



# Splashtop for Remote Labs

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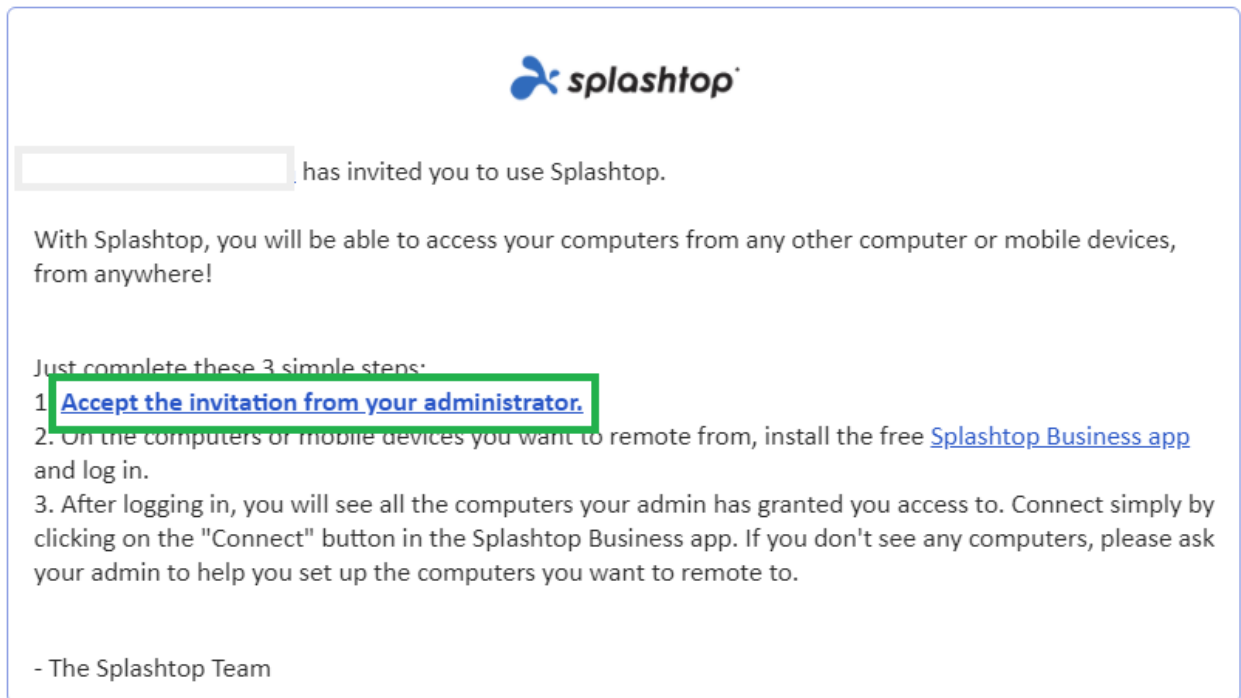
Onboarding Guide for Member Roles, including  
Students and Teachers

8/18/2020

This guide goes over account setup for members (after receiving invite), installation, and general connection instructions.

## Account Setup & Installation

1. Your IT team will invite you to set up your Splashtop account. You will receive an email:  
Subject: "You've been invited to join a Splashtop team"
2. Click "Accept the invitation from your administrator".



3. Create your Splashtop account and password.  
(Single Sign-On users skip this step)

Please choose a password to create your account and join the team. x

### Create Splashtop Account


Your Name

Your password

Confirm password


Passwords must include:

- at least 8 characters.
- at least 1 lowercase letter, 1 uppercase letter and 1 number.
- no commonly used words.

I'm not a robot  reCAPTCHA  
Privacy - Terms

I agree to the Splashtop [Terms of Service](#) and [Privacy Policy](#).

4. Go back to the invitation email, and click the link to install the free “Splashtop Business app”.



has invited you to use Splashtop.


With Splashtop, you will be able to access your computers from any other computer or mobile devices, from anywhere!

Just complete these 3 simple steps:

1. [Accept the invitation from your administrator.](#)
2. On the computers or mobile devices you want to remote from, install the free [Splashtop Business app](#) and log in.
3. After logging in, you will see all the computers your admin has granted you access to. Connect simply by clicking on the "Connect" button in the Splashtop Business app. If you don't see any computers, please ask your admin to help you set up the computers you want to remote to.

- The Splashtop Team










5. Choose which platform you would like to install on. Download and install the Business app.



## Splashtop Business Access

### Splashtop Business App

Install the **Splashtop Business app** on the computers & mobile devices you want to **remote from**:

-  Windows 10, 8, 7, Vista\*, XP\*
-  Windows 10, 8, 7, Vista\*, XP\* (portable version / zero install / run from USB drive)
-  Windows Phone
-  macOS 10.7\* or newer
-  iPad, iPhone
-  Android 4.0\* or newer
-  Chromebook (Android app – recommended)
-  Chrome browser and Chromebook (Chrome app\*\*)
-  Kindle Fire

6. Once installed, log into the Splashtop Business app. When trying to login, you should see a message to authenticate your login, “AUTHENTICATION REQUIRED”. This is to ensure the security of your account. You'll receive an email with an authentication link. Opening this link authenticates your computer and lets you login to the Splashtop Business application.



The Splashtop ID (  ) was used to sign in from a new location.

Please authenticate this device within 2 hours of receiving this email.

[Authenticate this device.](#)

Login attempt from:

Time: 2020-08-11 10:20:50 (UTC-07:00)

Device name:

Device type: Windows

Location: United States

IP address:

If you don't recognize this login attempt, we recommend changing your password.

Manage your account at [my.splashtop.com](https://my.splashtop.com).

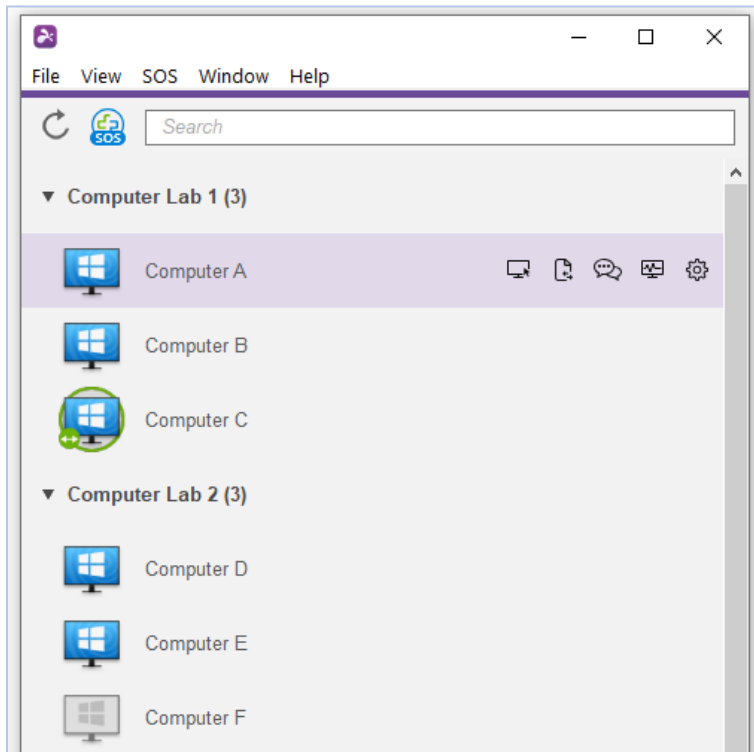
If you have any questions, please contact us at [www.splashtop.com/support](https://www.splashtop.com/support).

- The Splashtop Team

7. After the authentication, log in to the Business app with your credentials and you will be able to launch a remote session from that device.

## Remote Access & Usage

Once you log into the Business app, you will see a list of computers you have been granted access to.



Computer List Icon Indicators:



Online - the computer is available to start a remote session.

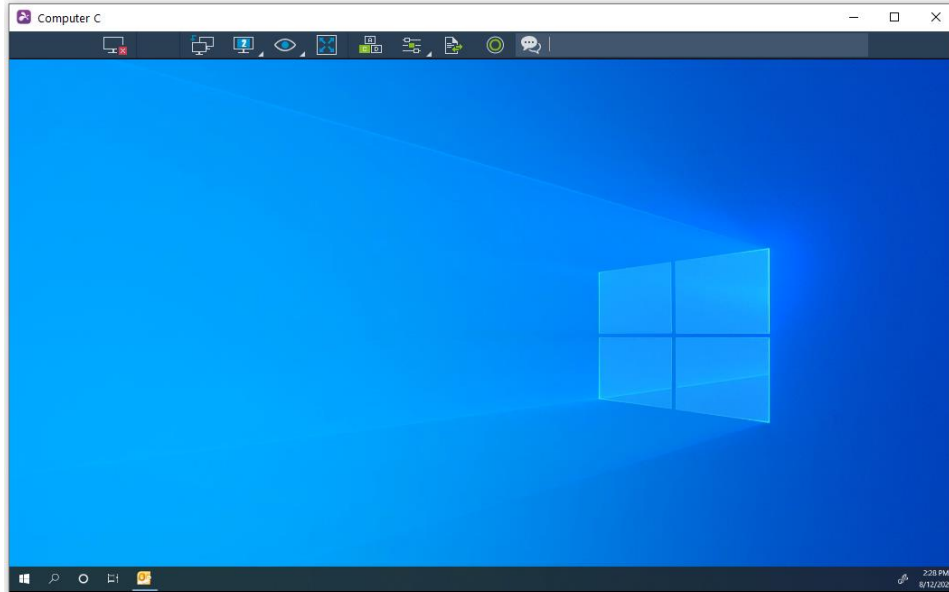


In session - the computer is currently in another remote session.



Offline – the computer is not accessible remotely.

1. Depending on what platform you're connecting from, double-click/tap on an available computer to connect.
2. Once you're remoted into a computer, you can now control and work as if you're sitting in front of the computer!



Each remote session will have a toolbar at the top or bottom of the screen.

Find out what each toolbar icon means for the device you're connecting from:

- [Windows & Mac](#)
  - [Android](#) (including Chromebooks that utilize the Google Play Store)
  - [iOS](#) (iPad, iPhone)
3. To end the remote session, first, remember to log out of your user account on the computer if applicable. Then, disconnect the session by selecting the Disconnect icon in the toolbar, or close the session window.



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