

# PRAssist Access

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## ACCESSING PRASSIST FROM VPN OR CAMPUS LAGUARDIA NETWORK

Copy the following link <https://timesheet.laguardia.edu> to any of the browsers shown below to avoid extra steps:

- Microsoft Edge
- Internet Explorer

## ACCESSING PRASSIST FROM OUTSIDE CAMPUS AND OUTSIDE LAGUARDIA NETWORK

### USING WINDOWS OPERATING SYSTEM

1. Copy the following link <https://timesheet.laguardia.edu> on your browser. This link will take you to a login page where you will need to enter your Outlook credentials without @lagcc.cuny.edu. Please don't forget to include laguardia\ as part of the username.

Domain\user name:

Password:

2. Once the credentials are entered, please click 'Sign in' shown below.

Work Resources  
RemoteApp and Desktop Connection

RD Web Access

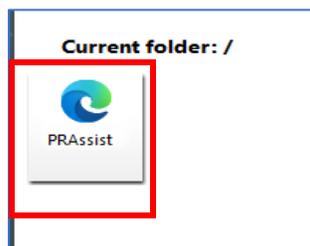
Help

Domain\user name:

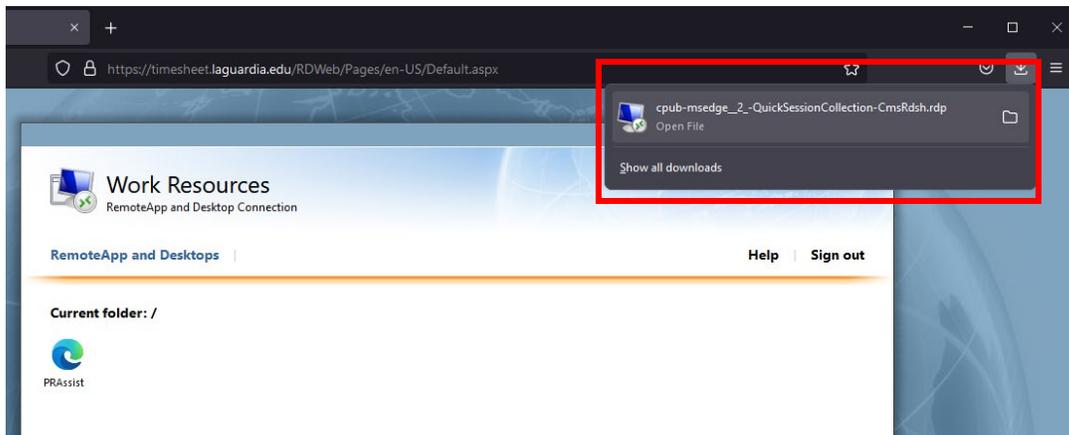
Password:

Security  
Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.

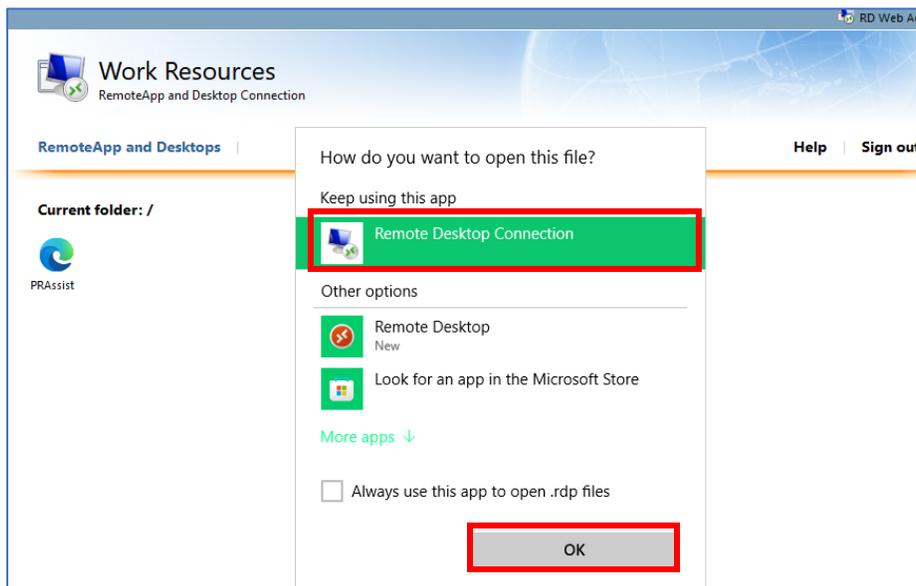
3. After signing in, the window below will appear. Click on the PRAssist icon shown in red.



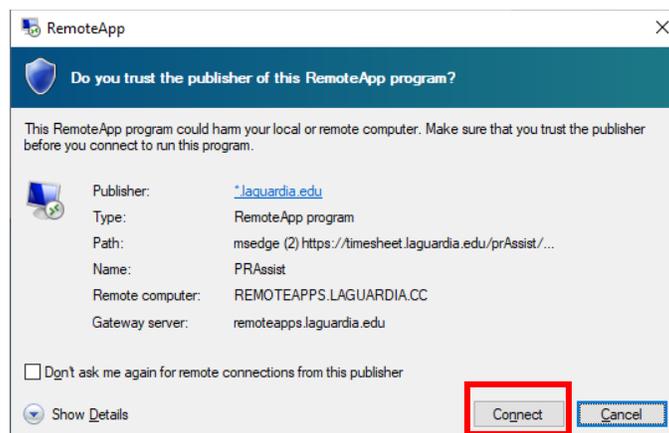
4. This will download an application to your computer shown on the image below. Click on that application.



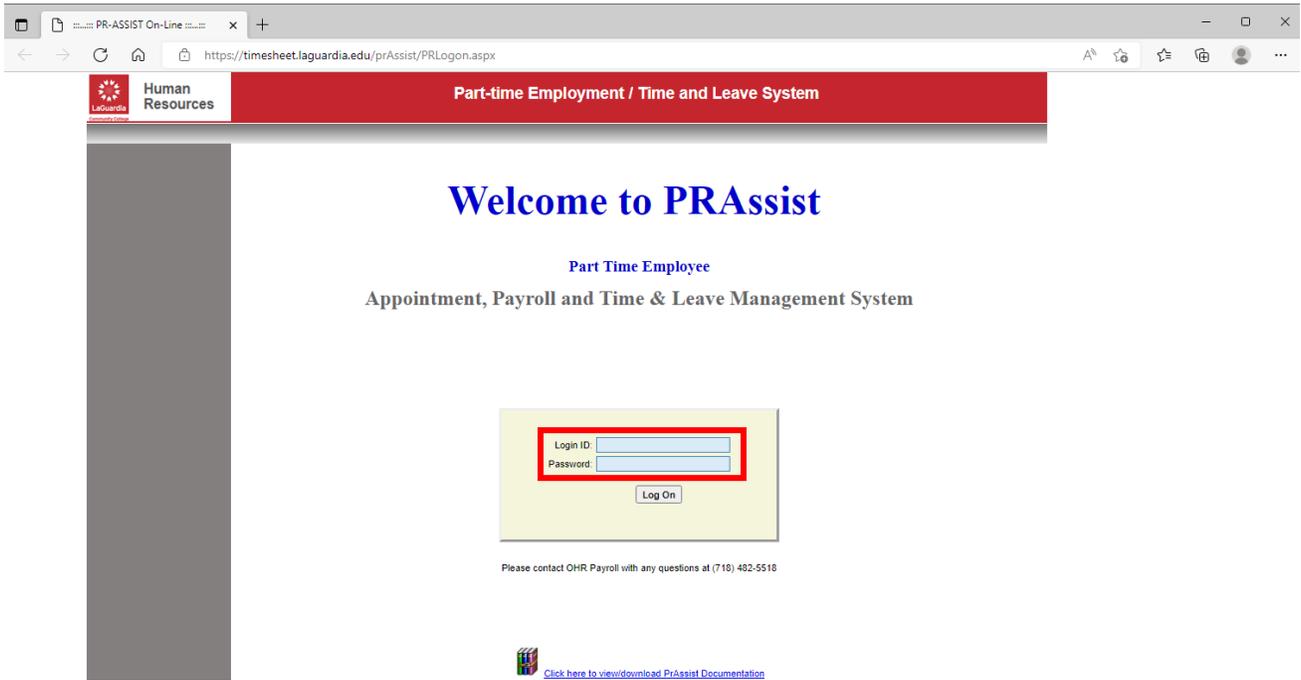
5. After opening the application, the window shown below may appear. Click on the 'Remote Desktop Connection' application and click 'OK'.



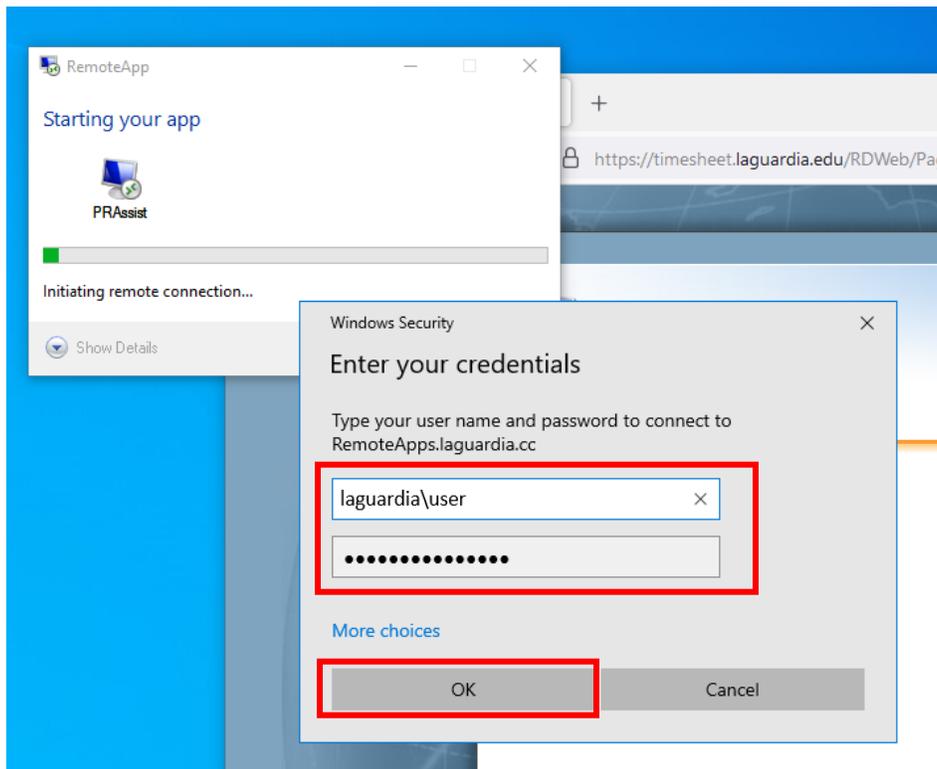
6. The small window below will pop up. Click 'Connect' shown below in red.



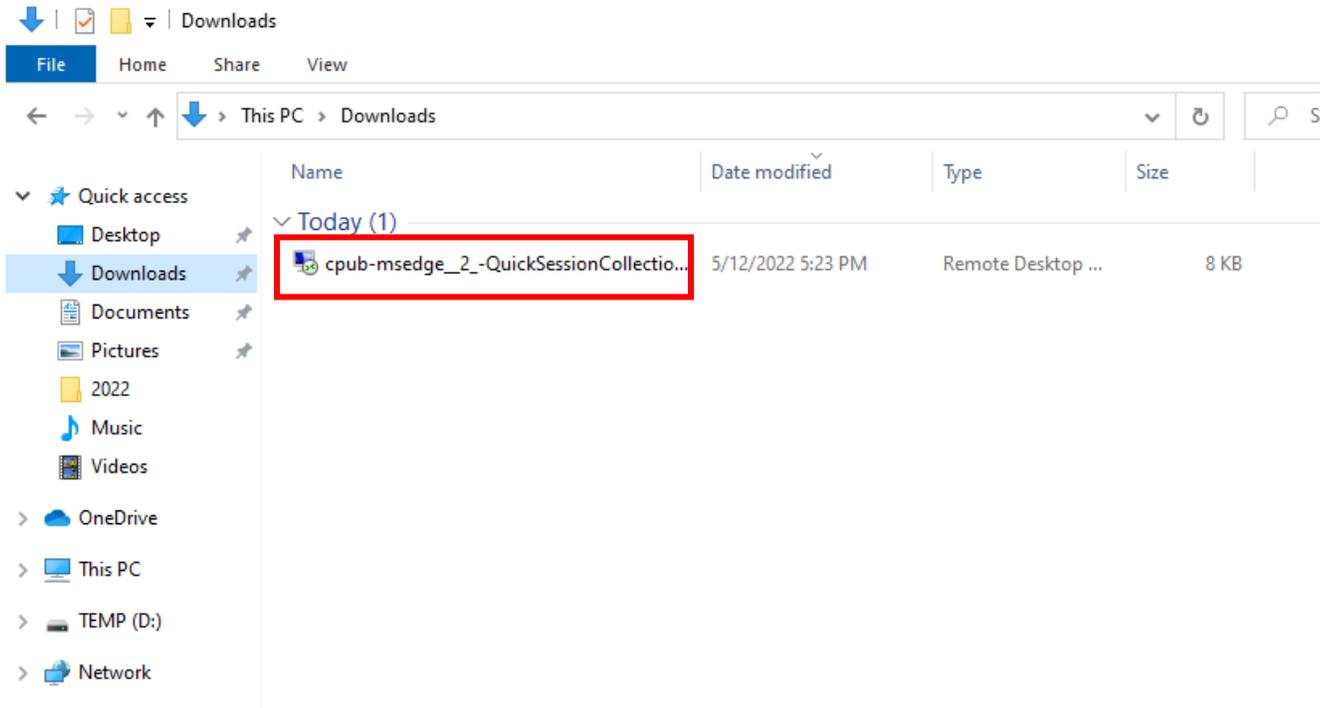
7. After clicking the connect button, the window below will appear automatically. Please enter your PRAssist login as usual. You will be able to access PRAssist normally.



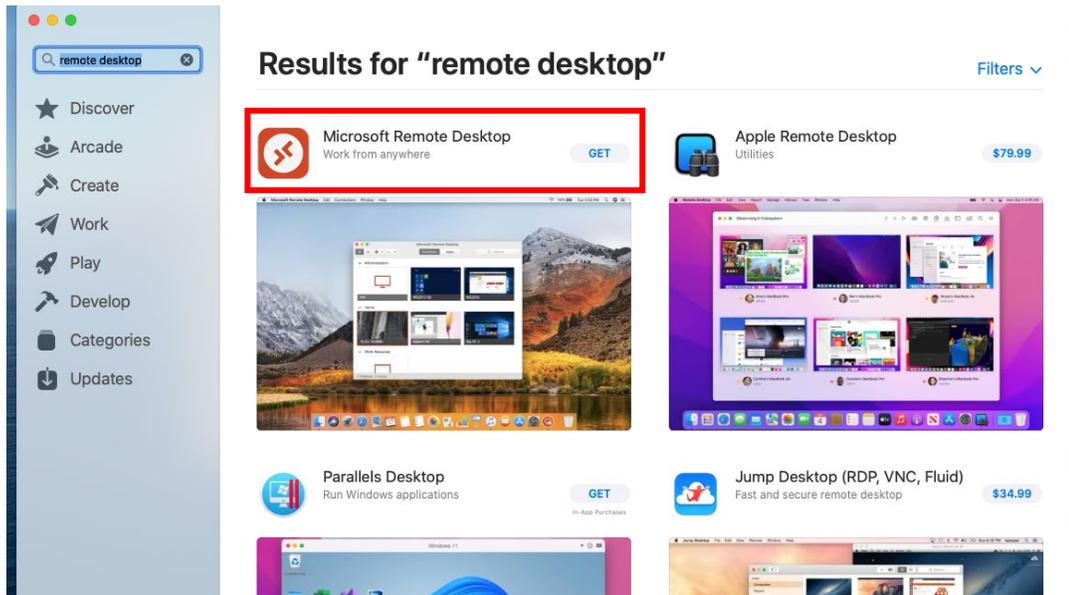
**\* Note 1:** In the case the window above does not appear automatically, the system will ask again for credentials on a separate screen shown below. Enter your log in as step 2 and click 'OK'. The PRAssist log in window will appear after this.



**\*\* Note 2:** The entire process shown above is needed to be done only **ONCE**. After the process is finished, if you need to access PRAssist again, go to your **'Downloads'** folder and click on the application downloaded previously. This will automatically open the PRAssist Timesheets window.



1. Open the app store and search 'Remote desktop'. Download the 'Microsoft Remote Desktop' application.

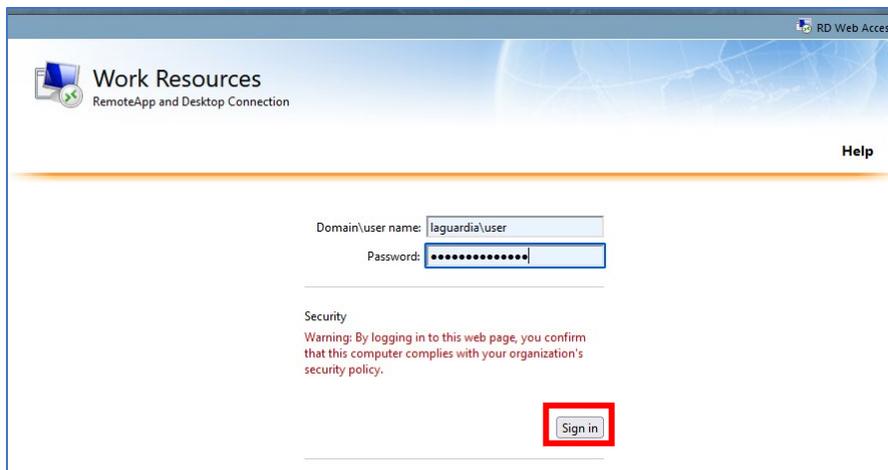


2. Copy the following link <https://timesheet.laguardia.edu> on your browser. This link will take you to a login page where you will need to enter your Outlook credentials **without** @lagcc.cuny.edu. Please don't forget to include **laguardia** as part of the username.

Domain\user name:

Password:

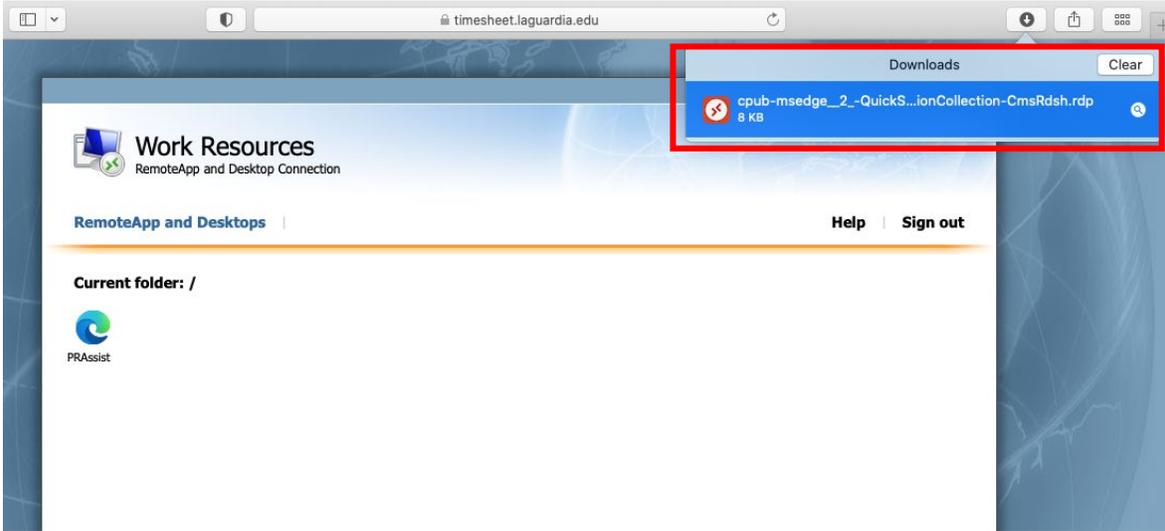
3. Once the credentials are entered, please click 'Sign in' shown below.



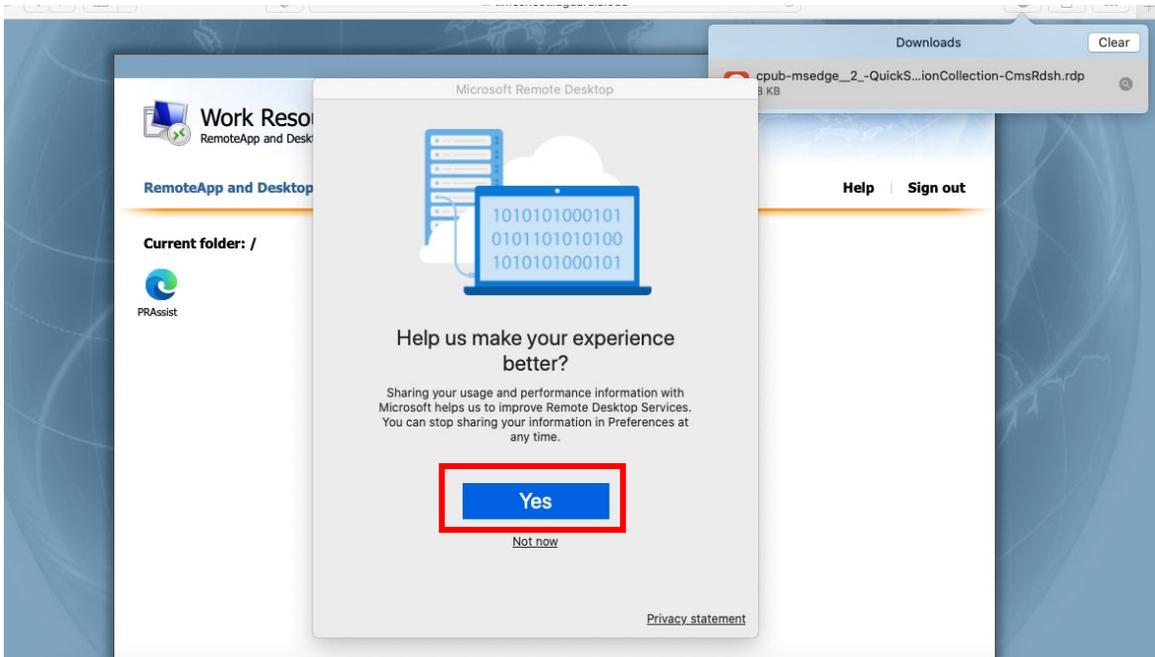
4. After signing in, the window below will appear. Click on the PRAssist icon shown in red.

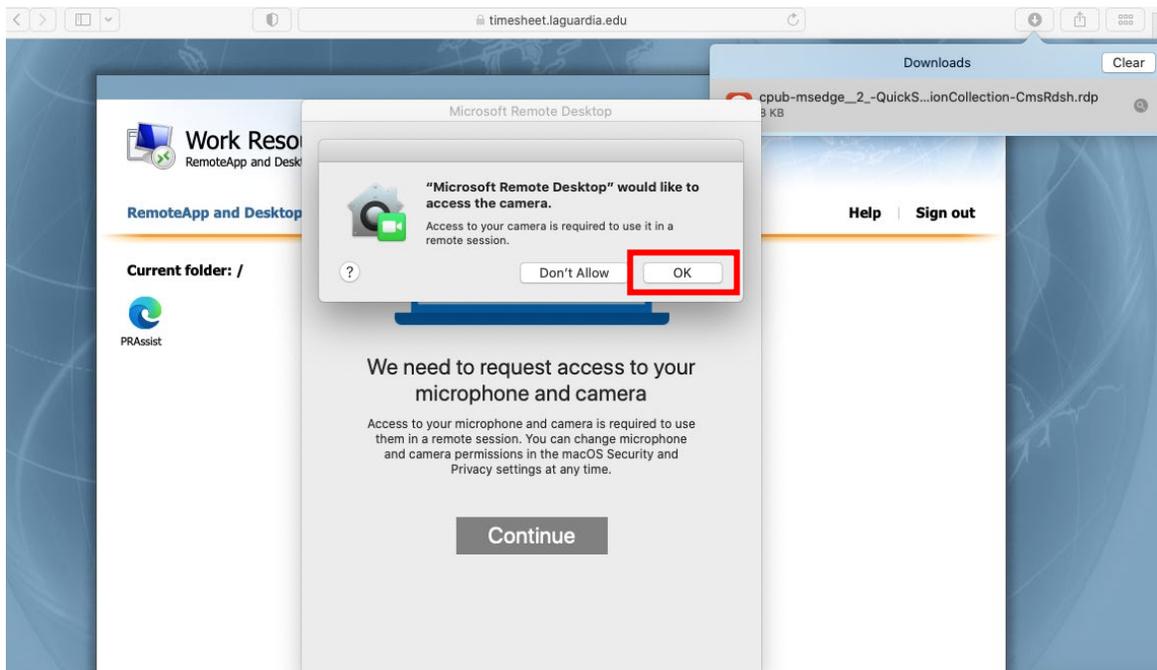
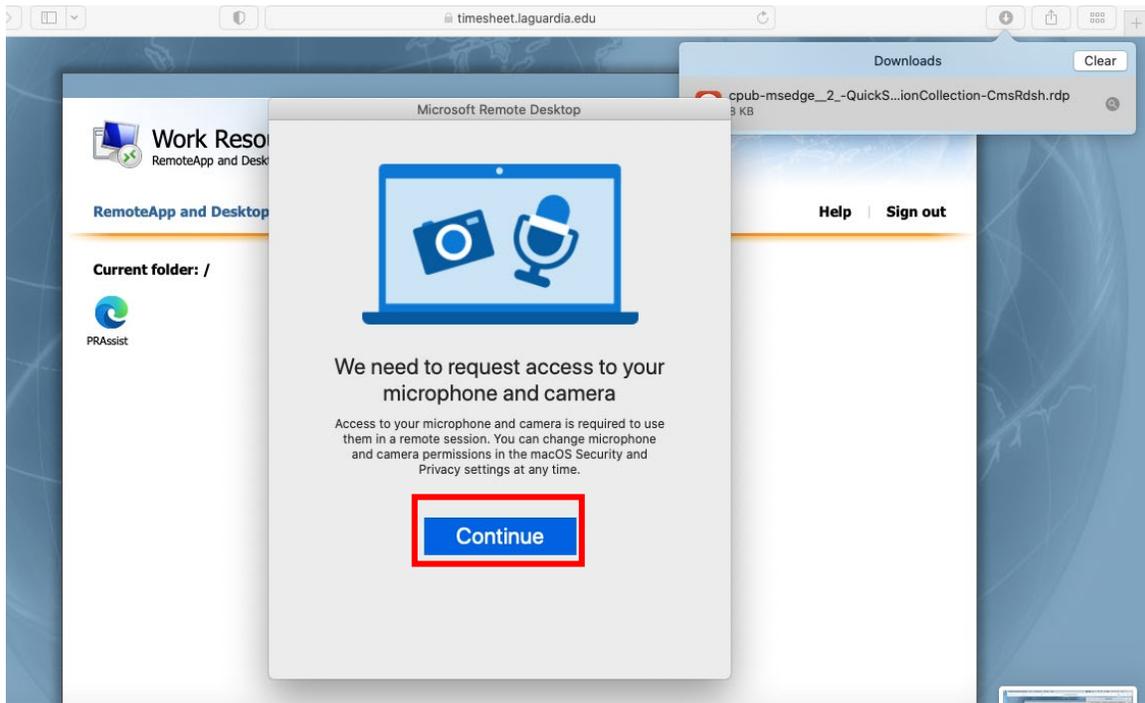


5. This will download an application to your computer shown on the image below. Click on that application.

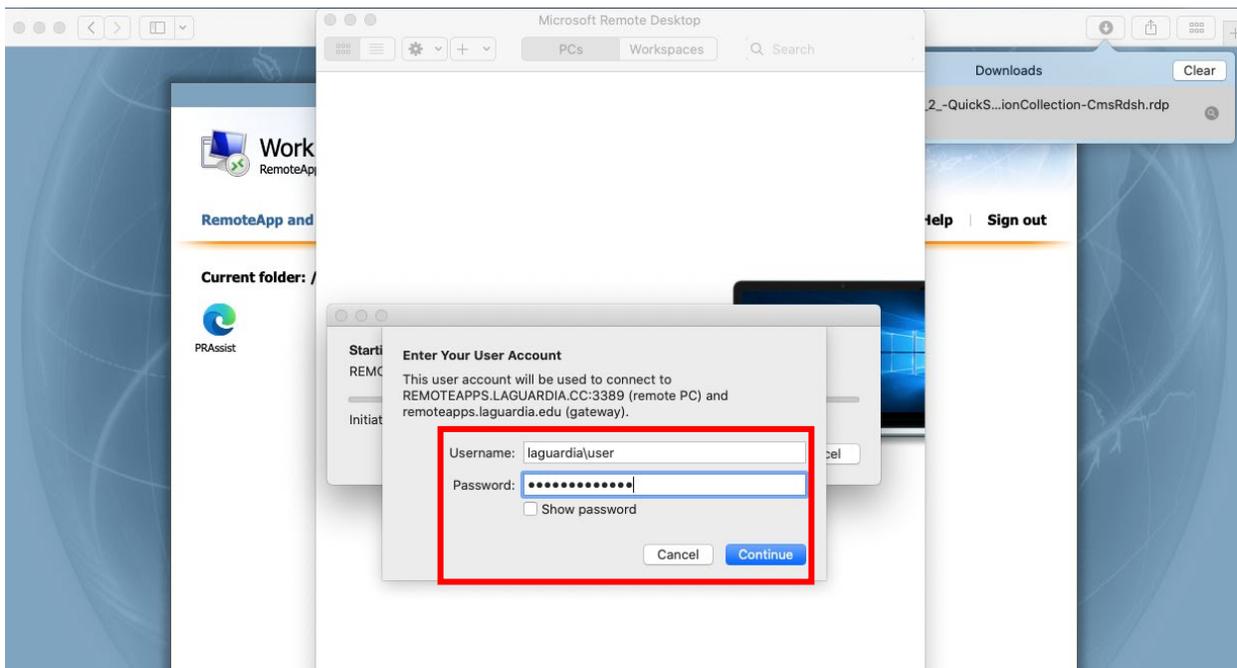
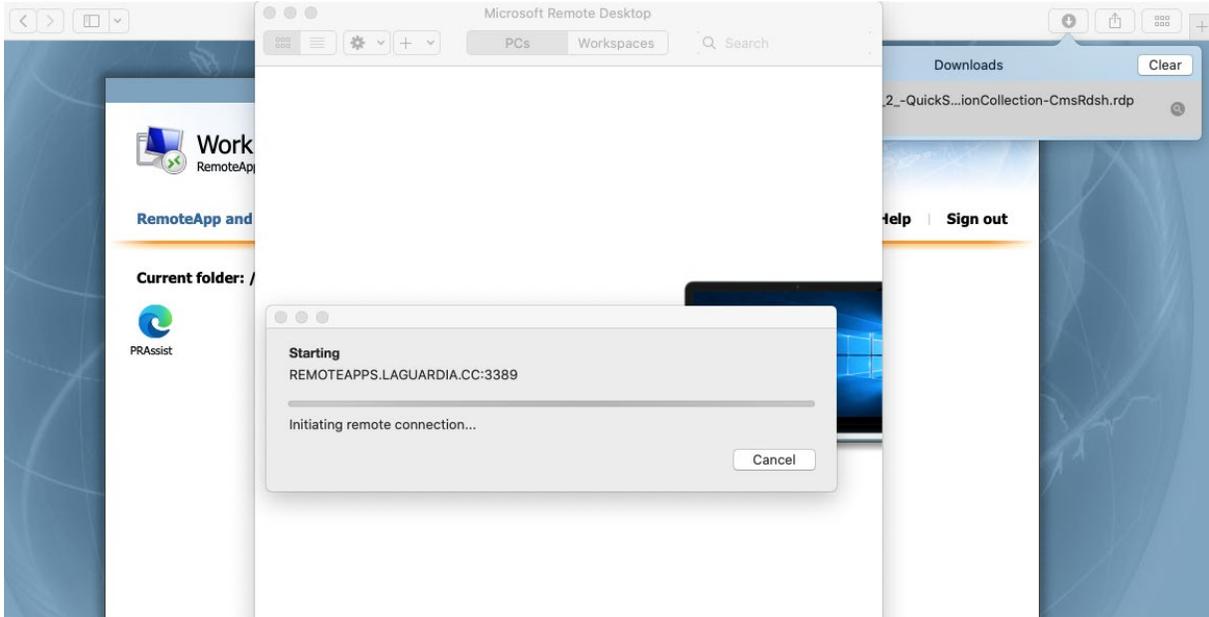


6. The remote desktop will open, please click the following sequence that will appear on your MAC.

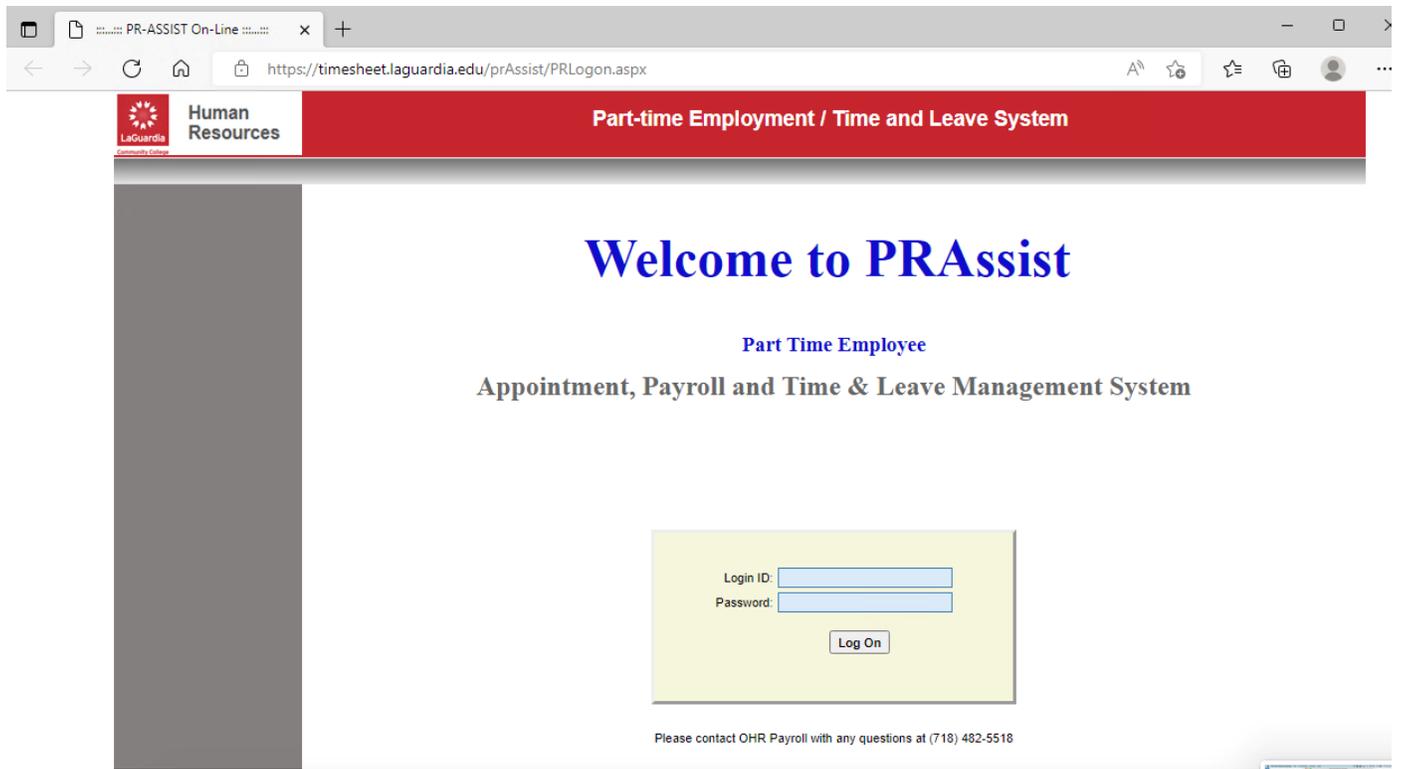
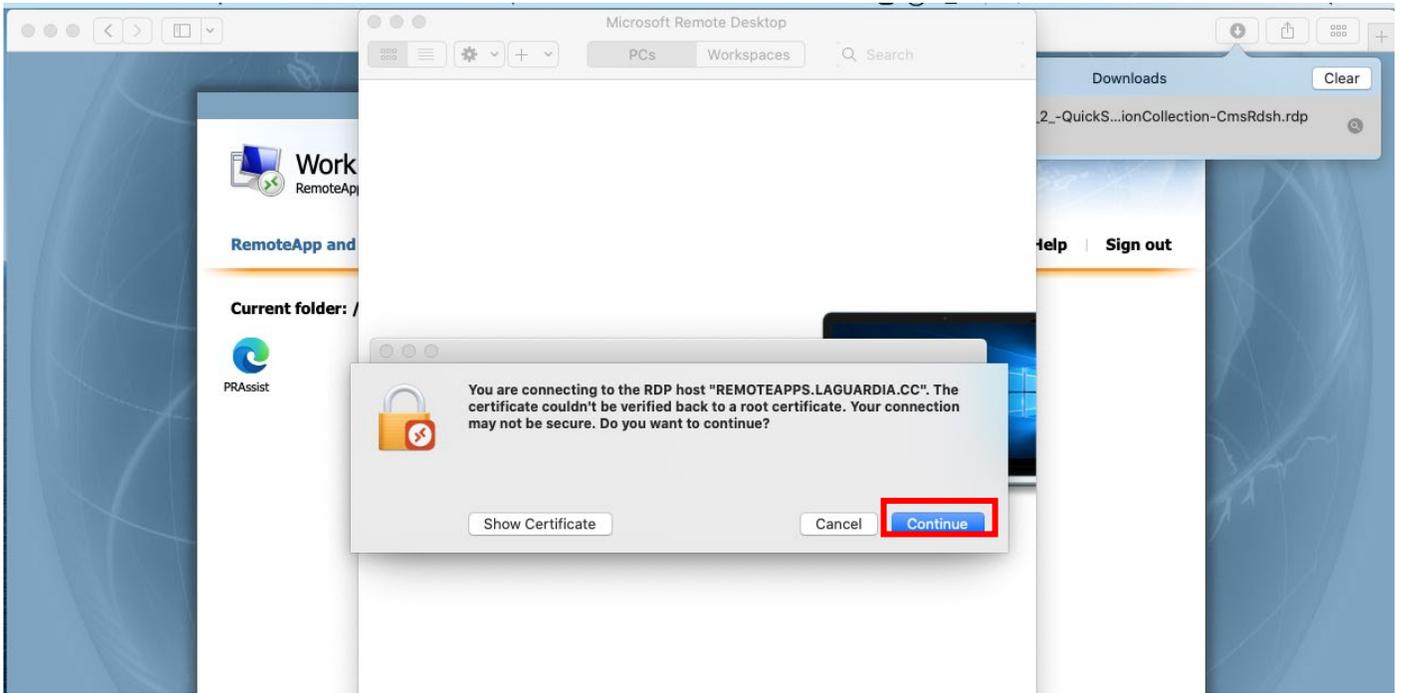




7. After completing the steps above, the remote desktop connection will ask for the credentials one more time. Enter your Outlook credentials **without** @lagcc.cuny.edu. Please don't forget to include **laguardia** as part of the username shown in the red box and click 'Continue'.

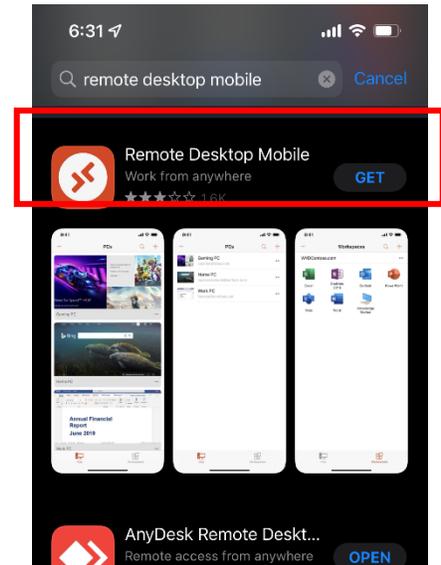


8. The window below will appear, click 'Continue' and the PRAssist window will appear. You can log in to PRAssits normally.



## USING MOBIL DEVICES – APPLE

1. Go to the apple store and search for 'Remote Desktop Mobile'. Download the application shown on the red box.



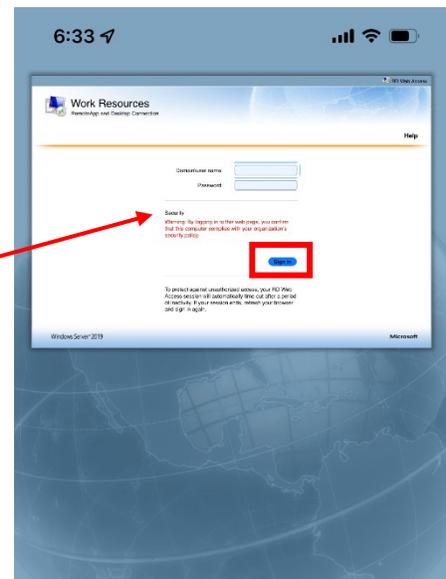
2. Go to Safari browser and enter timesheet.laguardia.edu on the address bar. The website shown on the right will appear.
3. Enter your outlook credentials as follows:

Domain\user name:

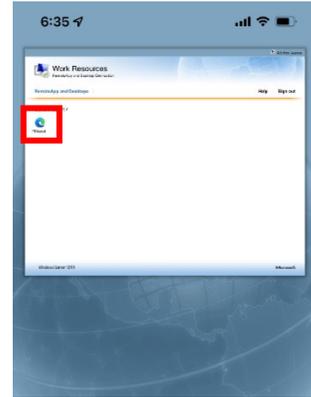
Password:

The user is your [user@lagcc.cuny.edu](mailto:user@lagcc.cuny.edu) and outlook password.

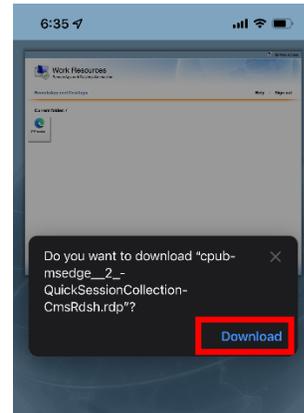
4. Click 'Sign In' shown in red.



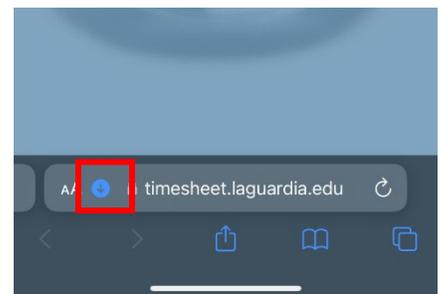
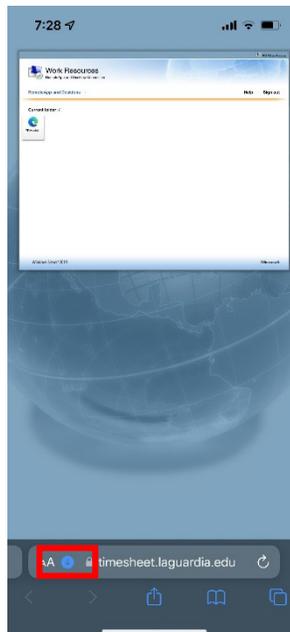
5. Click on the PRAssist icon shown in red.



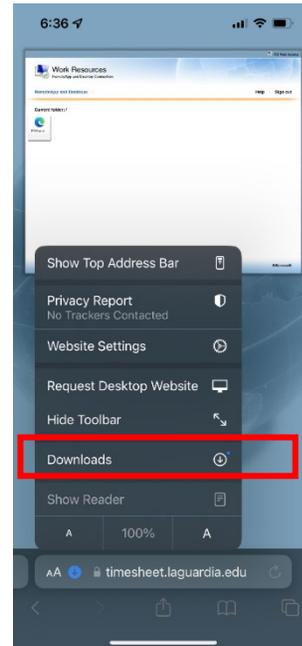
6. This will prompt the message shown on the right, click 'Download'



7. Click on the Download symbol at the bottom of the page shown in red.



8. The menu shown on the right will appear. Click on 'Downloads'.



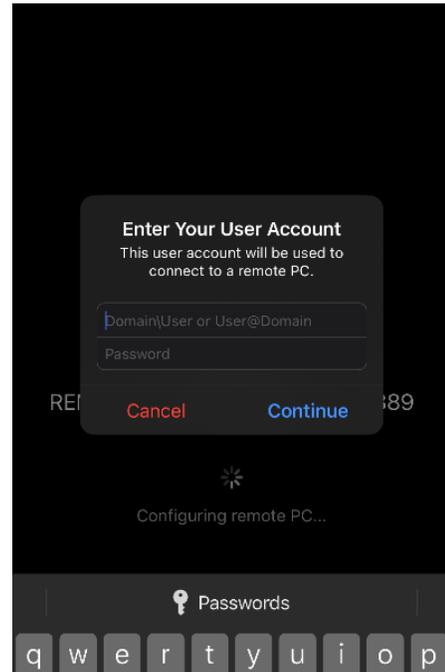
9. The downloads will appear on the screen. Click on the top file. This will prompt the application downloaded in step 1.



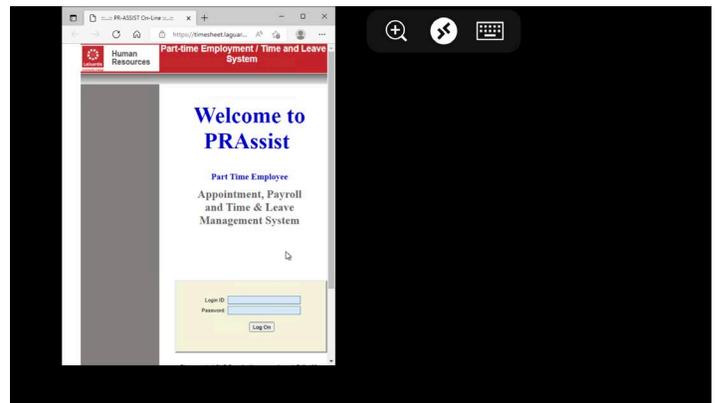
10. Enter your outlook credential as before:

laguardia\user  
Outlook password

Click 'Continue'

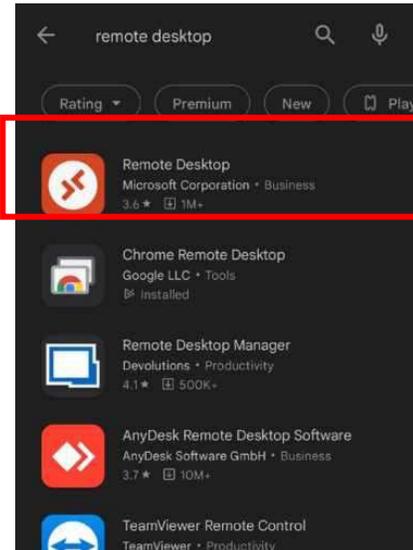


11. This will open the 'Remote Desktop Mobile' application which will open the PRAssist website.
12. Enter your PRAssist login as usual. You will be able to access PRAssist normally.



## USING MOBIL DEVICES – ANDROID

1. Go to the google store and search for 'Remote Desktop'. Download the application shown on the red box.



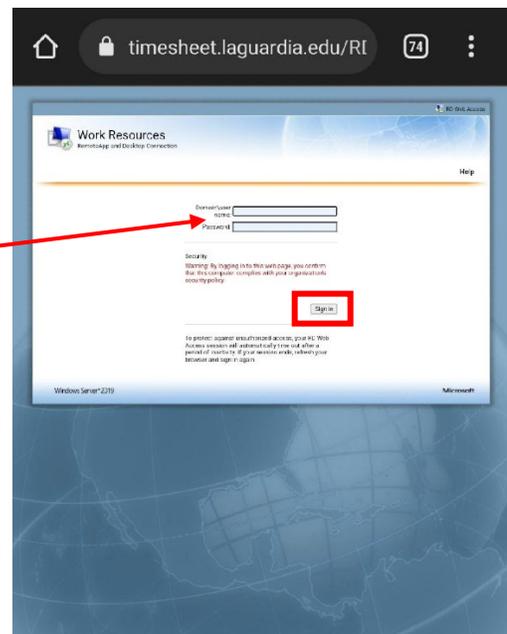
1. Go to your browser and enter [timesheet.laguardia.edu](https://timesheet.laguardia.edu) on the address bar. The website shown on the right will appear.
2. Enter your outlook credentials as follows:

Domain\user name:

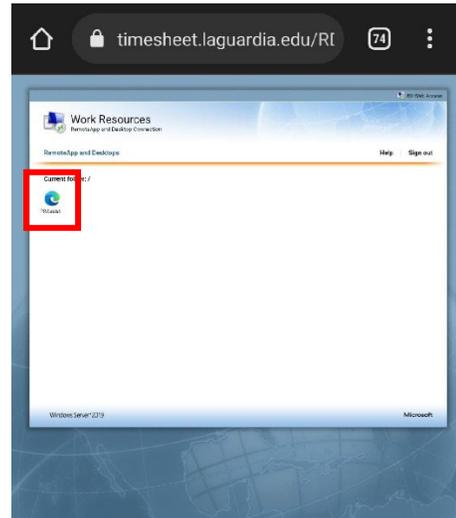
Password:

The user is your [user@lagcc.cuny.edu](mailto:user@lagcc.cuny.edu) and outlook password.

3. Click 'Sign In' shown in red.



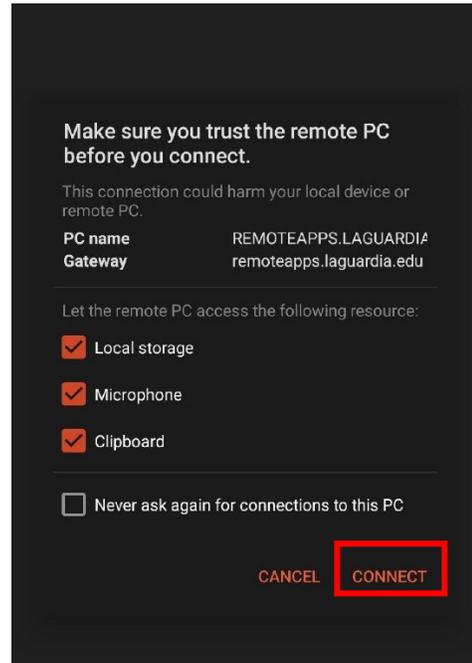
4. Click on the PRAssist icon shown in red.



5. This will prompt the message shown on the right, click 'Open'



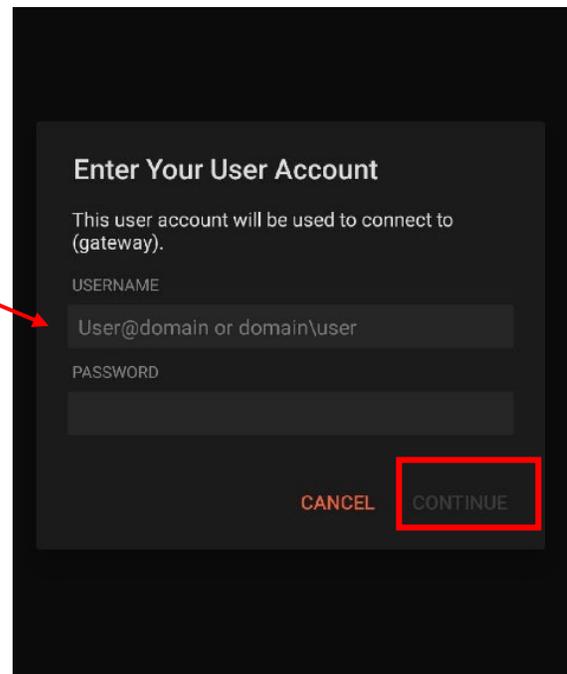
6. Click on the 'Connect' button shown in red.



7. Enter your outlook credential as before:

laguardia\user  
Outlook password

Click 'Continue'



8. Enter your PRAssist login as usual. You will be able to access PRAssist normally.

