

@Risk Pilot First Time Sign On

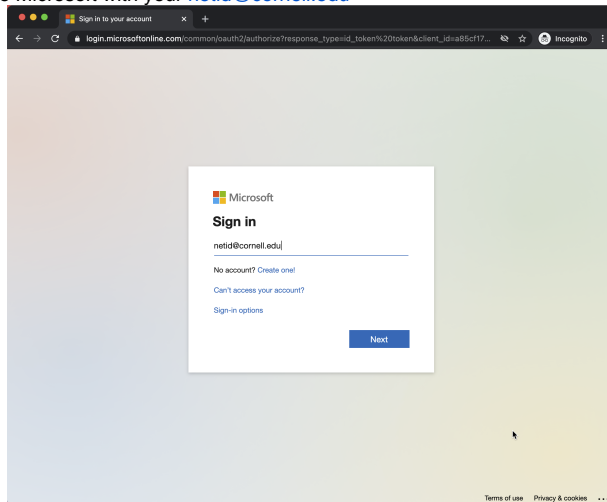
(Note: All logins must use your Cornell Net-ID and password. Personal Microsoft accounts will not work.)

- [Log on to Remote Desktop Web Client](#)
 - [Remote Desktop Web Client](#)
- [Launch @Risk and sign in to MS Office \(first run only\)](#)
- [Launch @Risk again to complete the plug-in](#)

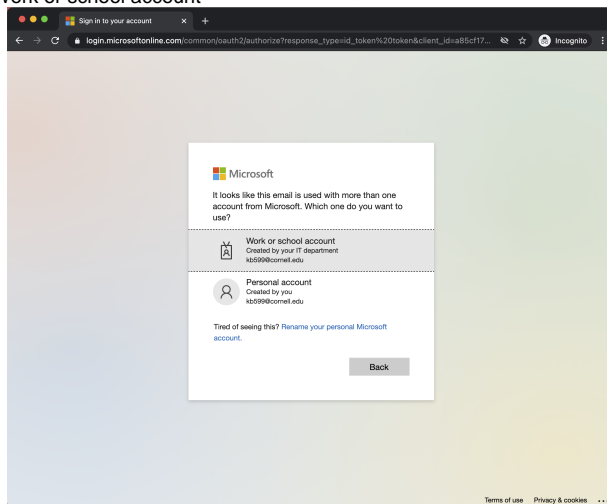
Log on to Remote Desktop Web Client

Remote Desktop Web Client

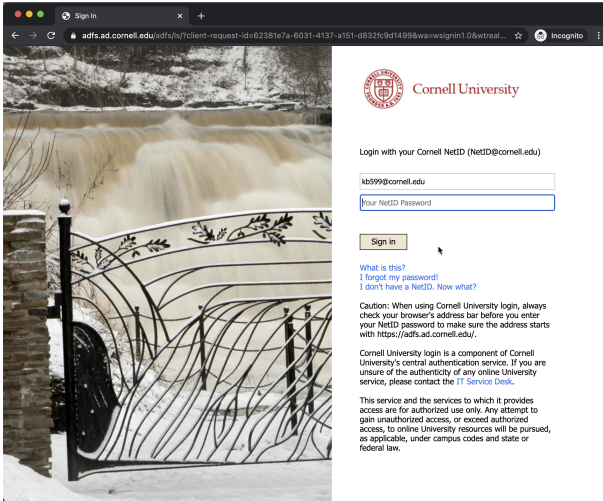
1. From your Canvas Course, click the '@Risk Pilot' button from the Navigation Pane.
2. Click the 'open to a new tab' button.
3. Sign in to Microsoft with your netid@cornell.edu



- a.
4. Select 'Work or school account'

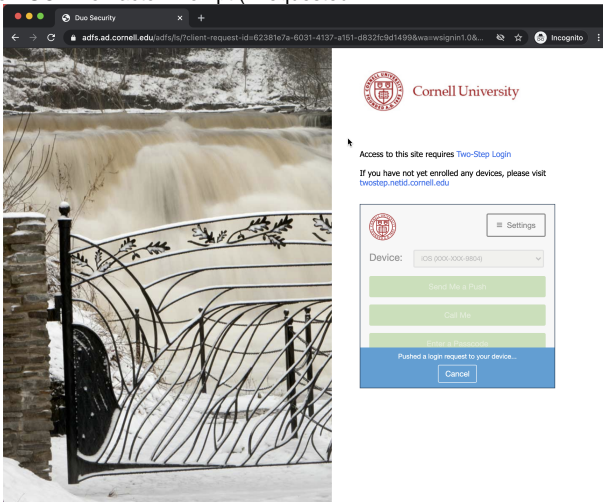


- a.
5. Sign into Cornell University's page:



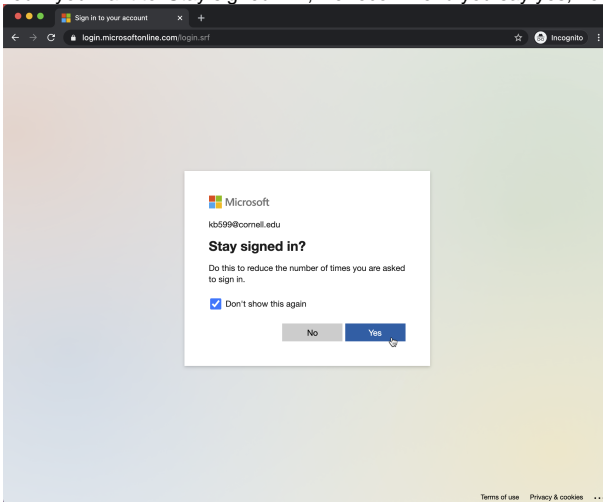
a.

6. Authorize DUO Two Factor Prompt (if requested):



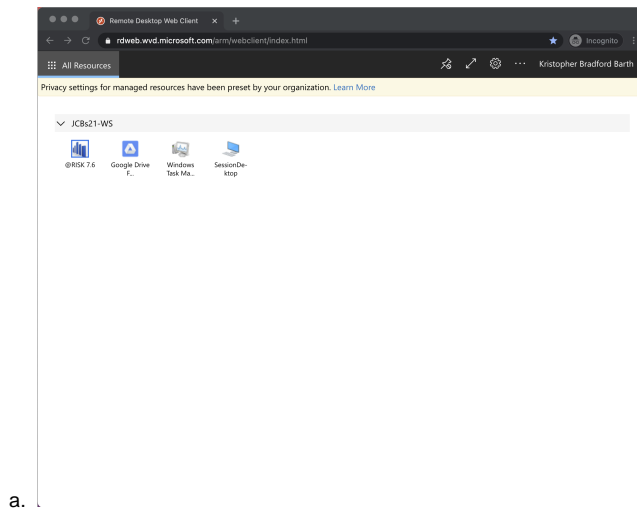
a.

7. When asked if you want to 'Stay signed in?', we recommend you say yes; however this is up to you.



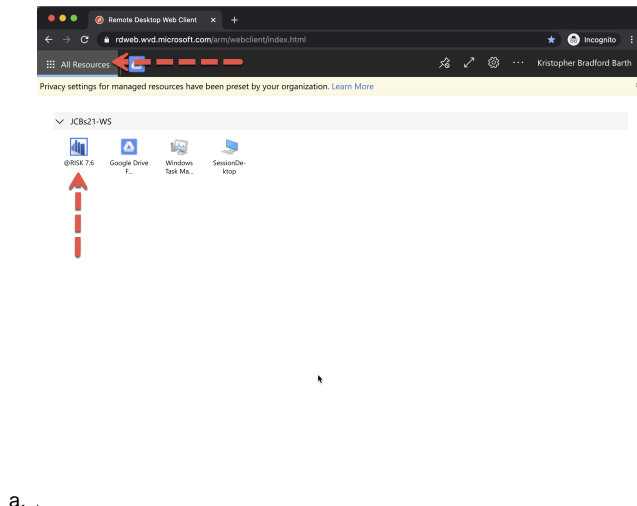
a.

8. You are now at the Windows Virtual Desktop log on page:

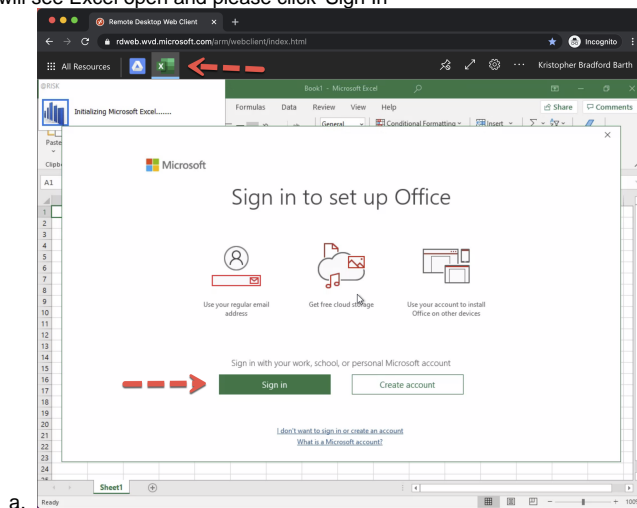


Launch @Risk and sign in to MS Office (first run only)

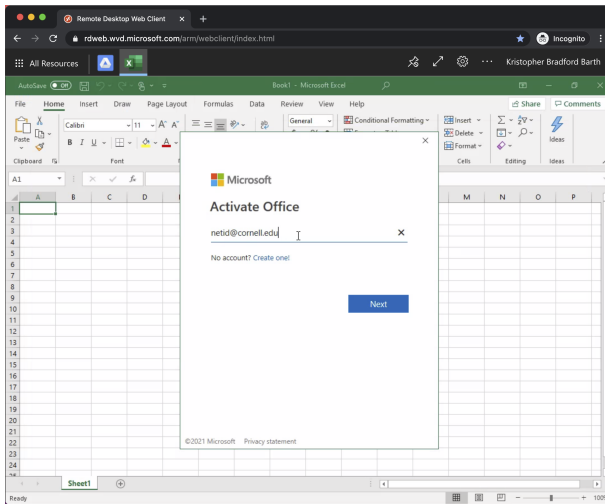
1. Double click the '@Risk 7.6' Application:



2. You will see Excel open and please click 'Sign In'

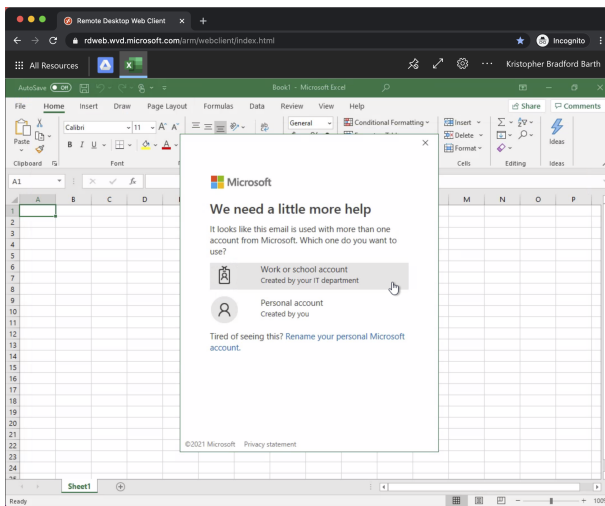


3. You will be prompted to Activate Office, please use your netid@cornell.edu to complete this one time activation step.



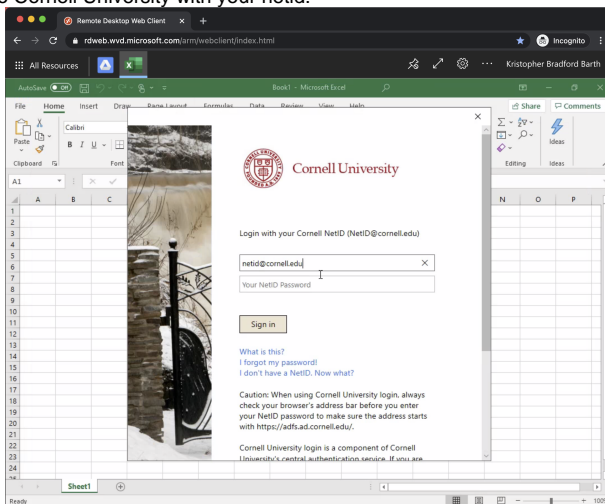
a.

4. Select 'Work or School account' when prompted:



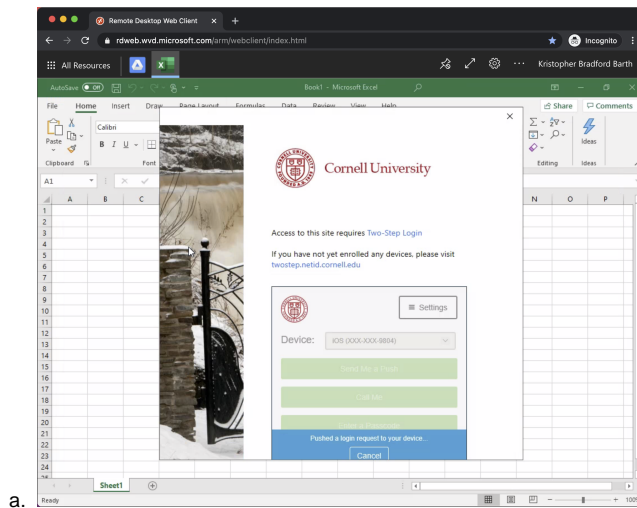
a.

5. Sign in to Cornell University with your netid:



a.

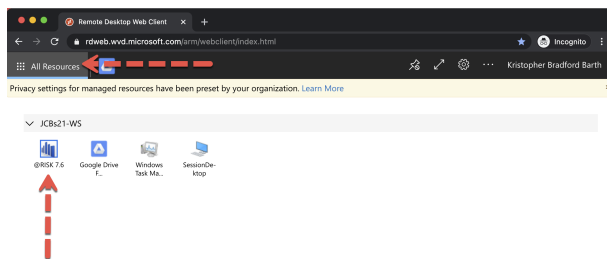
6. Complete the DUO 2-Factor authentication step:



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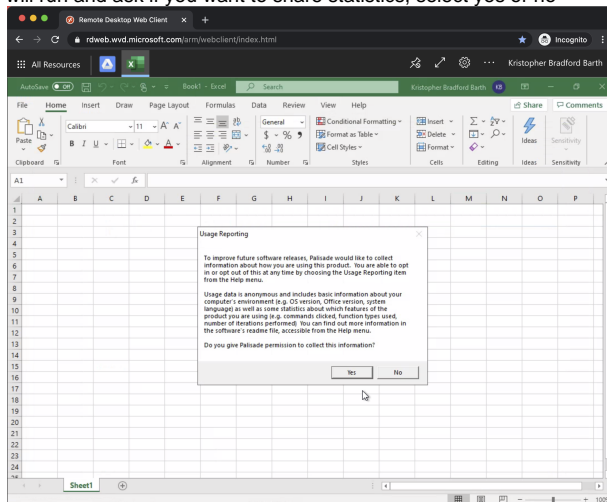
Launch @Risk again to complete the plug-in

1. Click the All Resources button at the top left of the window and click the '@RISK 7.6' Application:



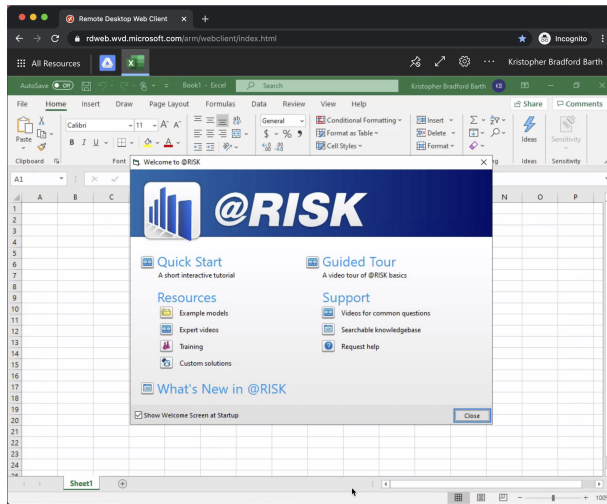
a.

2. "@Risk" will run and ask if you want to share statistics, select yes or no



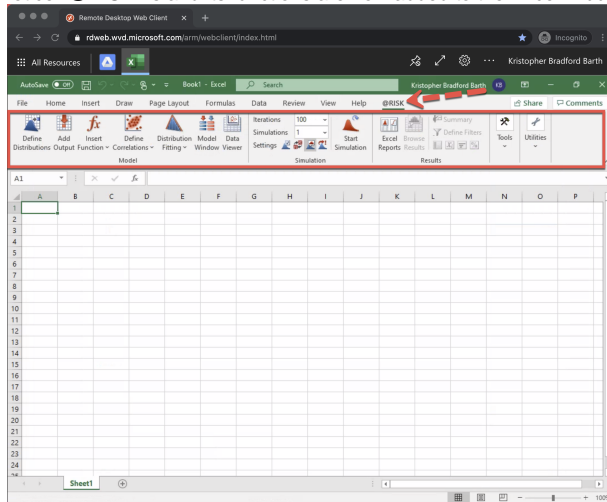
a.

3. "@Risk" has now launched, chose and option from the splash screen or hit 'Close'



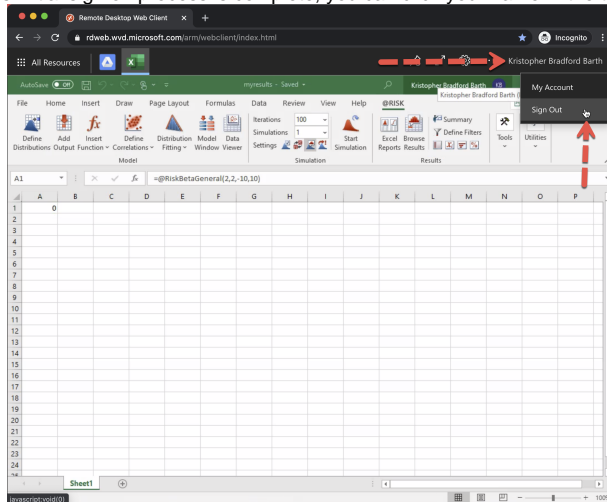
a.

4. You will notice "@RISK" is and its functions are now added to the Excel Ribbon:



a.

5. Once this initial sign on process is complete, you can click your name in the top right corner and select sign out.



a.