

SARS User Administration

In the future SARS users will access their SARS Locations by way of a facility called Remote Desktop. This is the first step towards moving the SARS software to a central server that will be administered by ETS. Each SARS Location (except the for the kiosk for student signing in and/or out that are running TRAKENTR), such as Foothill Counseling, De Anza Counseling, OTI etc., will continue to be responsible for their location and who has access to it. You will no longer be required to have a PC to run a SARS application with the exception of TRAKENTR (on student sign-in kiosks) which will continue to run on a local PC. Users of SARS Grid, SARSCALL, SarsPlan and TRAKAdmin will use Remote desktop to run these applications.

All new and existing SARS users will need to obtain a Remote Desktop Login if they do not already have one. (See *Remote Desktop Login for SARS Users* instructions below.)

Remote Desktop Login for SARS Users

To request an account, go to the district website www.fhda.edu, select Technology, then Getting Help, Accounts and click on [Windows Domain Account Request \(Merced, Hyperion, file sharing\)](#). Fill out the form displayed to the right and submit it.

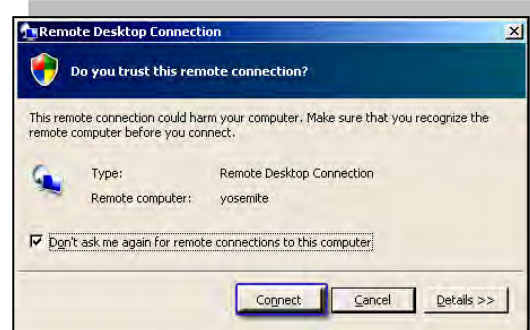
You will receive an e-mail with your password. Your login will be the one you choose during the account request. The first time you log in your will be prompted to change your password. Setting it to match your MyPortal password will make it easier to remember.

Logging In to Windows Using Remote Desktop

- On your MAC, go to your Application list and select "Remote Desktop". You will be asked for user) and the password sent to you.
- On a PC you should see "Remote Desktop" on your Start menu under All Programs/Accessories or All Programs/Accessories/Communications.

Be aware that the order of the following steps will vary based on the computer and version of Windows or Mac OS you use to start "Remote Desktop".

- The computer you will be accessing is "yosemite". Type in yosemite if it doesn't already display and click on the connect button.
- You may receive a warning message. Check the box to turn off the warning in the future. and click the connect button



- The first time you log in, you may see your login id and a box to enter your password. If not, select "Other User"

- Enter you "fhda\User Name" (if it is not displayed) and Password.

- You will now see the desktop which will contain a folder titled "District Software". Open the folder with a double click.



- Two folders will display. One for Foothill and one for De Anza. Double click the folder for your campus.
- A list of SARS application icons displays. Double click the one you want to use and the SARS login displays.
- Now you can use your SARS application.

