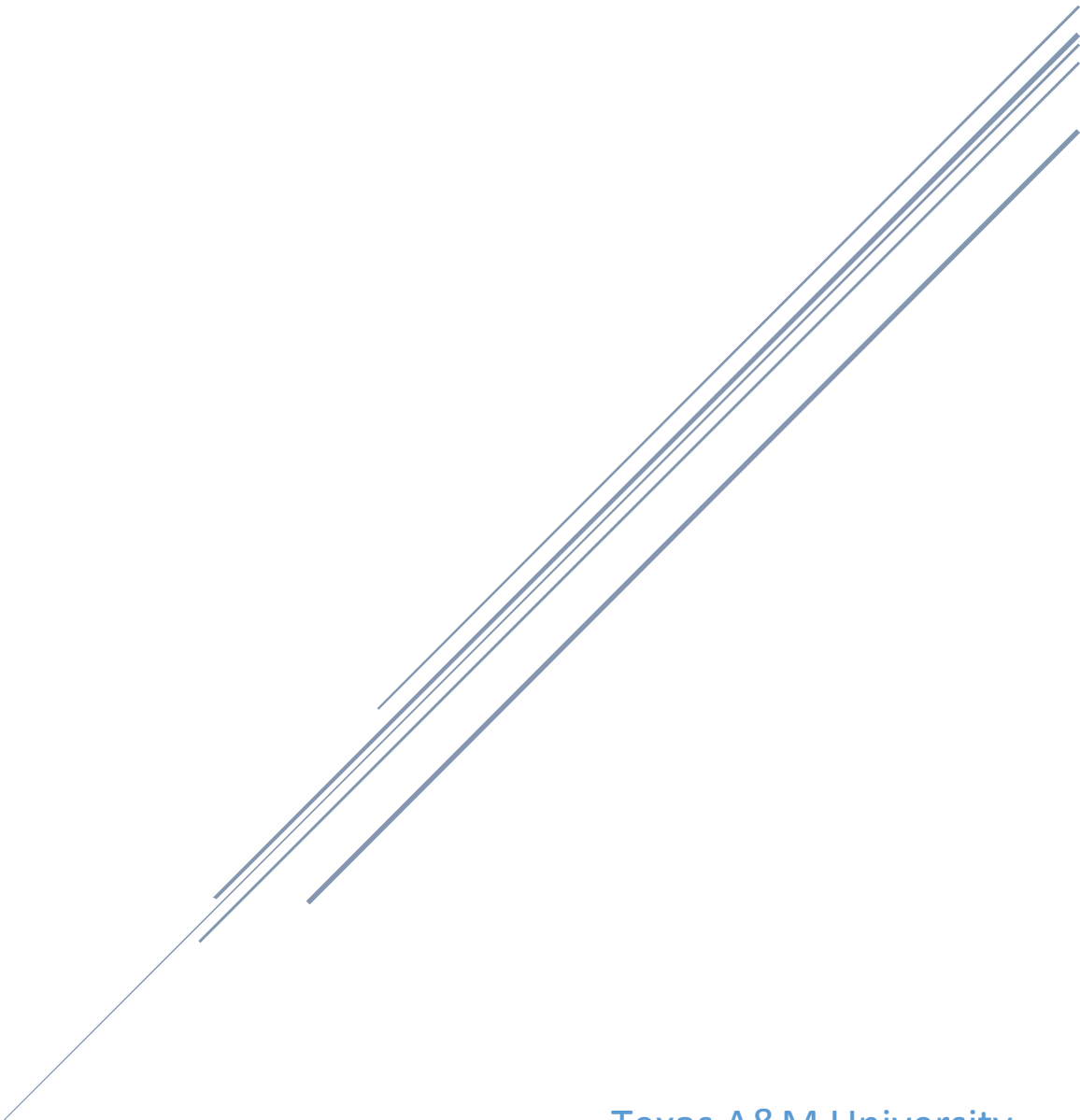


VIRTUAL COMPASS INSTRUCTIONS

Connecting to Compass in a Virtual Environment



Texas A&M University
Enterprise Information Systems

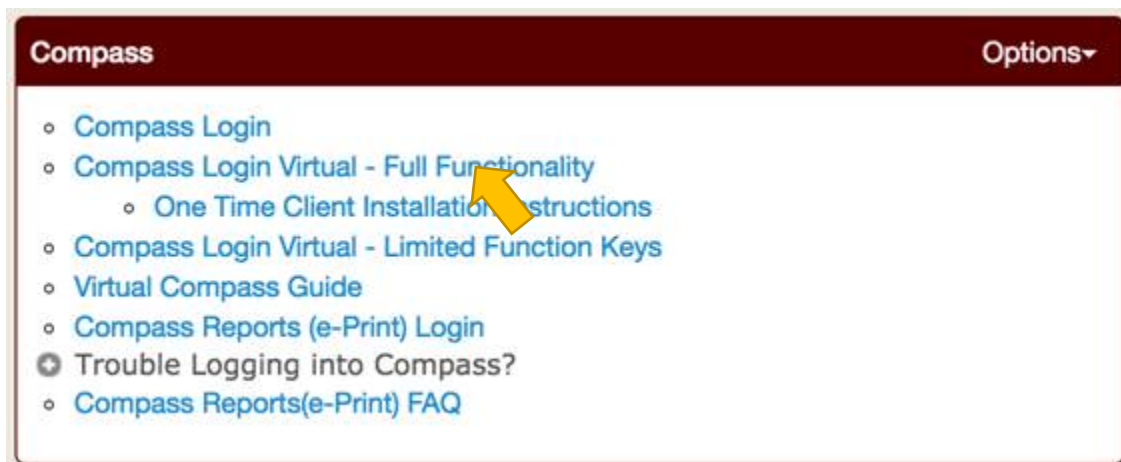
Users who have an issue with Java have the option to use a virtual version of Compass. The first option is the client-based version, which provides the full functionality of Compass in a remote window. (You may have to contact your IT staff to help with the installation of this version.) Alternatively, the browser-based version will run within any browser and can be easily accessed. However, the browser-based option does not offer the full functionality of shortcuts and the number pad.

Option 1 – Compass Login Virtual – Full Functionality

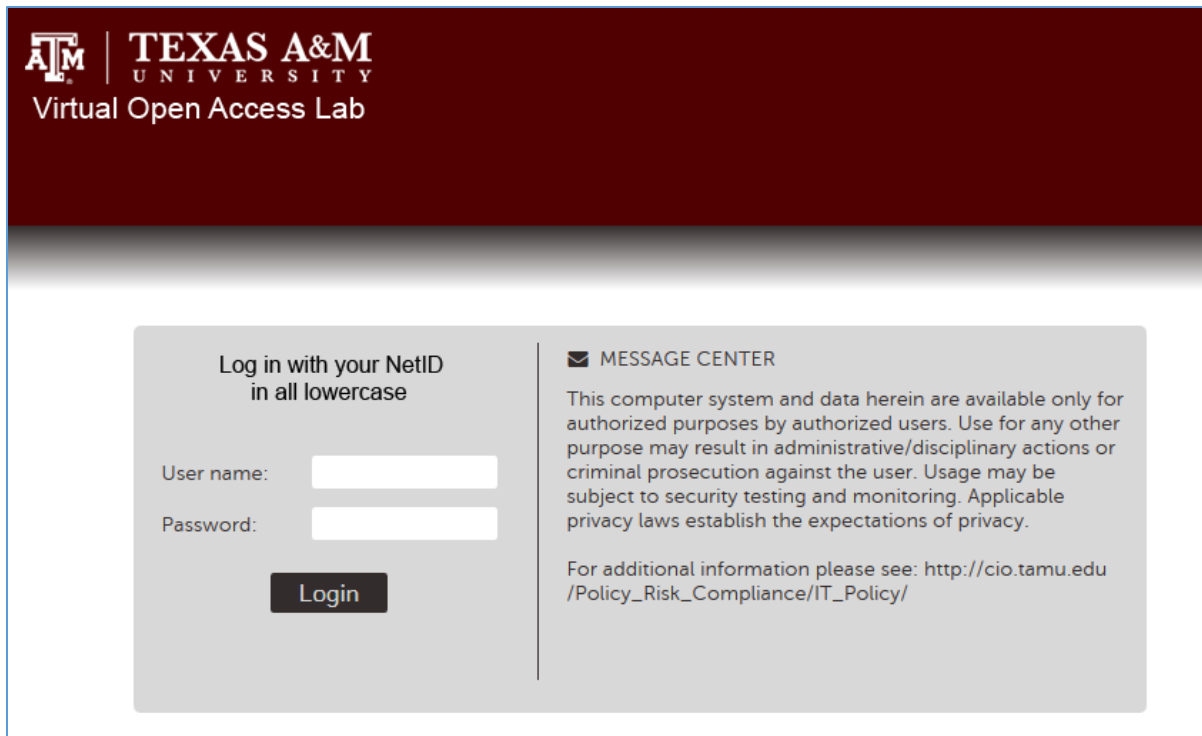
Step 1: In order to use this option, you may need to contact your IT staff to install the client for you. You can find instructions on how to install the Client at the following link:

https://tamu.service-now.com/tamu-selfservice/knowledge_detail.do?sysparm_document_key=kb_knowledge,9e8159c16f454e00b522db3bbb3ee480

Step 2: The client-based version of Virtual Compass has the full functionality of Compass as if you were running it on your current PC and can be found in Howdy within the Compass portlet as shown below.



Step 3: Log in with your NetID and password to access the Virtual Open Access Lab (VOAL).



The screenshot shows the login interface for the Virtual Open Access Lab at Texas A&M University. The header features the university's logo and name. The main content area is divided into two sections. On the left, there is a login form with the instruction "Log in with your NetID in all lowercase". It includes input fields for "User name:" and "Password:", and a "Login" button. On the right, there is a "MESSAGE CENTER" section with a warning message about authorized use and a link to the IT Policy page.

ATM | TEXAS A&M UNIVERSITY
Virtual Open Access Lab

Log in with your NetID
in all lowercase

User name:

Password:

Login

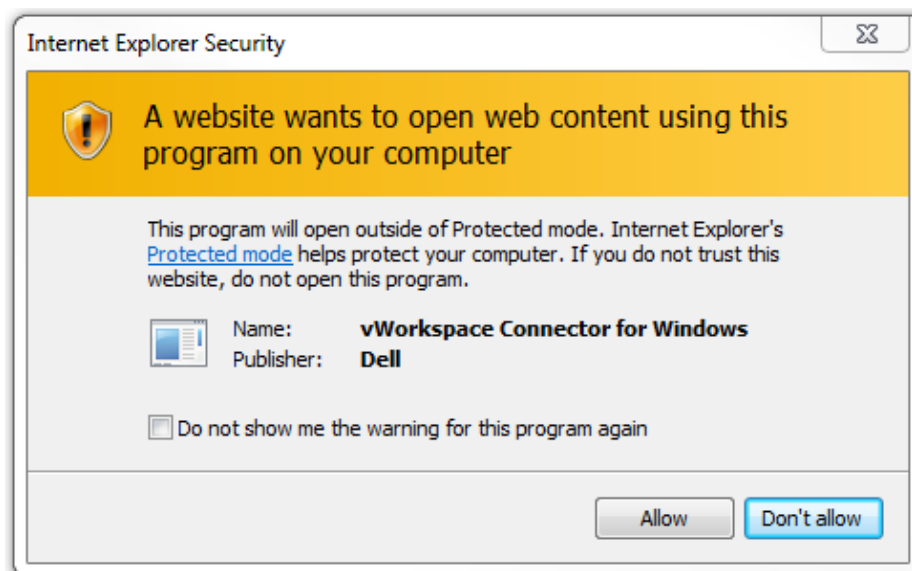
MESSAGE CENTER

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

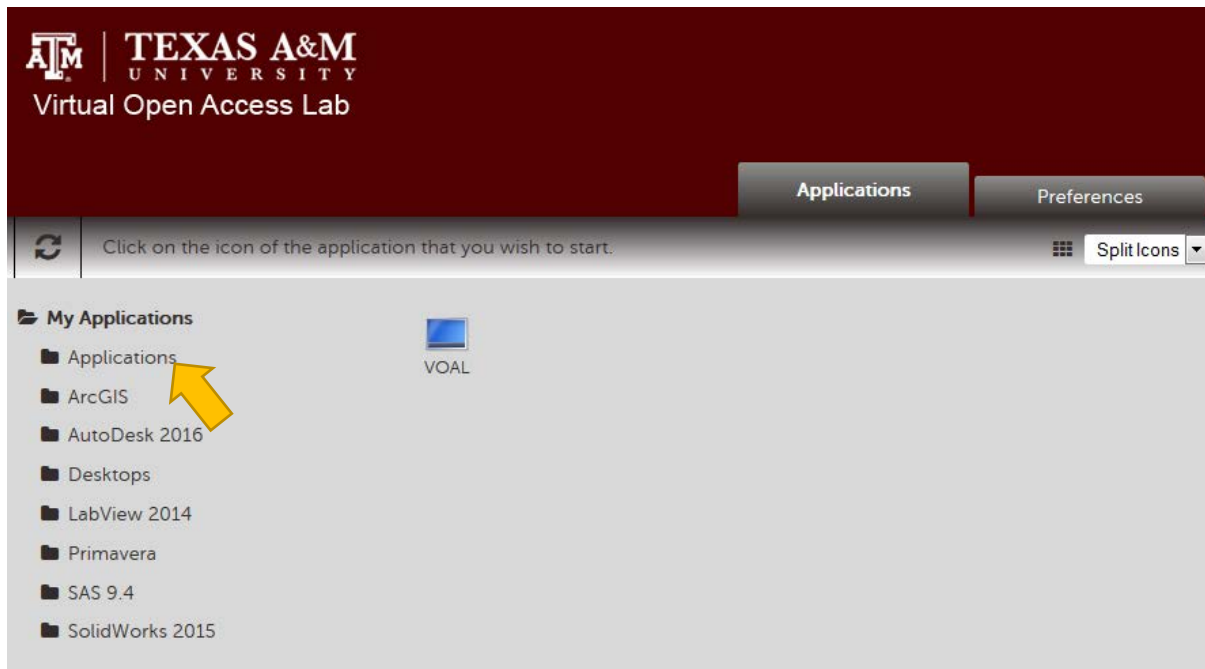
For additional information please see: http://cio.tamu.edu/Policy_Risk_Compliance/IT_Policy/

Step 4: At this point you will either be directed to the page below, or will see a prompt to install the client. If you see this prompt, please go back to Step 1 and follow the instructions provided in the link.

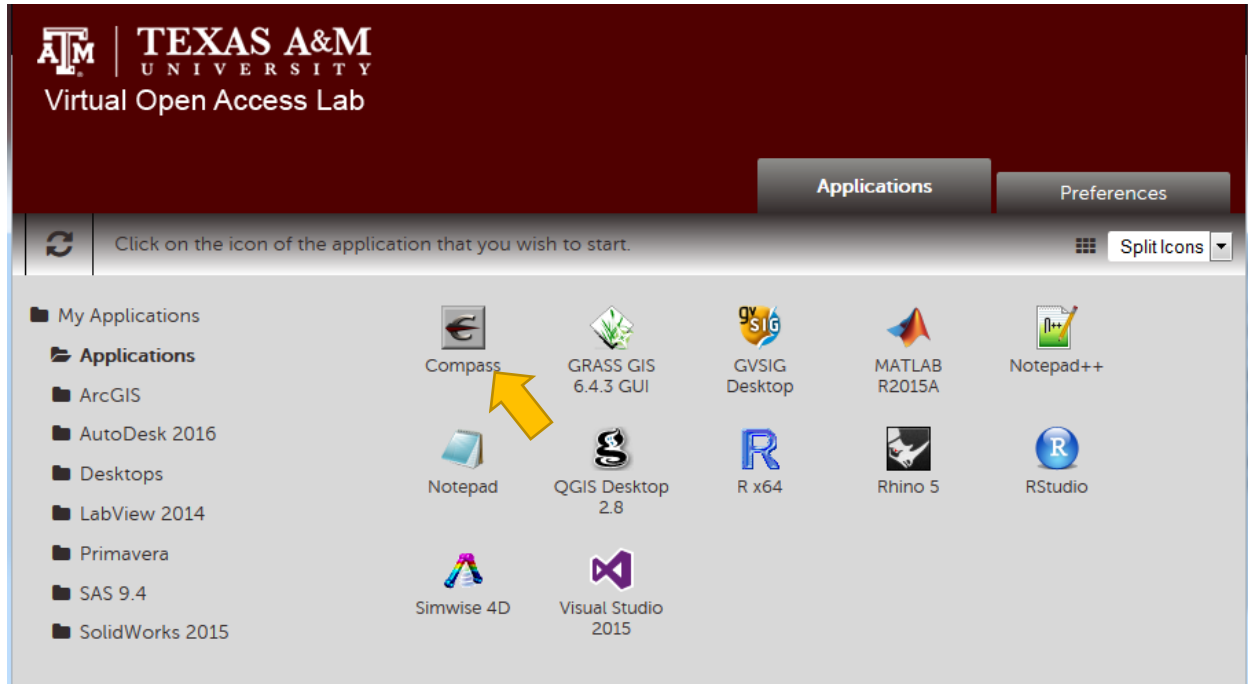
*****Note***** You may be prompted to Allow or Add an Exception for the vWorkspace Connector to run. It is recommended that you check the box and choose the affirmative option so that you are not prompted with this window in the future.



Step 5: Navigate to the Applications tab on the left of the screen.




Step 6: Select the Compass icon.



Step 7: A virtual browser window will open that will prompt you to log in to CAS again using your NetID and password. After you log in, the Compass window will pop-up and you can use it as normal.

CENTRAL AUTHENTICATION SERVICE

 **TEXAS A&M**
UNIVERSITY

Enter Your NetID and Password

Please Log In!

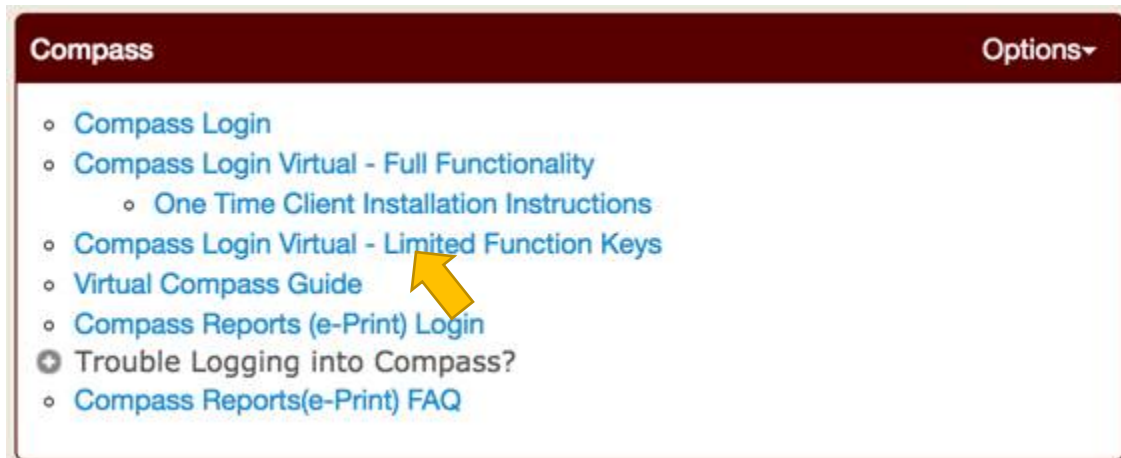
Current Users	New User?
NetID: <input type="text"/>	<input type="button" value="Activate Your NetID"/>
Password: <input type="text"/>	
<input type="button" value="Log In"/>	
Forgot Your Password?	

This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.

When finished, please be sure to log out of VOAL and close all Compass windows.

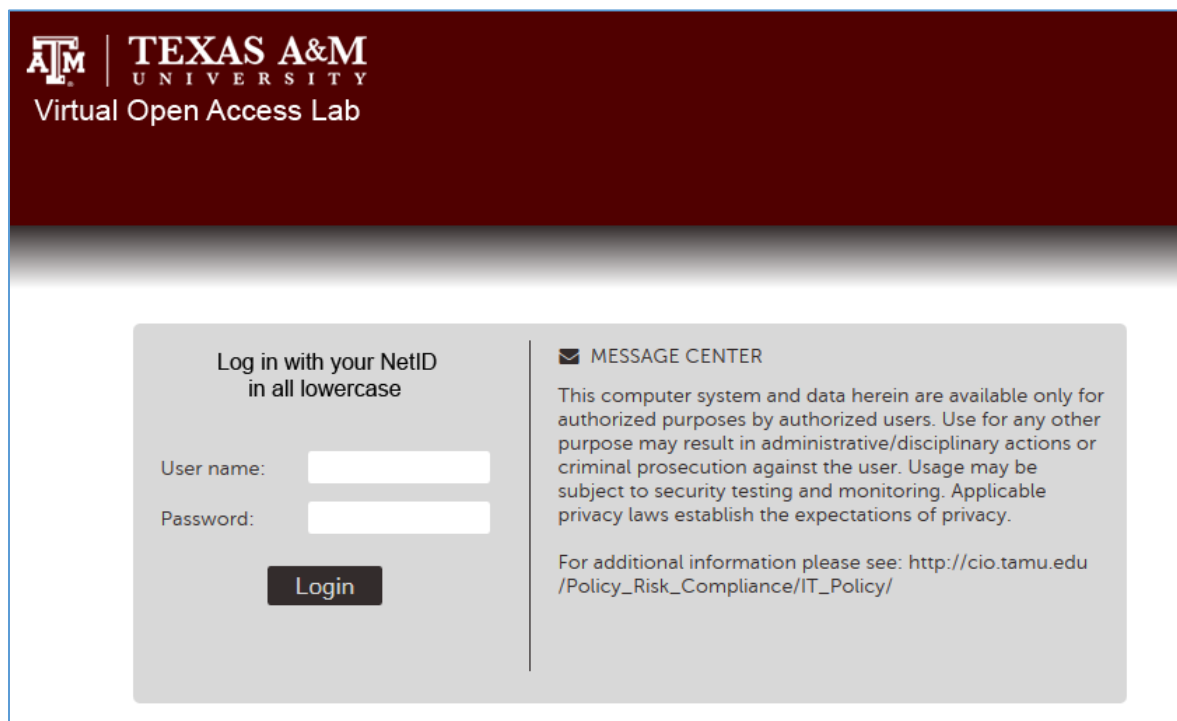
Option 2 – Compass Login Virtual – Limited Function Keys

You can use the browser-based version to access Compass without the Java requirements, which can also be found in Howdy within the Compass portlet as shown below:

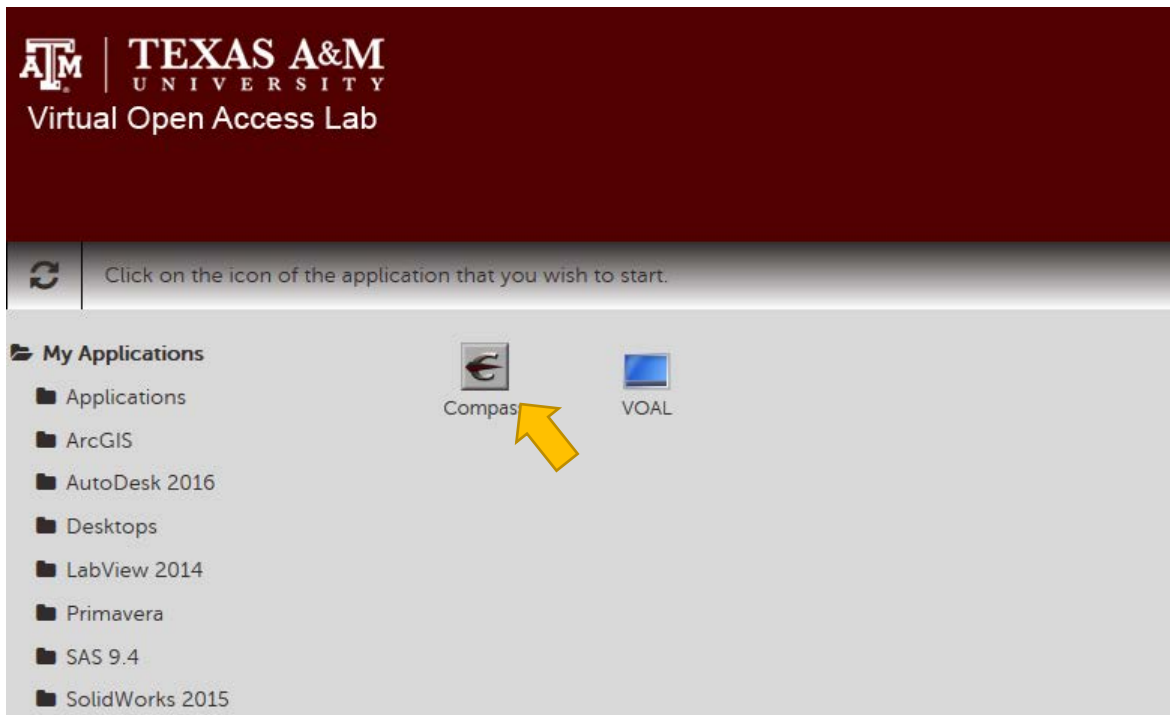


*****NOTE:** Some functionality of Compass, such as the number pad and F5, will **NOT** work in the browser-based version of Compass. If you prefer these functions, you will need to use Option 1***

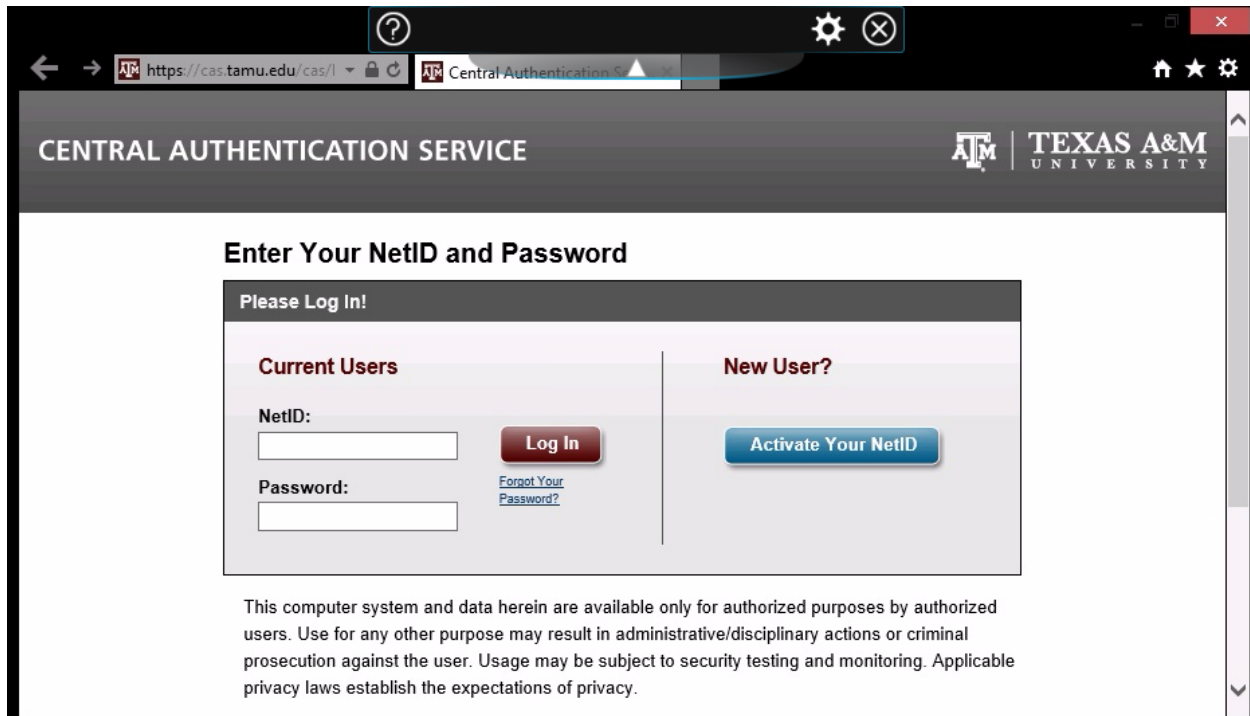
Step 1: Log in to the VOAL with your NetID and password.

A screenshot of the Texas A&M University Virtual Open Access Lab (VOAL) login page. The top section is a dark red banner with the Texas A&M University logo and the text 'Virtual Open Access Lab'. Below the banner is a light gray login form. On the left side of the form, it says 'Log in with your NetID in all lowercase'. There are two input fields: 'User name:' and 'Password:'. Below these fields is a dark gray 'Login' button. On the right side of the form, there is a 'MESSAGE CENTER' section with a checkmark icon. The message reads: 'This computer system and data herein are available only for authorized purposes by authorized users. Use for any other purpose may result in administrative/disciplinary actions or criminal prosecution against the user. Usage may be subject to security testing and monitoring. Applicable privacy laws establish the expectations of privacy.' Below the message is a link: 'For additional information please see: http://cio.tamu.edu/Policy_Risk_Compliance/IT_Policy/'.

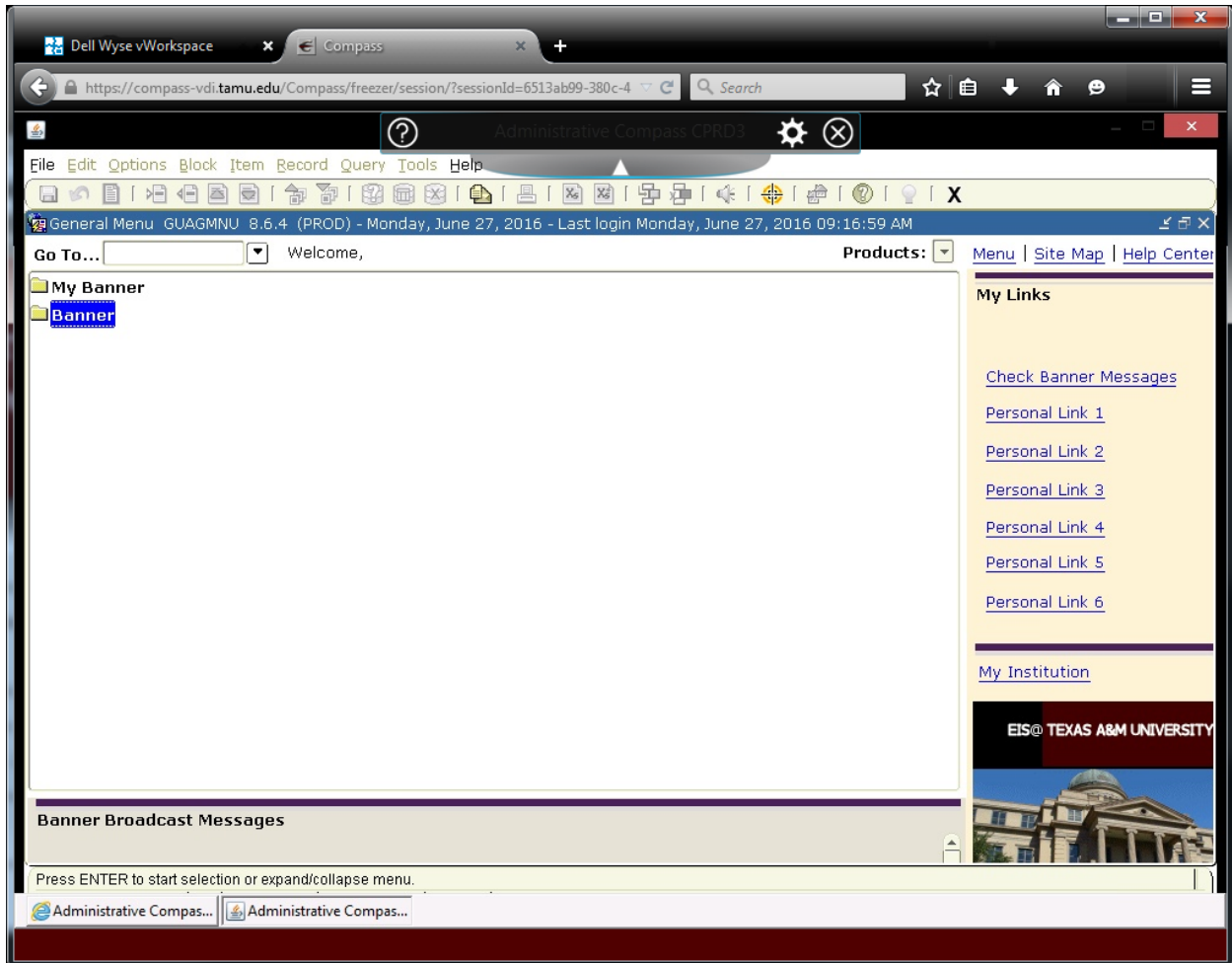
Step 2: You will be taken to the following screen where you will need to select the Compass icon.



Step 3: This link will open a new, virtual desktop window within your browser which will prompt you for your credentials.



After entering your credentials, the Compass window should appear within the browser.



When finished, please be sure to log out of VOAL and close all Compass windows.