

## Using Remote Access to COM Classrooms (for Students)

ICT Office

2021/4/15

### 1. Precautions

#### (a) About the name of the classroom

- ① In the remote access system, the actual COM-A, B, X, and Z classrooms may be divided by adding numbers after the classroom name, such as COM-A-1 and COM-A-2.

#### (b) General limitations

- ① The maximum usage time is 4 hours (240 minutes) (regardless of remote access or face-to-face use). You may not use the classroom for more than this. Please be careful not to be forced to leave the room during class time.
- ② You can reuse it by signing out and putting it for about 5 minutes.
- ③ All users may be forced to leave the room 10 minutes before the start of each time limit or just before the end of the lunch break. The schedule for implementation will be posted in the notices at the bottom of the Classroom Usage page.
- ④ Maintenance work may be performed without notice at night, on weekends, or during periods when classes are not in session.
- ⑤ **Network's sudden interruption can cause unexpected disconnection from remote desktop. In that case, within 3 minutes of disconnection, you can reconnect to the remote desktop you were working on only by double-clicking on the downloaded profile in 7. of 3. Instructions for starting use.**
- ⑥ Never remote access the classroom where class is being held.
- ⑦ Please be careful not to occupy the PC for class use by continuing to use it, especially in the early morning hours, and before you know it, it is time for class use.
- ⑧ If you use the system during a class period in which you are not enrolled and interferes with another class, we will be forced to leave the system. If you are forced to leave, all data not saved at that time will be lost. It cannot be recovered by any means.

#### (c) How to access remotely when taking class online for health reasons, etc.

- ① For students who have applied for online class through the Loyola questionnaire, special remote access to COM classrooms may be granted "during the relevant class hours" when taking class held in COM/Dual-use classroom. Eligible student will be contacted again via Loyola regarding how to apply for this service.

#### (d) Other system mechanisms, etc.

- ① With the exception of the teacher's desk PC, it is possible to log in to the same PC via remote desktop or from the actual classroom.
- ② If you are using the device by logging in from a classroom, you cannot log in to that device with Remote Desktop.
- ③ It is possible to log in to the device that is logged in via Remote Desktop from inside the classroom. In that case, it is superficially impossible to distinguish which PC is being used. And if you are logged in from inside the classroom, the user using the remote desktop will be asked to leave within five

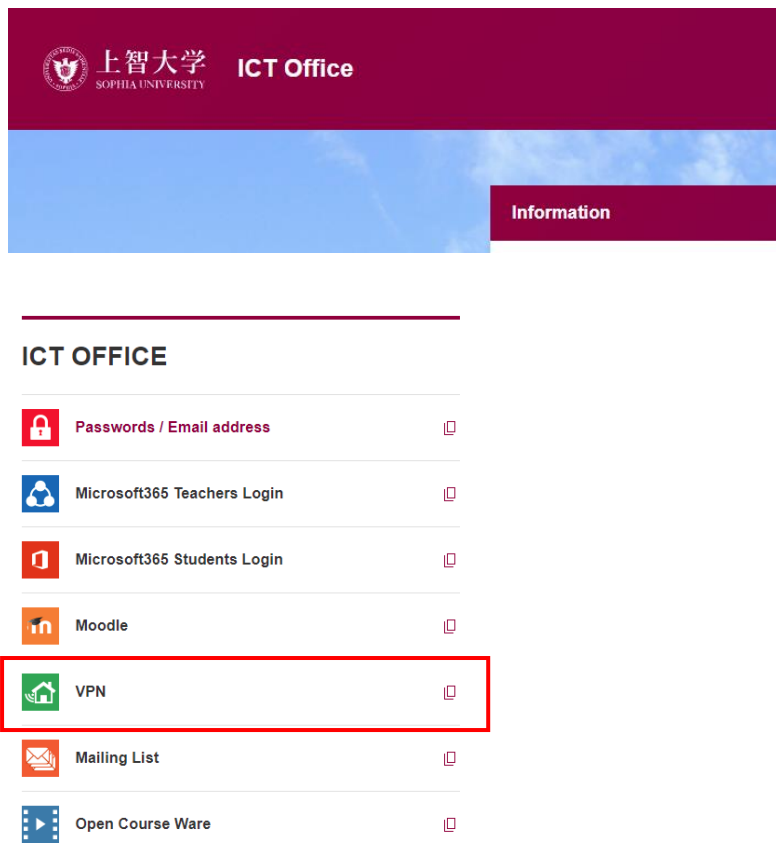
minutes. Therefore, as a general rule, for all COM classrooms, face-to-face use is given priority and remote access is not allowed for the hours when the campus is open.

## **2. Overview of the procedure to start using the service**

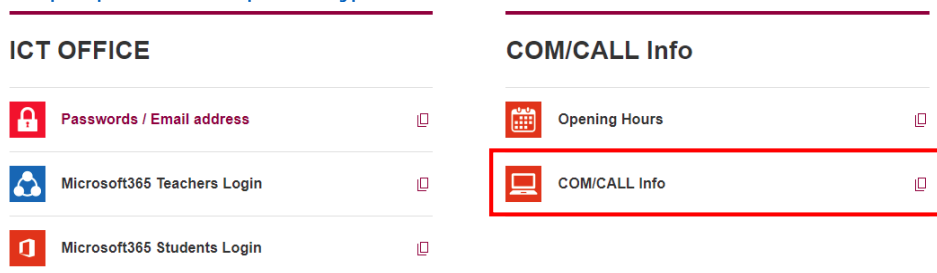
- 1 . Connect VPN.
- 2 . Move to Remote Desktop System screen from Usage Status screen.
- 3 . Log in using "Remote Desktop" of program.

### 3. Details on how to start using the service

1. Access ICT office web site (<https://ccweb.cc.sophia.ac.jp/en/>), then connect VPN.



2. For detailed VPN connection instructions, please refer to the PDF file. (<https://ccweb.cc.sophia.ac.jp/en/userguide/network/nw-04-en/>)
3. From the ICT Office website, go to the Usage Status screen, and open the "COM-ABX" tab. (<http://pcinfo.cc.sophia.ac.jp/>)



4. Choose the classroom you will use.

For self-study (during the night of weekday, and holiday), select the COM "For remote connection" and **remark the classroom's name.**

Important: **Remote access during the daytime on weekday is prohibited for all students, except who have allowed to do so by the class teacher.**

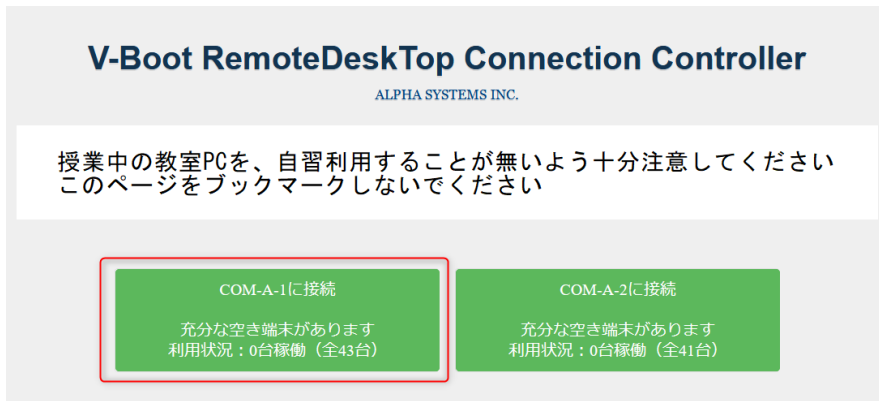
The screenshot shows the 'COM-CALL 教室 利用状況' (COM-CALL Classroom Utilization Status) page for Sophia University. At the top, there are buttons for different classrooms: COM (454 available), CALL (0), SI (0), LIB (104), MachineHall (110), and 3-322 (155). The date is 2021年04月15日 (Thursday). The main table shows classrooms COM-A, B, C, and D. COM-A has 86 PCs and is closed. Below the table, there is an 'information' section with a red box highlighting a link to 'this instruction'.

5. At the bottom of the page, there is information and a URL link to remote access.

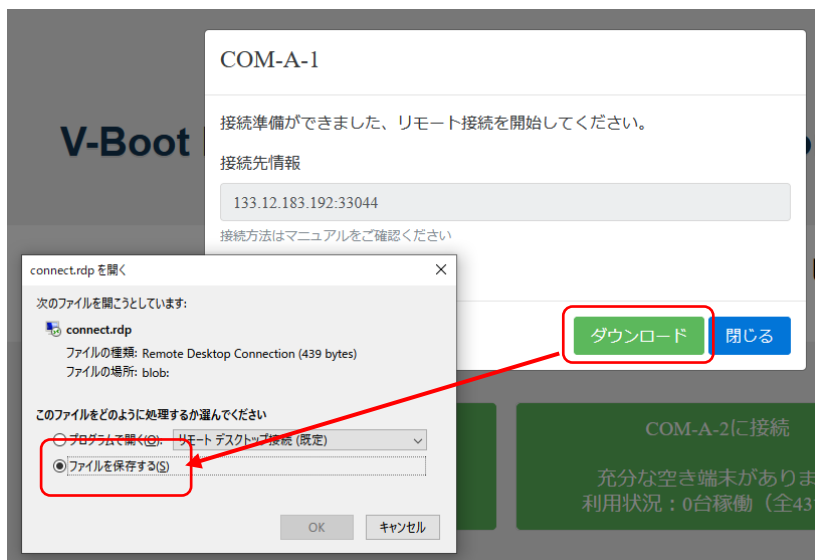
Click the classroom button you would like to use.

The screenshot shows the bottom part of the page with the following text:
   
COM教室・兼用教室 (2-306/308/310)、およびリモートアクセスの利用方法について
   
情報システム室ホームページに掲載されている
   
【学生向け】COM教室・兼用教室、およびリモートアクセスの利用方法について
   
をよく読んで理解した上で、ルールを守ってご利用ください。
   
An operation policy of COM rooms/Dual purpose rooms (2-306/308/310), and Remote access
   
Please read carefully the page below on ICT Office web site:
   
[For Students] An operation policy of COM rooms/Dual purpose rooms, and Remote access
   
and follow the rule to use the service.
   
Buttons: COM-A Remote PC Access, COM-B Remote PC Access, COM-X Remote PC Access, COM-Z Remote PC Access, COM-Remote Remote PC Access

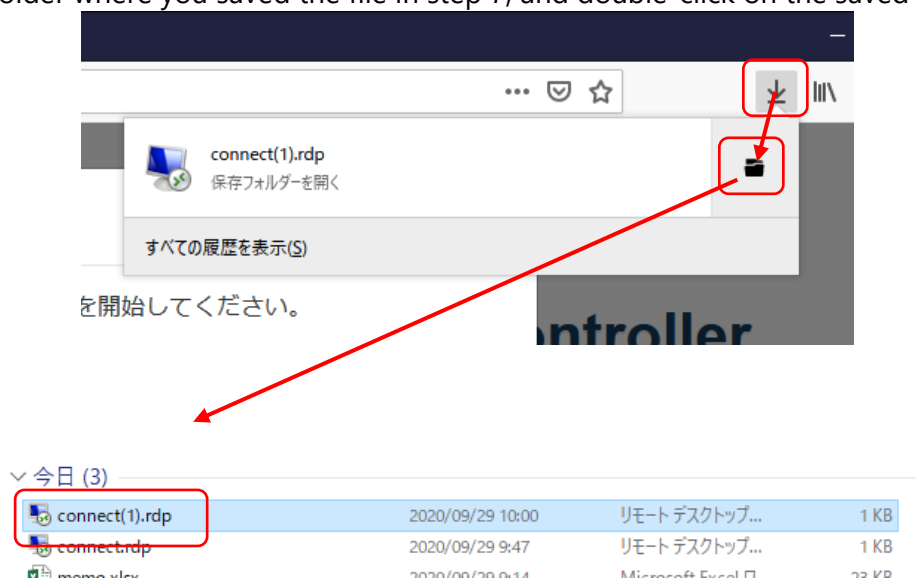
- Again click the classroom.  
Be careful not to click on an unrelated classroom.



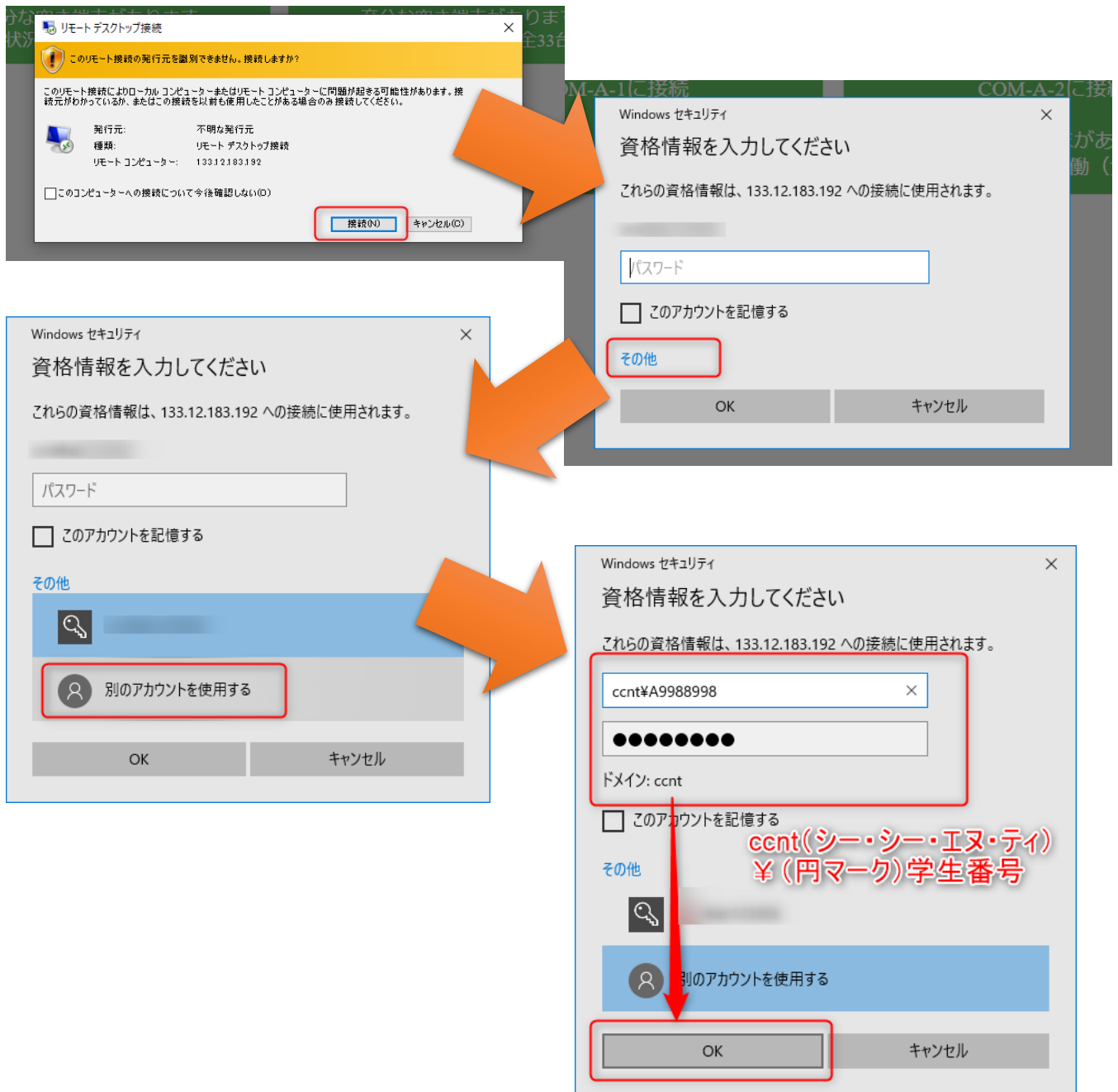
- Click in order. **If you are using a Mac, go to Step 11.**  
Save the Remote Desktop profile.



- Open the folder where you saved the file in step 7, and double-click on the saved file.



9. Click as follows.



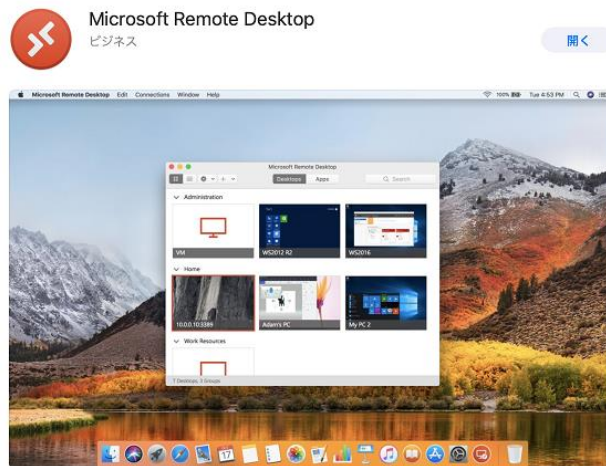
10. On the login screen, enter the following information to access your PC remotely.

ID: "ccnt¥Student ID" Ex: ccnt¥A9987654

Password: Same as Sophia ICT account

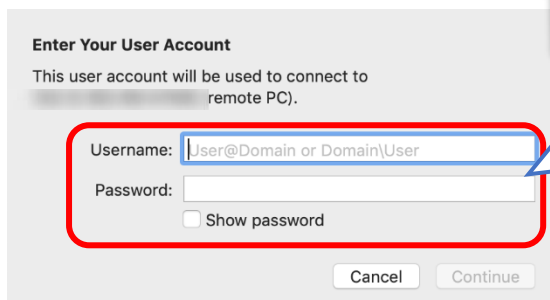
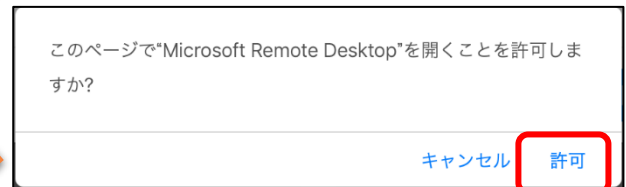
1 1. To remote desktop from a Mac

**\*You need to install the "Microsoft Remote Desktop" application from the AppStore in advance.**



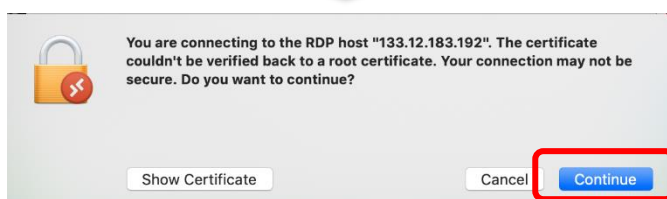
Click on the COM number you want to log in to in step 6, and then click on the following screens in order.

**\*If you do not follow the instructions below, please try to access it from Google Chrome or Firefox.**



Username: ccnt \ <Student ID> (Ex: ccnt \A1234567)

\*"\" Backslashes can be entered by holding down the [option] key and pressing the [\] key.



#### 4. Details of the termination procedure

