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

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 <u>without</u> @lagcc.cuny.edu. Please don't forget to include <u>laguardia</u> as part of
the username.

Domain\user name:	laguardia\user
Password:	•••••

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

		😼 RD Web Access
Work Resources RemoteApp and Desktop Connection		
		Help
	Domain\user name: laguardia\user	
	Password:	
	Security Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.	
	Sign in	

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'.

		🐻 RD Web Acc
Work Resources RemoteApp and Desktop Connecti	on	
RemoteApp and Desktops	How do you want to open this file?	Help Sign out
Current folder: /	Keep using this app	
0	Remote Desktop Connection	
PRAssist	Other options	
	Remote Desktop	
	Look for an app in the Microsoft Store	
	More apps ψ	
	Always use this app to open .rdp files	
	ОК	

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.

:: PR-ASSIST On-Line ::::	× +			-	0	×
C A bttps	s://timesheet.laguardia.edu/prAssist/PRLogon.aspx	A" to	5⁄≡	Ē	٢	
LaGuardia Human Resources	Part-time Employment / Time and Leave System					
Connunity College						
	Welcome to PRAssist					
	Part Time Employee					
	Appointment, Payroll and Time & Leave Management System					
	Login ID: Password: Log On					
	Please contact OHR Payroli with any questions at (718) 482-5518					
	Cick here to view/download Pr/assist Documentation					

* 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.

RemoteApp Starting your app RAssist Initiating remote connection	× + A https://timeshee	t.laguardia.edu/RDWeb/Pa
Show Details	Windows Security Enter your credentials Type your user name and password to connect t RemoteApps.laguardia.cc	• ×
	laguardia\user ×	
	More choices OK Ca	ancel

**** 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.

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 Quick access Desktop Downloads Documents Pictures 2022 Music Videos OneDrive OneDrive This PC TEMP (D:) Network 	Name Today (1) Cpub-msedge_2QuickSessionCollectio	Date modified	Туре Remote Desktop	Size 8 KB

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



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 <u>without</u> @lagcc.cuny.edu. Please don't forget to include <u>laguardia\</u> as part of
the username.

Domain\user name:	laguardia\user
Password:	•••••

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

		RD Web Access
Work Resources RemoteApp and Desktop Connection		
		Help
	Domain\user name: laguardia\user	
	Password:	
	Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.	
	[Sign in]	

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.

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14		A A A A	Downloads	Clear
	Work Resources RemoteApp and Desktop Connection	14	Scpub-msedge_2QuickSionCollectic 8 КВ	n-CmsRdsh.rdp 🛛 🗨
	RemoteApp and Desktops		Help Sign out	
	Current folder: /			
	0			
4-	PRASSIST			
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6. The remote desktop will open, please click the following sequence that will appear on your MAC.

12 11-		A BAR	Downloads	Clear
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	Current folder: /	0101101010100 1010101000101		
	PRAssist			
1		Help us make your experience		
		Detter	1 Mars	
1		Sharing your usage and performance information with Microsoft helps us to improve Remote Desktop Services. You can stop sharing your information in Preferences at any time.	77	
		Yes		
		Not now		
		Privacy st	atement	





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

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		PCs Workspaces	Q Search	Downloads	Clear
				2QuickSionCollection-CmsF	Rdsh.rdp
Wor	rk			Source and the second state	2XIII
Remote	2Ap				
RemoteApp a	nd			lelp Sign out	
Current folde	r: /				
PRAssist	Starting REMOTEAPPS.LAGUARDIA	CC:3389			
	Initiating remote connection				
	initiating remote connection	•••	Cancel	1	
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10 Marthan	887 888 ≡ * • +	PCs Workspace	Q Search	Downloads	Clea
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8. The window below will appear, click 'Continue' and the PRAssist window will appear. You can log in to PRAssits normally.





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: |laguardia\user

Password:

The user is your <u>user@lagcc.cuny.edu</u> 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'

- 6:35 4
- 6:35 4

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

 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** on the address bar. The website shown on the right will appear.
- 2. Enter your outlook credentials as follows:

Domain\user name: |laguardia\user

Password:

The user is your <u>user@lagcc.cuny.edu</u> 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'

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Present						
Windows	Server-2015				M	icrosoft

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

This connection could harm your local device or remote PC.				
PC name Gateway	REMOTEAPPS.LAGUARDIA			
Clipboard				

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.

