# Steps to access the Virtual Class Lab for SPSS:

1. Open Web Browser to URL: http://www.csun.edu/it/projects/vcl.html

2. Click on "Pilot Login" in the left margin

3. Input your campus user ID and password

4. Click on "New Reservation"

5. Click "Now" (or the time you want to use SPSS) and "Create Reservation".

6. Wait for word "pending" to disappear; and then click "connect'.

7. Then click the "Get RDP" button and then OK under the window coming up.

8. Then click "connect or OK" under the warning window.

9. At the remote screen login, input your campus ID and the Password generated on the previous page (no cut and paste allowed and is case sensitive); then click "OK"

10. At the desktop, click on Microsoft Flags (lower left), all programs, SPSS Inc and PASW Statistics 18, twice (once on the folder and once on the icon).

**Now go about doing your work as normal in SPSS.**

11. To save files, click on the "file", "save" and C in the dropdown menu. It will be marked "C on X- PC" (where X is the name of your computer), then "users", "your name" and "desktop" (or whatever location in which you want to save it).

12.  To print, click on "File" "Print" and from the drop down menu choose your home printer or .pdf, if you want to email your results.

13. To close the Virtual SPSS program, go to the "start" menu on the desktop and click "Disconnect", and "Disconnect" again.