

# @Risk Pilot First Time Sign On

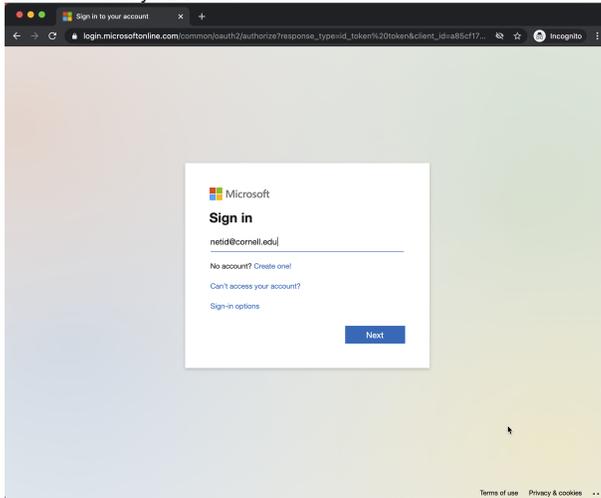
(Note: All logins must use your Cornell Net-ID and password. Personal Microsoft accounts will not work.)

- [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](#)

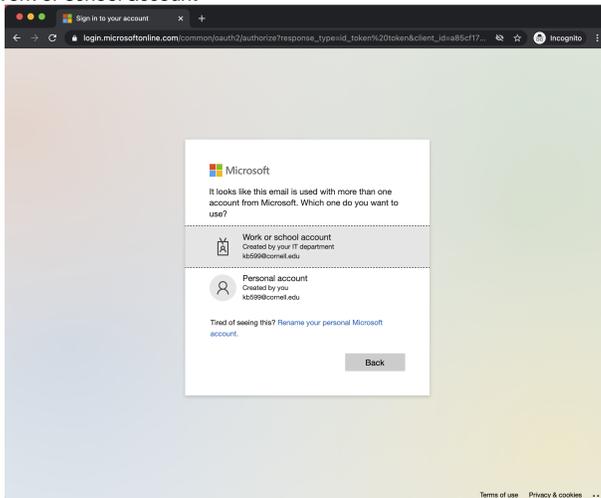
## Log on to Remote Desktop Web Client

### Remote Desktop Web Client

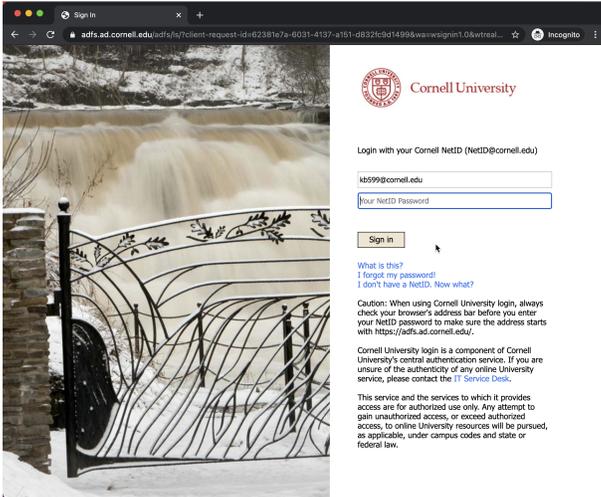
1. From your Canvas Course, click the '@Risk Pilot' button from the Navigation Pane.
2. Click the 'open to a new tab' button.
3. Sign in to Microsoft with your [netid@cornell.edu](mailto:netid@cornell.edu)



4. Select 'Work or school account'

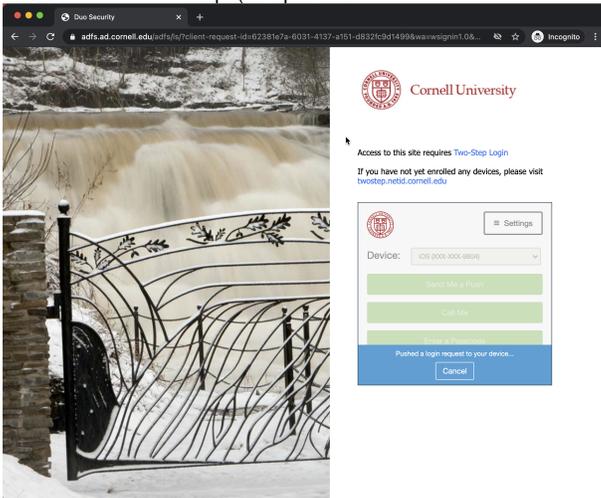


5. Sign into Cornell University's page:



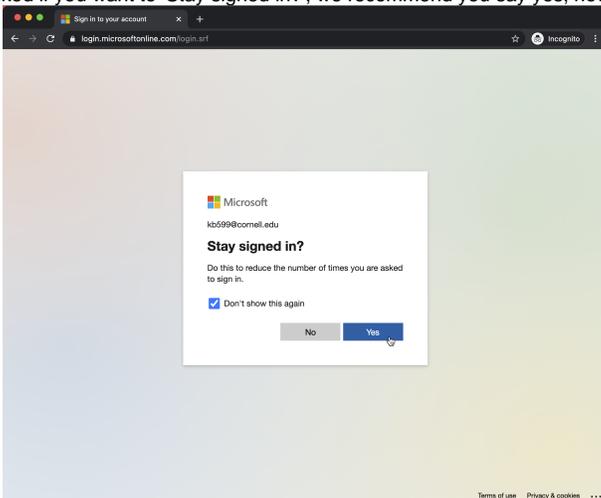
a.

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



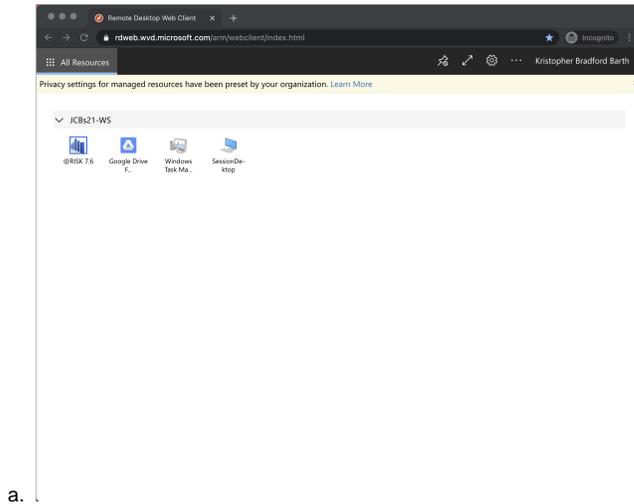
a.

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



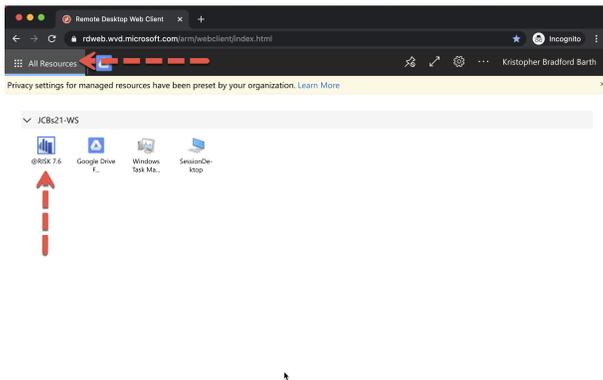
a.

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

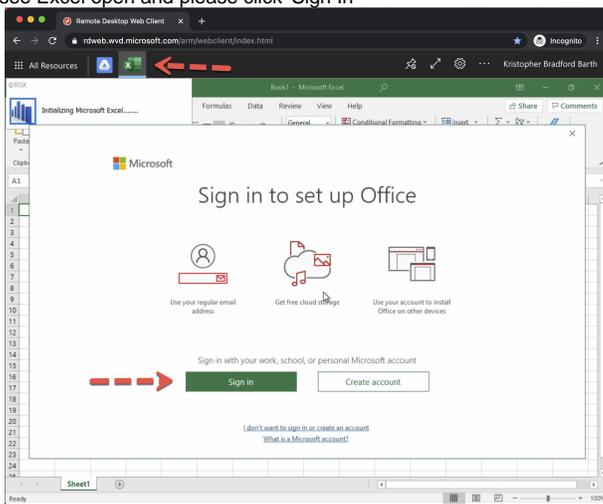


## Launch @Risk and sign in to MS Office (first run only)

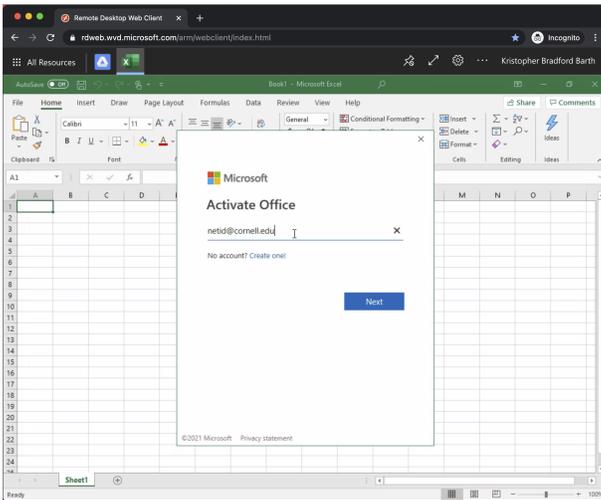
1. Double click the '@RISK 7.6' Application:



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

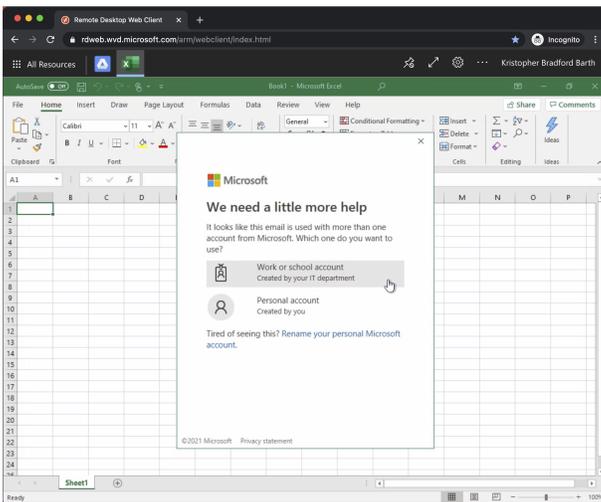


- a.
3. You will be prompted to Activate Office, please use your [netid@cornell.edu](mailto:netid@cornell.edu) to complete this one time activation step.



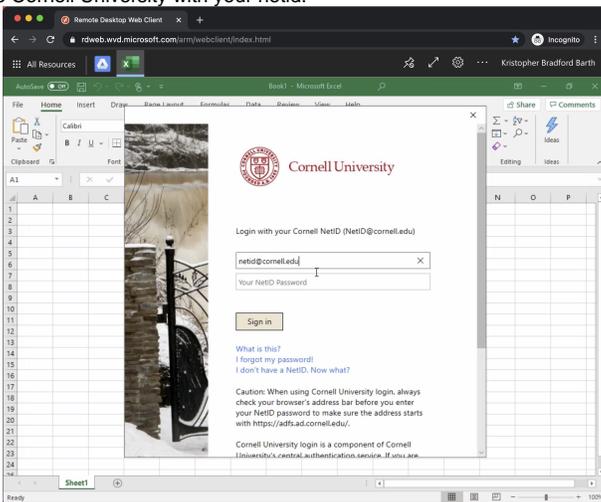
a.

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



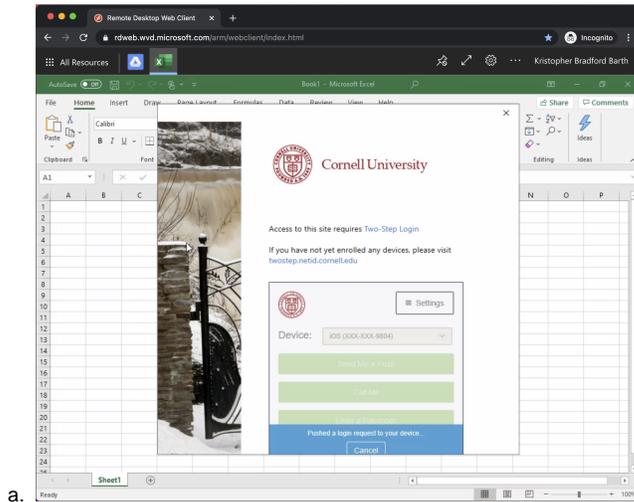
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5. Sign in to Cornell University with your netid:



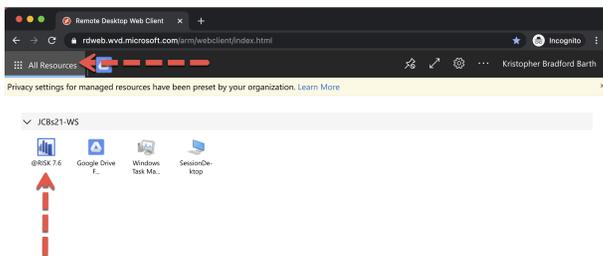
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6. Complete the DUO 2-Factor authentication step:

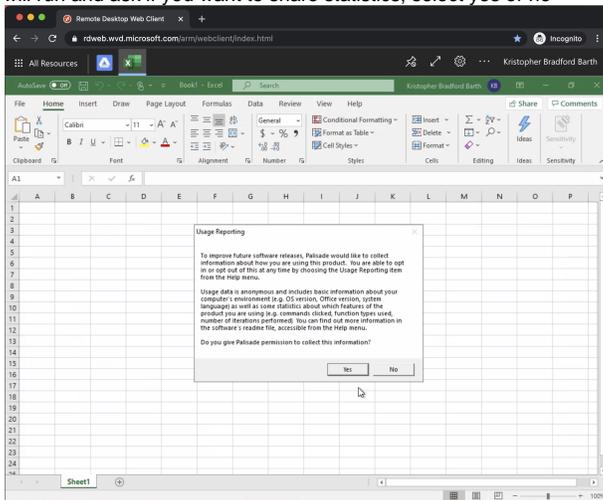


## Launch @Risk again to complete the plug-in

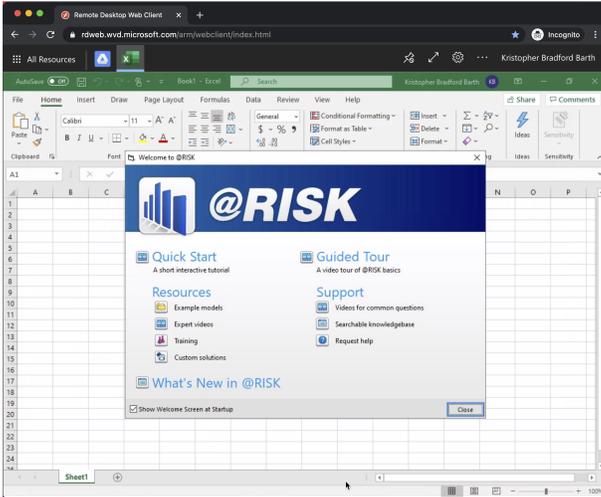
1. Click the All Resources button at the top left of the window and click the '@RISK 7.6' Application:



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

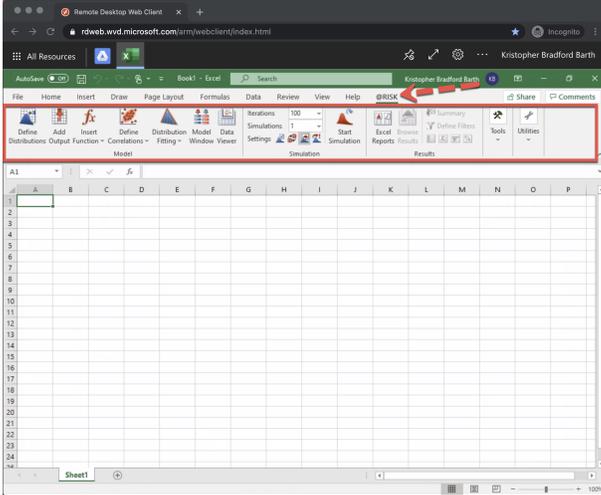


3. " @Risk" has now launched, chose and option from the splash screen or hit 'Close'



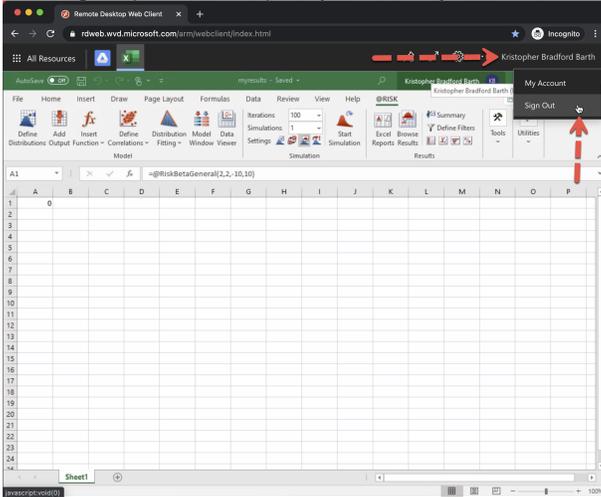
a.

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.