

Off-Campus Access

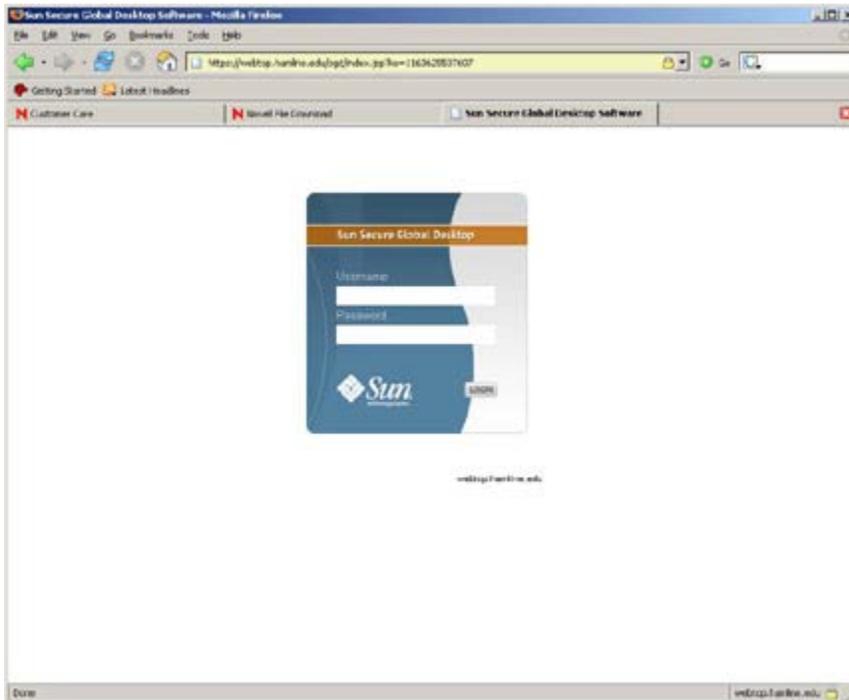
Connecting to Your Webtop for the First Time?

You can access your Webtop from any computer that has Internet Explorer 5.5 or greater by going to <http://www.hamline.edu/webtop/>.

You may also connect via a Mac client, but that requires additional software to be installed on your computer. For more information, click [here](#).

You will see the Webtop screen loading, and it will tell you to wait a few moments. It will also give you a security warning telling you that it is trying to install a Java program. Make sure the warning says that it is signed by Tarantella, Inc, and click "YES" to continue.

Figure 1 - Webtop Login



You should then be presented with the Hamline University Webtop Login Screen. Enter your Novell username and password, and then hit the "Enter" key. You should see a message just below your password telling you that it is locating the user. Next, it should log you into your Webtop.

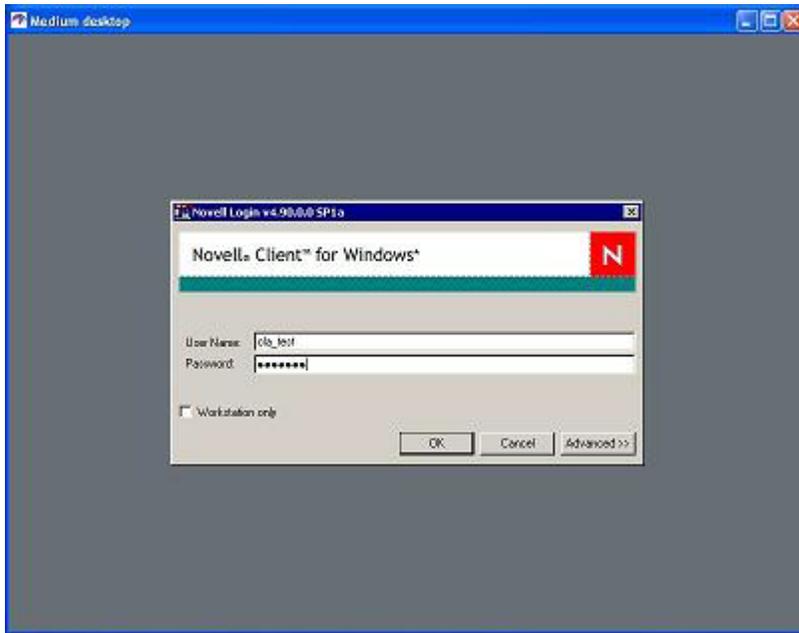
After you log in, you should have 3 options:

- Full Desktop - gives you a full screen desktop (recommended)
- Large Desktop - 1024x768 desktop
- Medium Desktop - 800x600 desktop

We recommend that you select the full screen desktop, as it should make it large enough to see everything.

Next, the Novell client should show up, asking you to log in. Make sure that the "Workstation Only" option is NOT checked. Again, log in using your Novell username and password.

Figure 2 - Terminal Services Login



After you log into the client, a box should pop up asking you to log into Windows. This is normal for the first time. You need to leave your password blank, and just click "OK". If that doesn't work, try your last name (make sure you capitalize the first letter). If that doesn't work, you should try changing your Hamline password.

Once you successfully log in, it should bring up your Webtop. You should have access to the basic applications provided to you on campus, such as Word, Excel, Powerpoint, and more. You should also have access to your "I" and "U" drives.]

To log off your Webtop, make sure that you click on the "Start" menu for your Webtop (not your personal computer), and select, "Log off <username>". Next, click on the "Logout" button in the upper right of the Secure Global Desktop main screen.

Subsequent logins should be much easier, if you have completed the login process successfully. If you have trouble, you can contact the Helpdesk at itshelp@hamline.edu or x2220