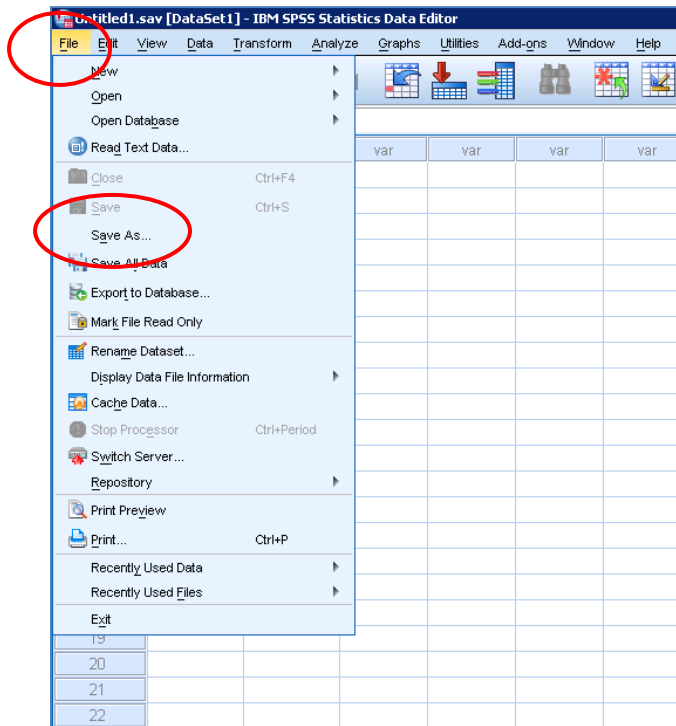


## Accessing Local Drives from the server (C:\ Drive, Flash Drive, etc)

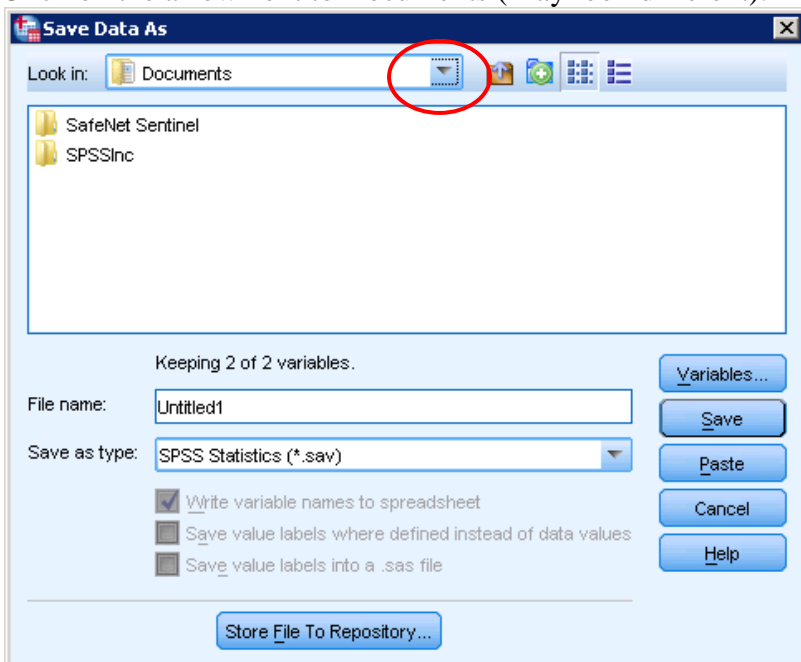
### How to Save from SPSS to your Flash Drive

In SPSS,

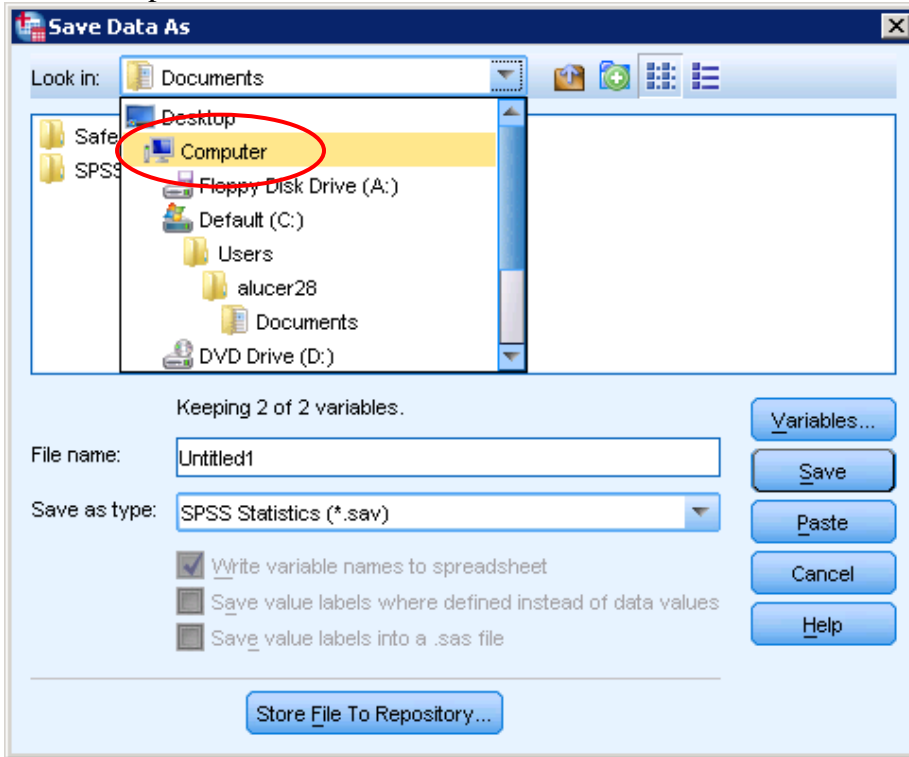
1. Click on File
2. Click on Save As



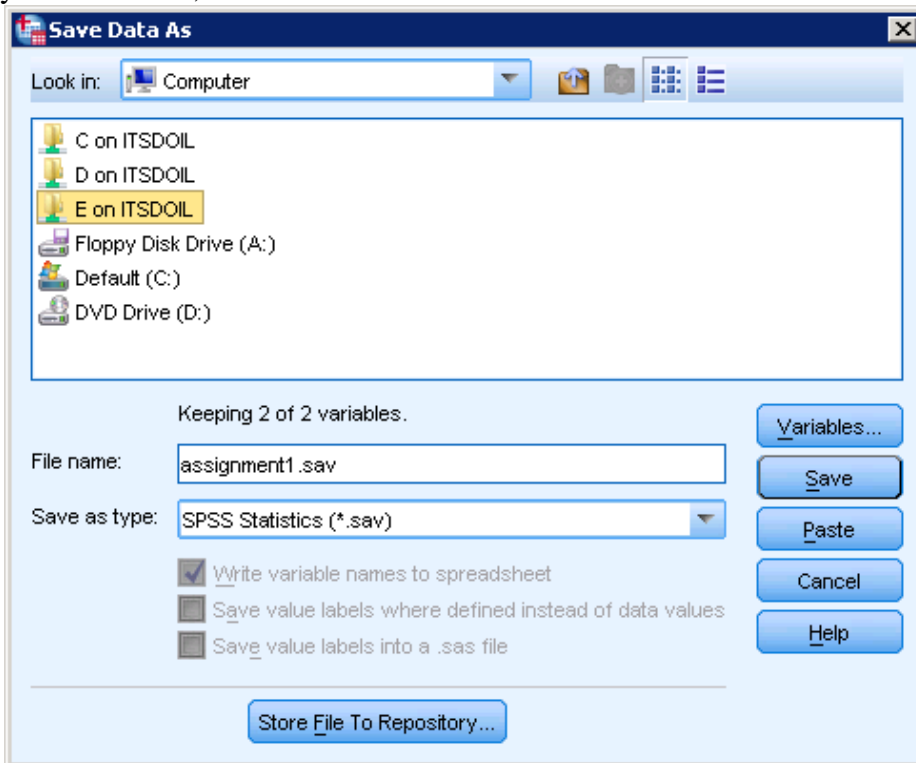
3. Click on the arrow next to Documents (May look different).



4. Select Computer.

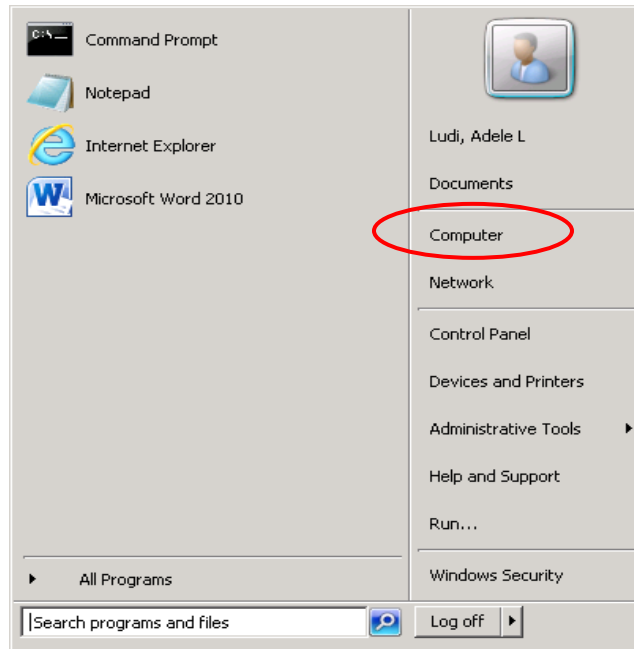


5. Choose the appropriate drive letter for your flash drive. (Note: It may a different letter.) Name your document, and click on Save.



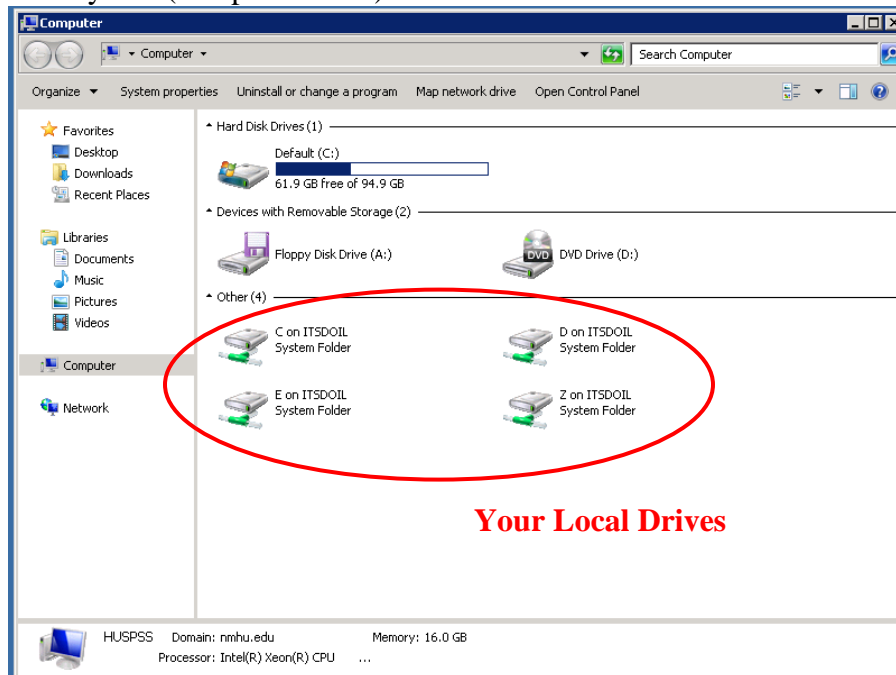
## How to View and Access Files on your Personal Computer from the Server

1. On the SPSS Server, click on  at the bottom of the screen.



2. Click on “Computer”

Your local drives will say “on (computer name)” next to the drive letter.



You can access your documents that are saved on your flash drive from the server.


**Note:** When transferring files, your connection speed will determine the file transfer speed. Transferring large files between the 2 computers can take a long time if you have a slow connection.

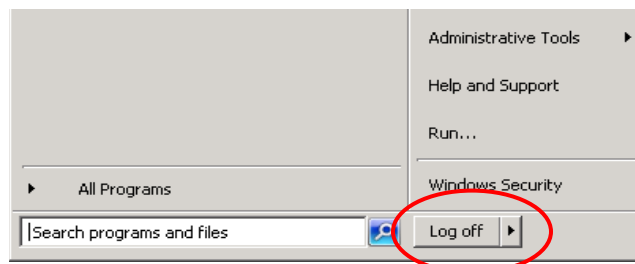
### Printing from the Server

You have the option to print from programs that are installed on the server, however, due to the numerous manufacturers and models of printers, and the numerous computer operating systems and printer drivers, your printer may or may not be compatible with the server.

### Disconnecting from the Server

Before ending your server connection, be sure that you have saved and closed your files. Click on

START  at the bottom of the screen and click on Log Off.



### Restrictions

- Sessions disconnected for more than 30 minutes are force logged out.
- Sessions have a 3 hour limit. You must log back on after 3 hours.
- Sessions idle for more than an hour are force logged out.

### Usage Tips

- Be sure to log off the server instead of just Disconnecting or closing the Remote Desktop Window. This frees up resources for other users.
- Close programs and windows that you are not actively using to conserve resources.