

## Connecting to the SPSS Server (HUSPSS) Using Remote Desktop on a Mac

### 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 22, Microsoft Office 2013, Microsoft Visio 2013, and Microsoft Project 2013.

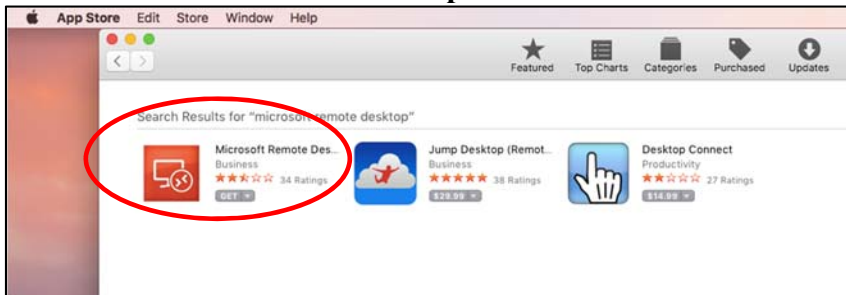
### Connecting to the HUSPSS Server

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.

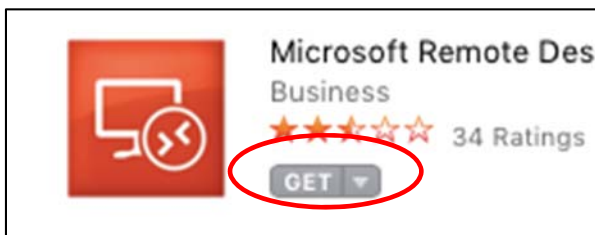
Remote Desktop may not already be installed on your Mac. If you need to install Remote Desktop, please follow these instructions:

### How to Install Remote Desktop on a Mac

1. Go to **Apple Store**
2. Search **Microsoft Remote Desktop**.



3. Click on **Get**. Then **Install**.

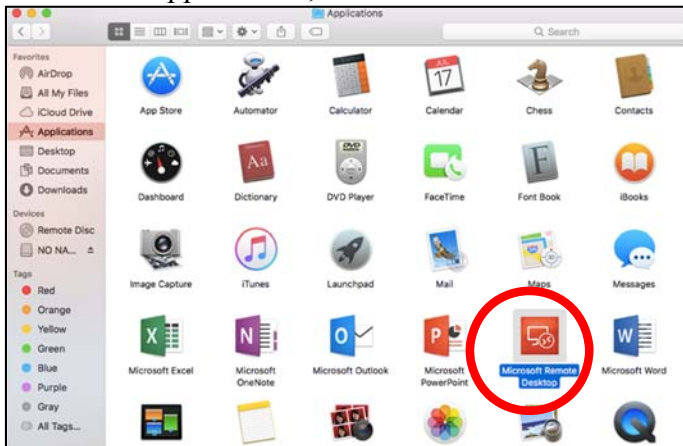


### How to Access and Setup Microsoft Remote Desktop

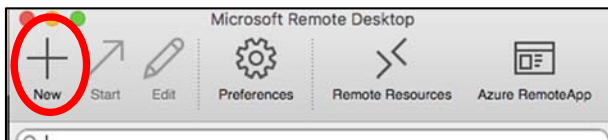
1. From the Desktop, click on Finder.



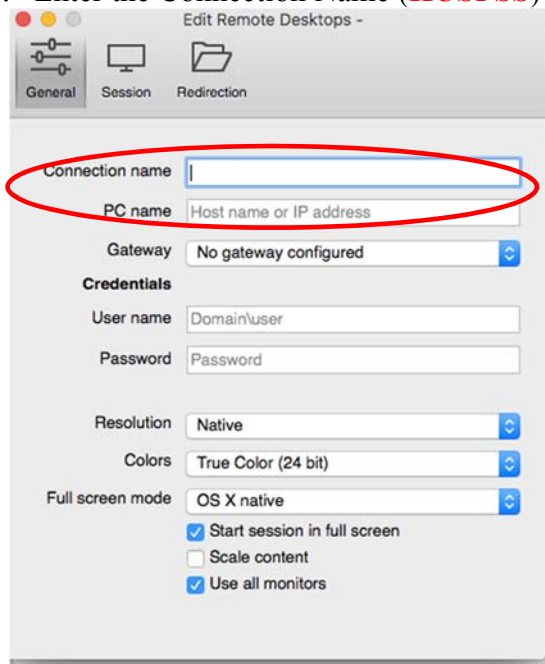
2. Click on Applications, then click on Microsoft Remote Desktop to Open.



3. Click on New.

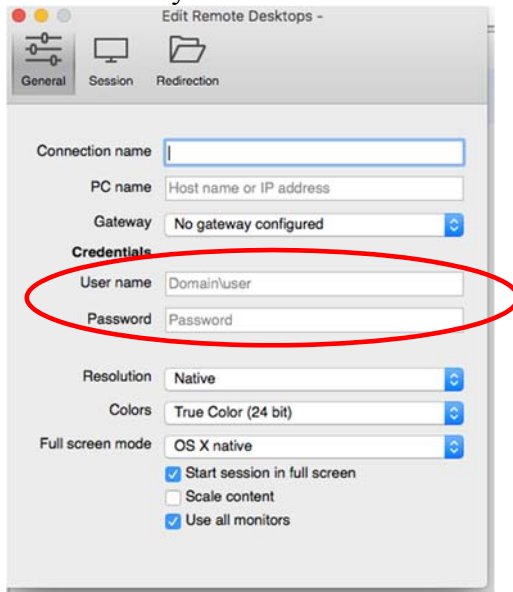


4. Enter the Connection Name (**HUSPSS**) and PC Name(**HUSPSS.nmhu.edu**)



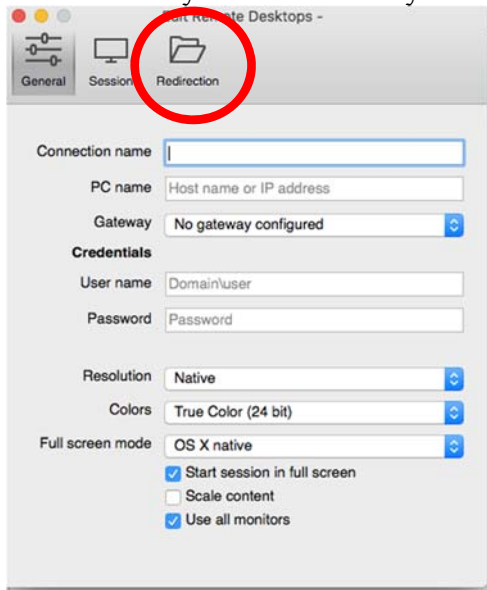
**Note:** No gateway is needed.

5. Also enter your NMHU Username and Password.

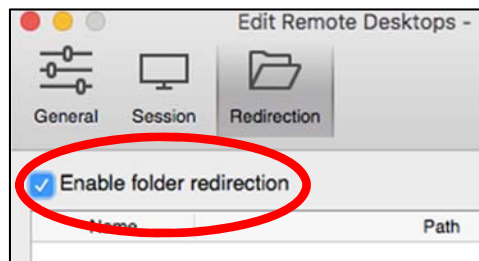


NOTE: Students: Use your NMHU Username  
Faculty/ Staff: Use Entire Email Address. (username@nmhu.edu)

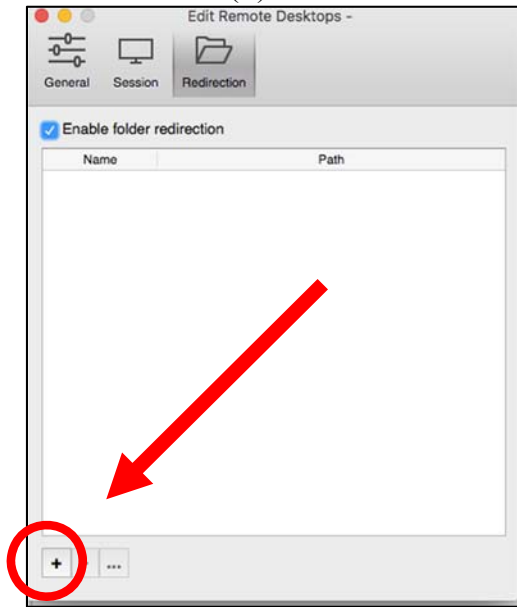
6. To connect your local drives you will click on Redirection.



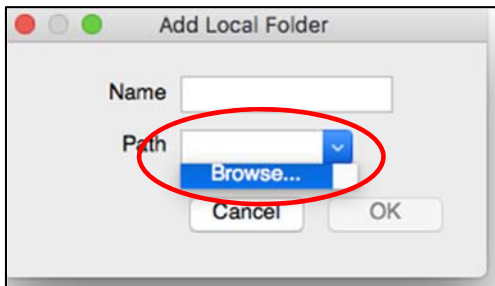
7. Check the box to Enable Folder redirection.



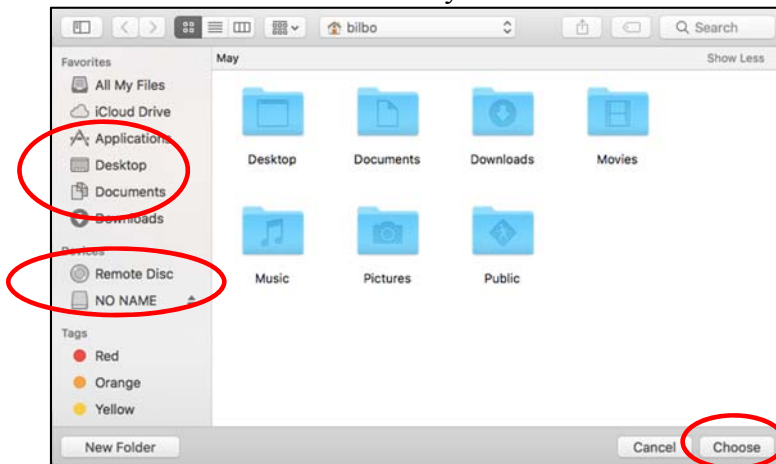
8. Click on Add (+)



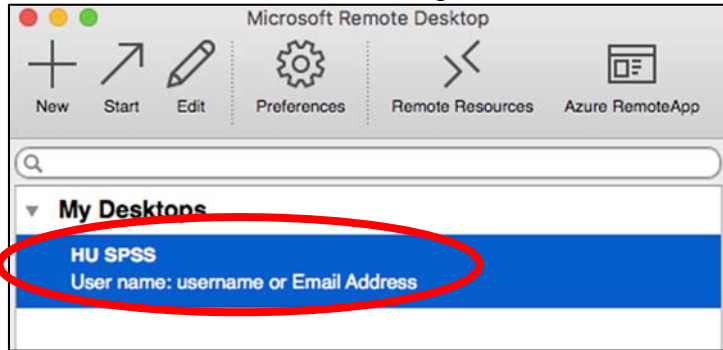
9. To choose drives or folders, click on the dropdown arrow next to Path. Then click on Browse.



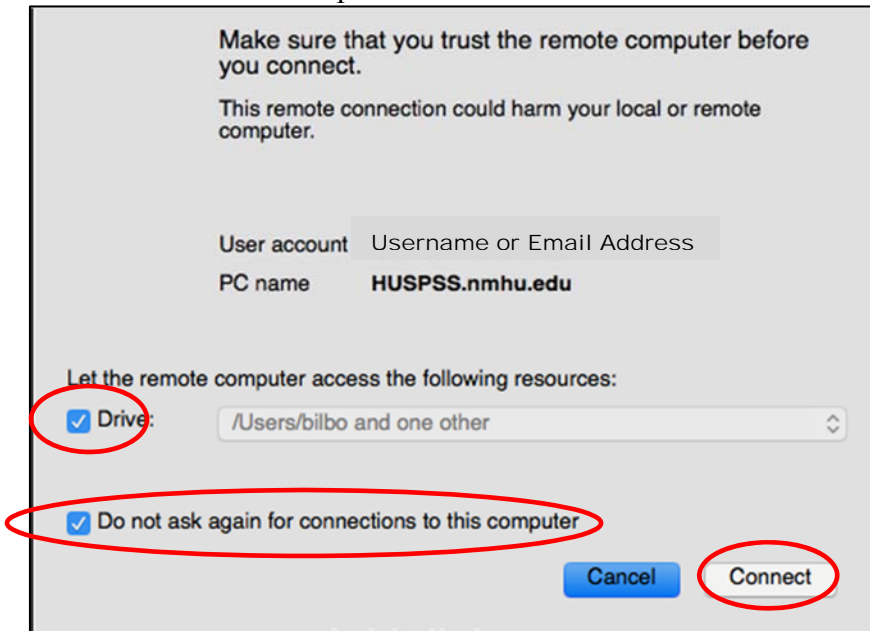
10. Select the Drive or Folder that you would like to connect. Then click Choose.



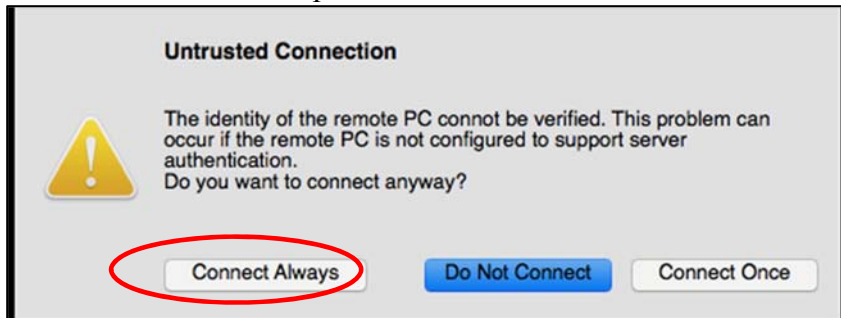
11. Double Click on Connection to Open.



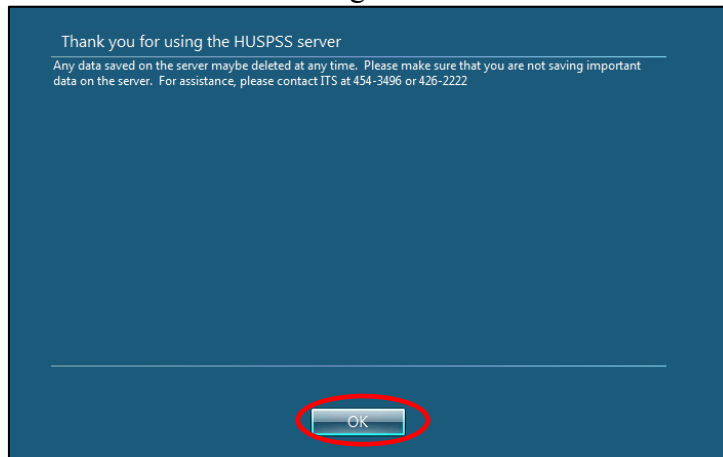
**Note:** If you see the message below. Check the “Drive” box and “Do not ask Again for Connections to this computer”. Then click on Connect.



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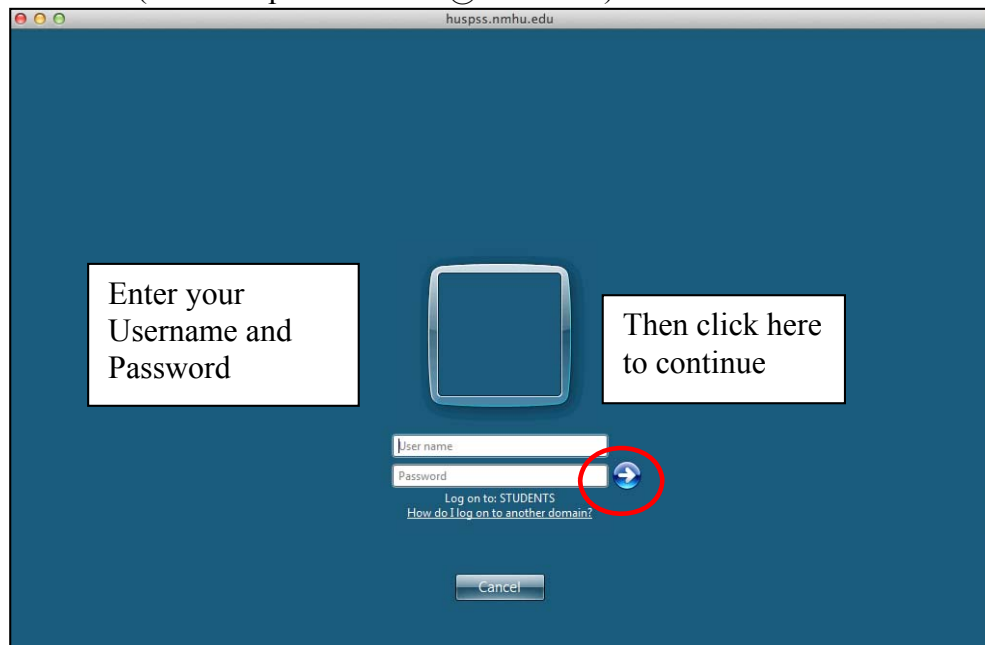


12. You will Now see a Message from NMHU ITS. Click OK



13. You will now see the login screen. Enter your username and password. Hit Enter, or click on the arrow to continue logging on.


Note: If you are NMHU faculty or staff, you must enter your entire email address as the username (For example: username@nmhu.edu).

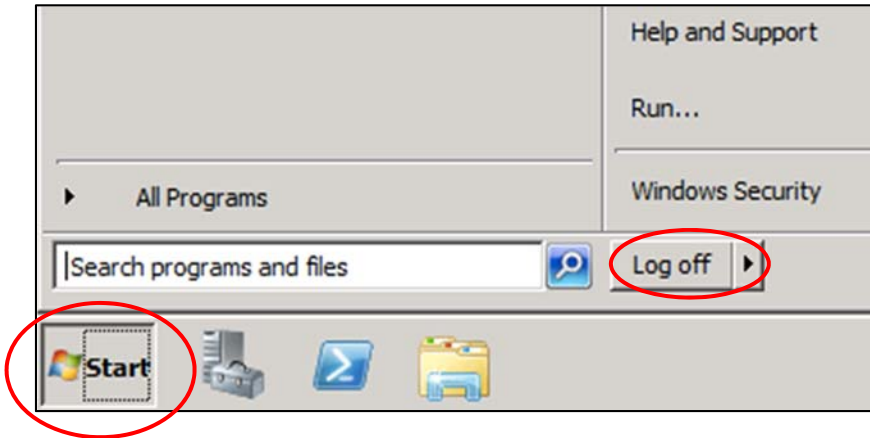


You will now see the Desktop of the SPSS server.

## How to Log Off of the SPSS 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.