***Note:** You must be located on campus or have stable Internet connection to proceed with these steps.

IMPORTANT: Use of "RDSWEB" links for remote access to SPSS is no longer supported.

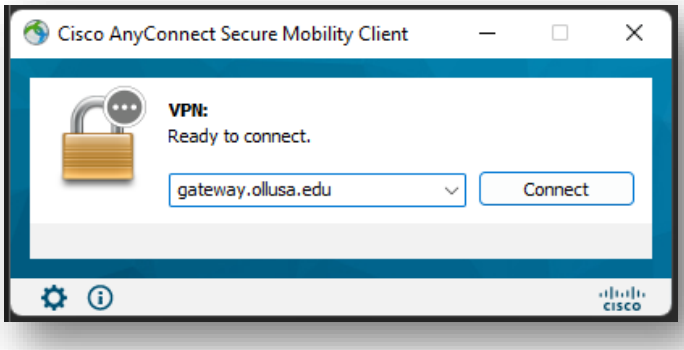
This guide will show you step by step on how to access SPSS on and off campus with LabStats-based access.

NOTE: If you are accessing SPSS from an on-campus OLLU lab computer, skip to Step 6.

NOTE: If you are accessing SPSS from an on-campus personally-owned computer, skip to Step 2.

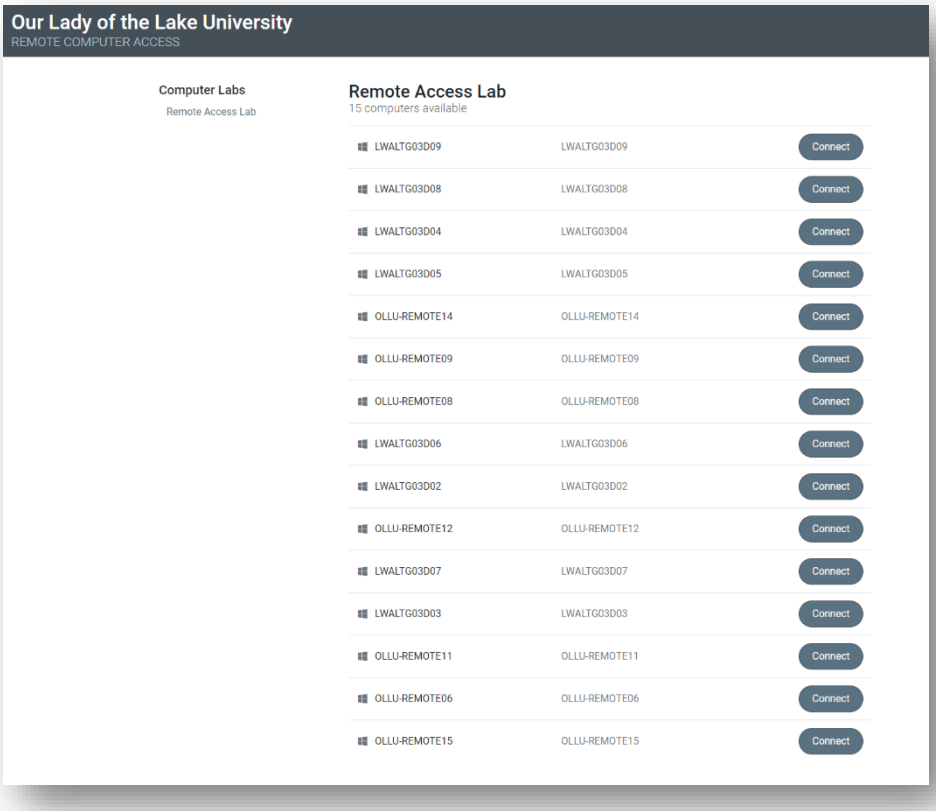
Note: If you do not have Cisco AnyConnect, you can obtain the software and instructions on the Helpdesk Site Here: OLLU Virtual Private Network (VPN)

1. While off campus, you will first need to connect to the OLLU VPN.
    a. The address to enter will be "Gateway.ollusa.edu"
    b. Select an appropriate group, i.e., "Student Group"
    c. Login with your OLLU Credentials.

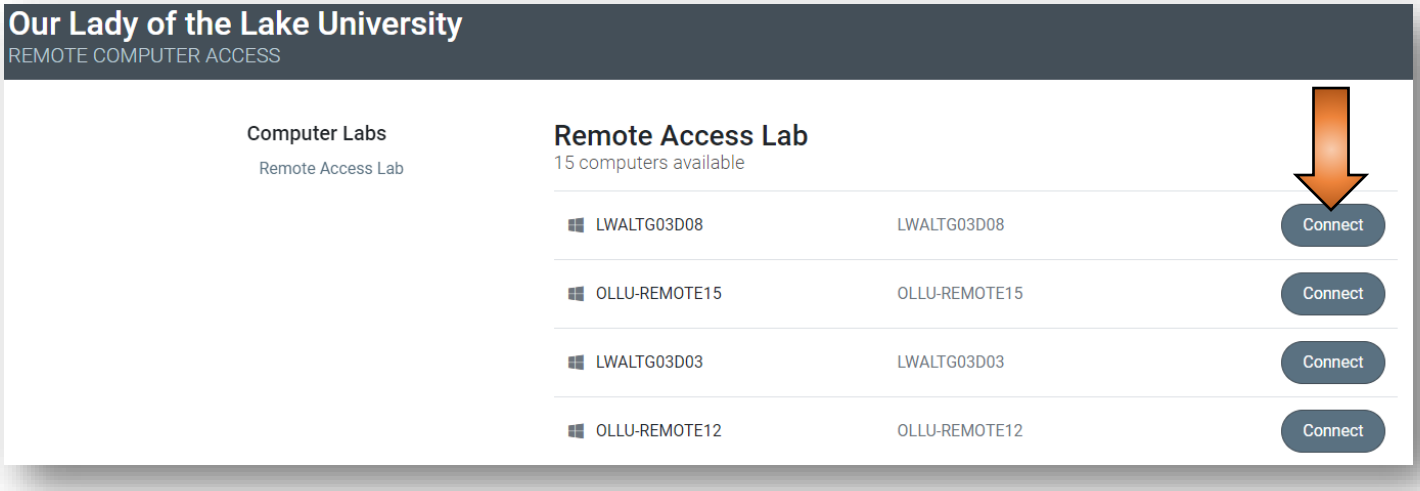


2. After you connect to the VPN, go to: https://remoteaccess.labstats.com/ollu

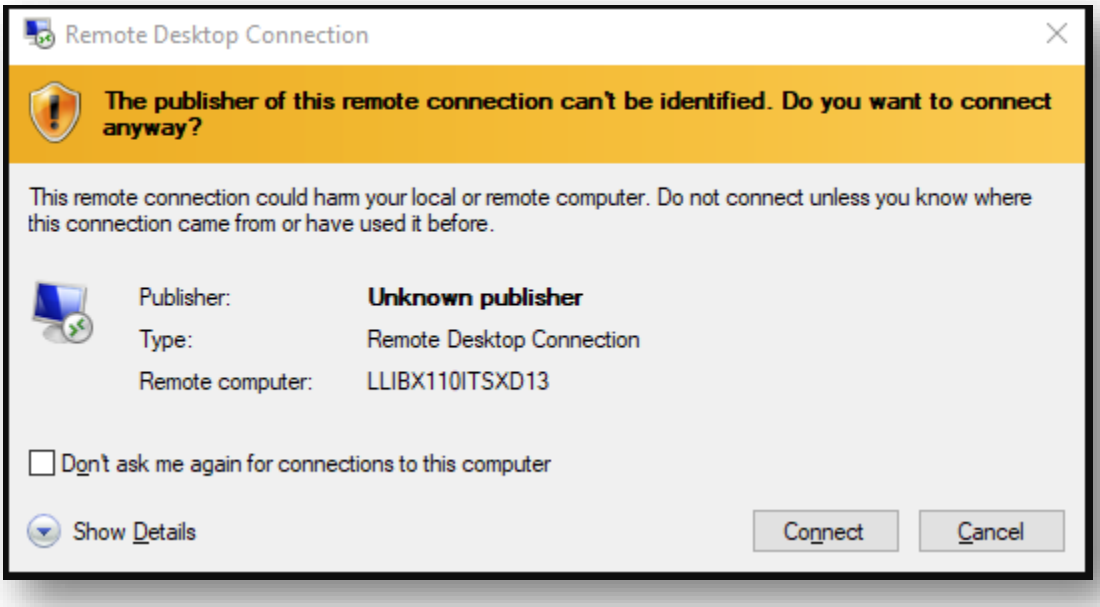
   From here, you will be able to select from a list of available remote machines.



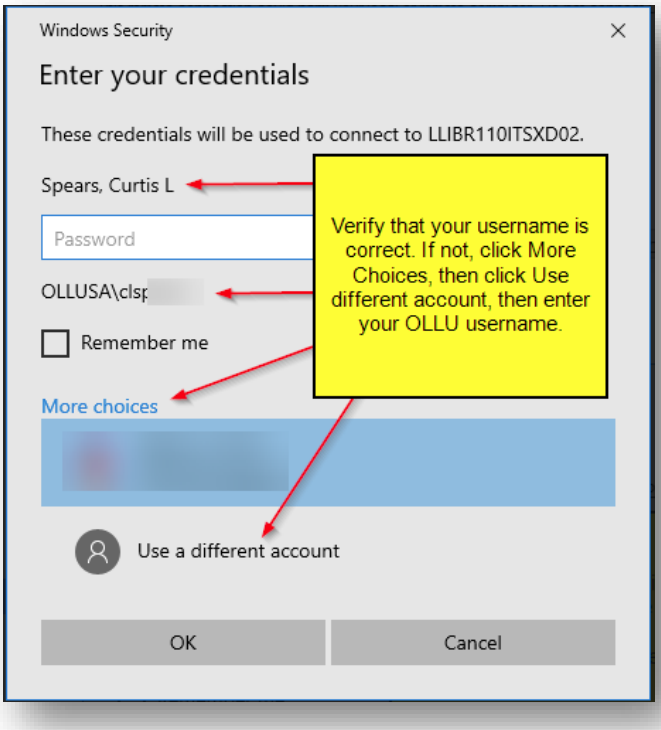
All available computers will be listed in the Remote Access Lab. Make a selection and an RDP File will download for the connection.



3. When opening the file, you may see a prompt about trusting the publisher. You can proceed by clicking "Connect".

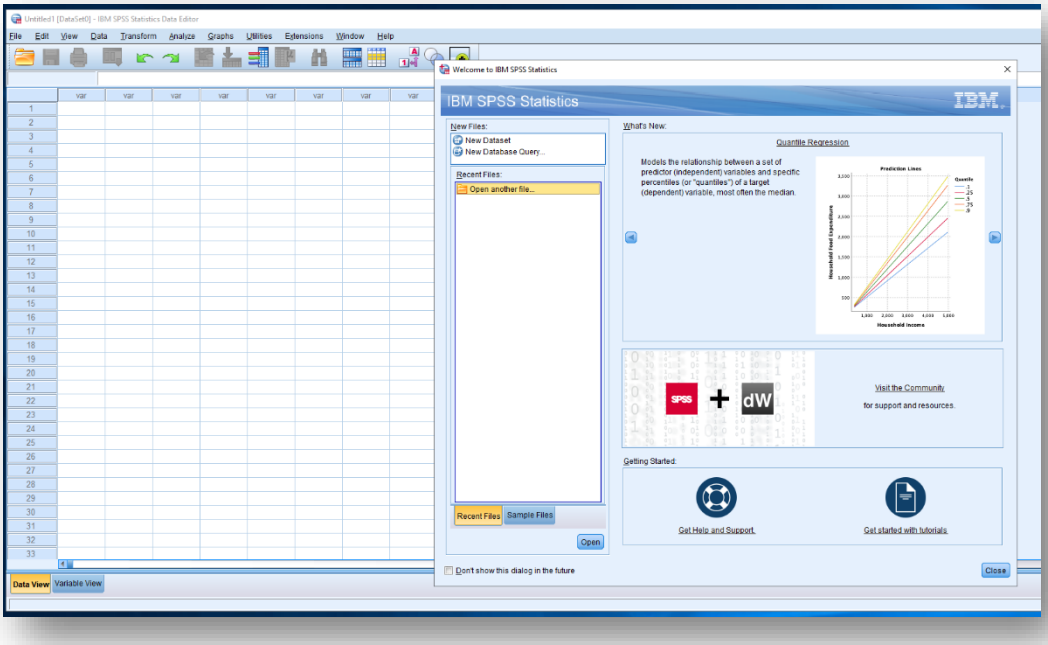


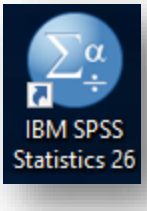
4. After you hit connect, you will be prompted for your OLLU Credentials. Be sure to include the **complete email address**. If the login name displayed does not match your OLLU login, click "More Choices" and select "Use a different account".



5. You should then be able to see the login process of the remote computer where you can access SPSS and OneDrive.

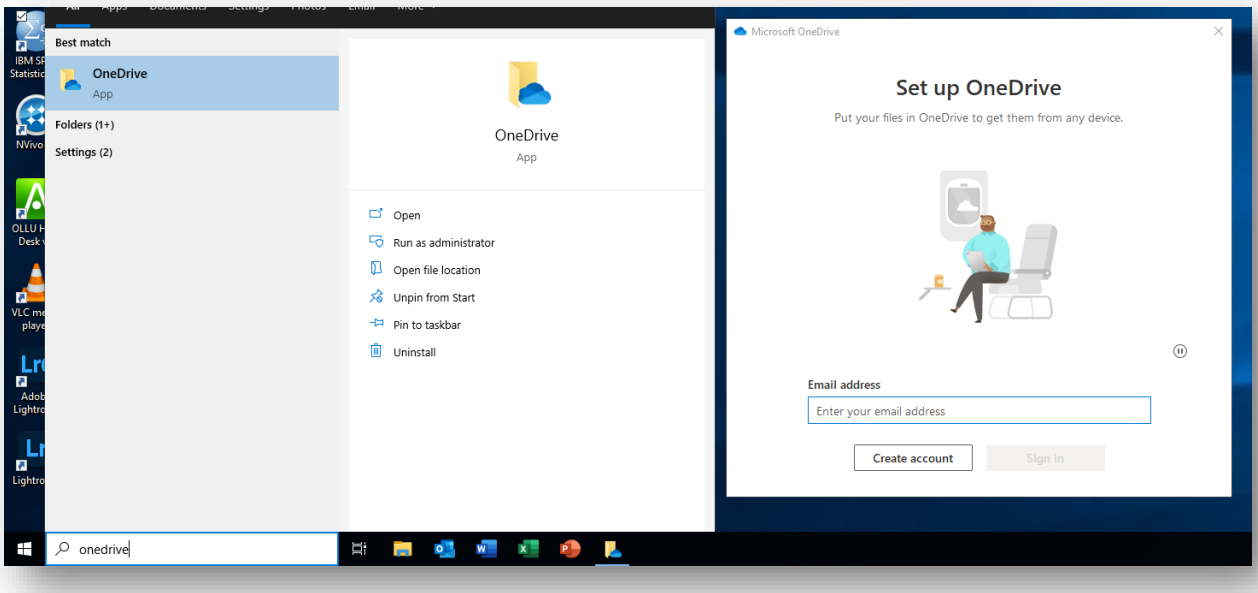
6. Once you login, you will be able to open the SPSS Application on the desktop.

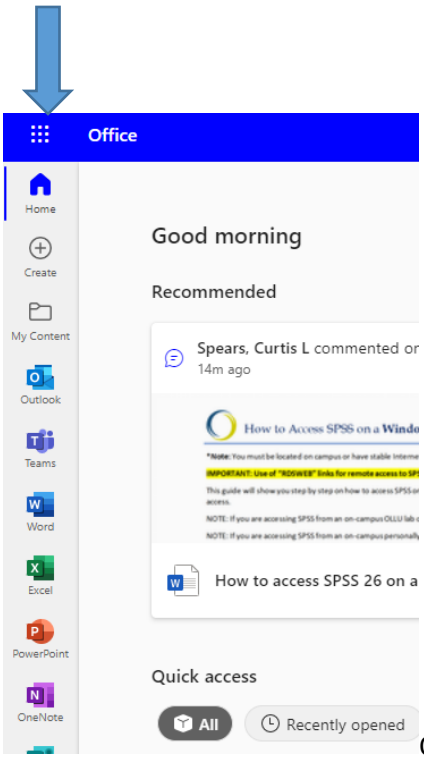




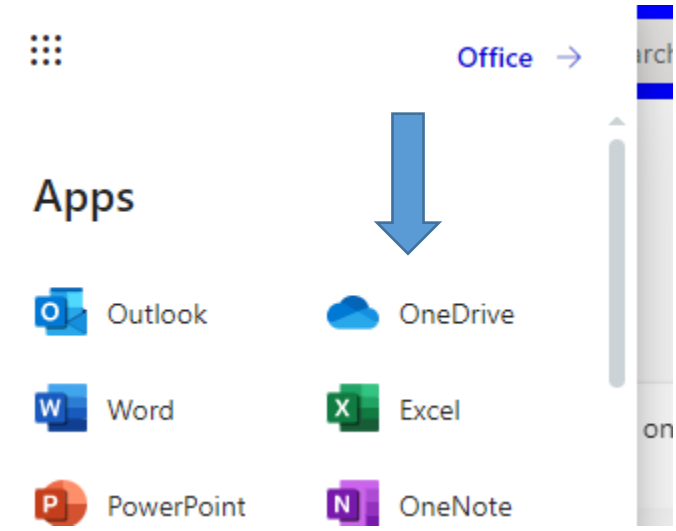
IMPORTANT: Use of U: drives for SPSS file storage is no longer supported. Students are to use their OLLU OneDrive to store and access their SPSS files.

To access your files remotely, you will need to have them located in your OneDrive storage with your OLLU Account. On an OLLU Machine you should be able to open a browser and navigate to https://office.ollusa.edu

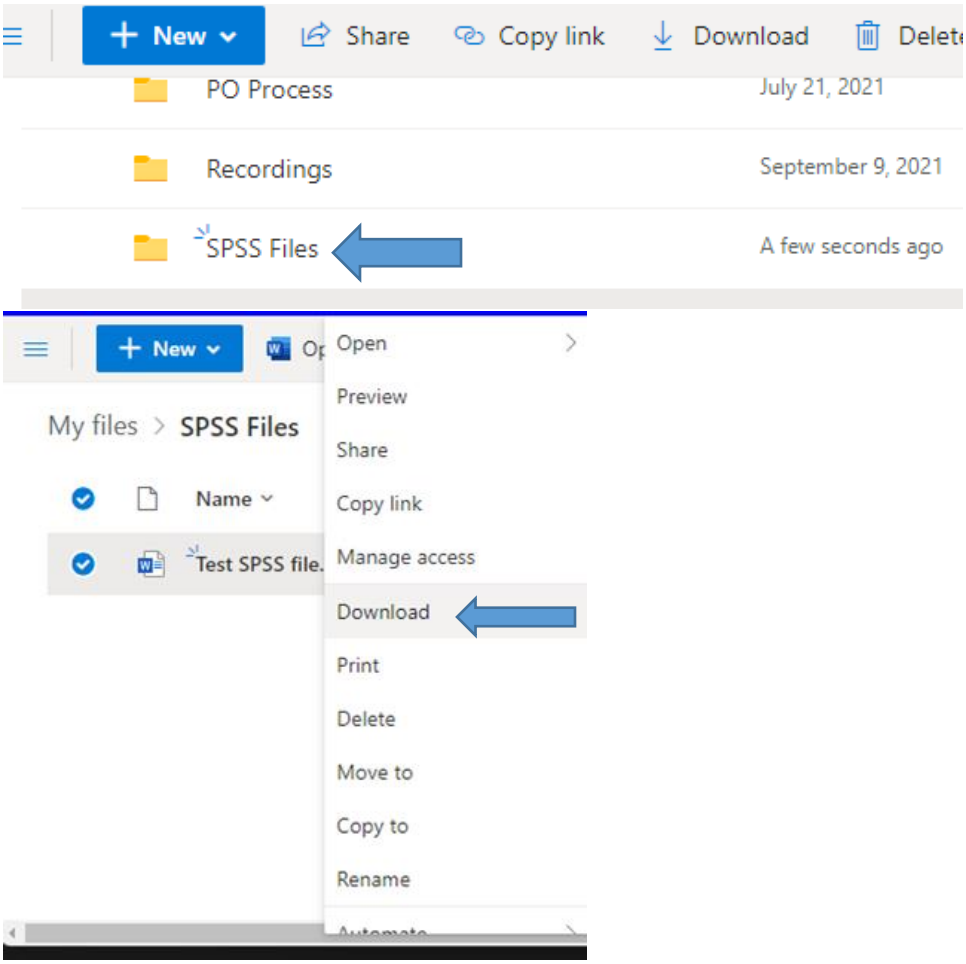




Once you login to Office, you click the waffle in the upper left corner and select **"OneDrive"**

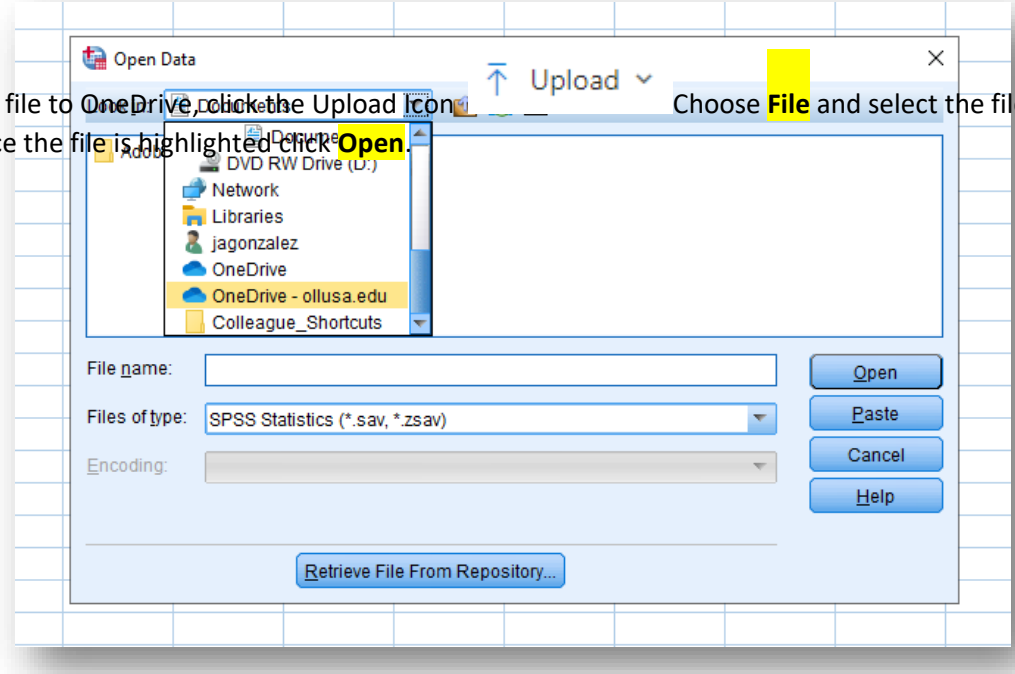


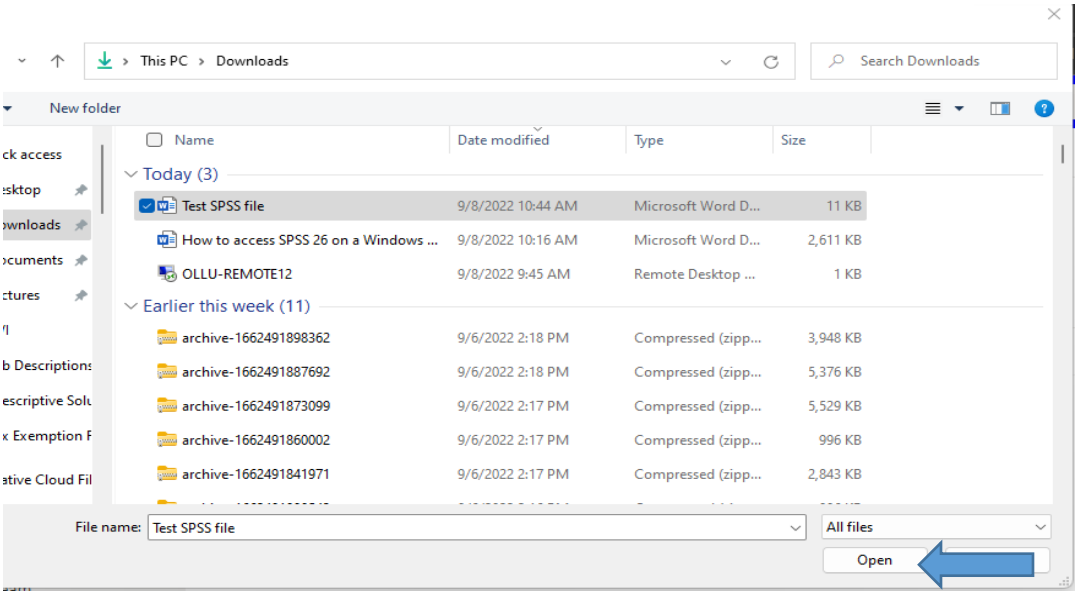
Once OneDrive is opened you can navigate to the SPSS file you need to work on. You can right click and download this file to the local computer (Downloads, Documents etc.) to work on through SPSS.



Once you have the file downloaded, you will open SPSS and **Open** the file you just saved to start your work. After work is completed and saved you will upload this file back to your OneDrive.

To upload a file to OneDrive, click the Upload Icon. Choose **File** and select the file to upload. Once the file is highlighted click **Open**.

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