

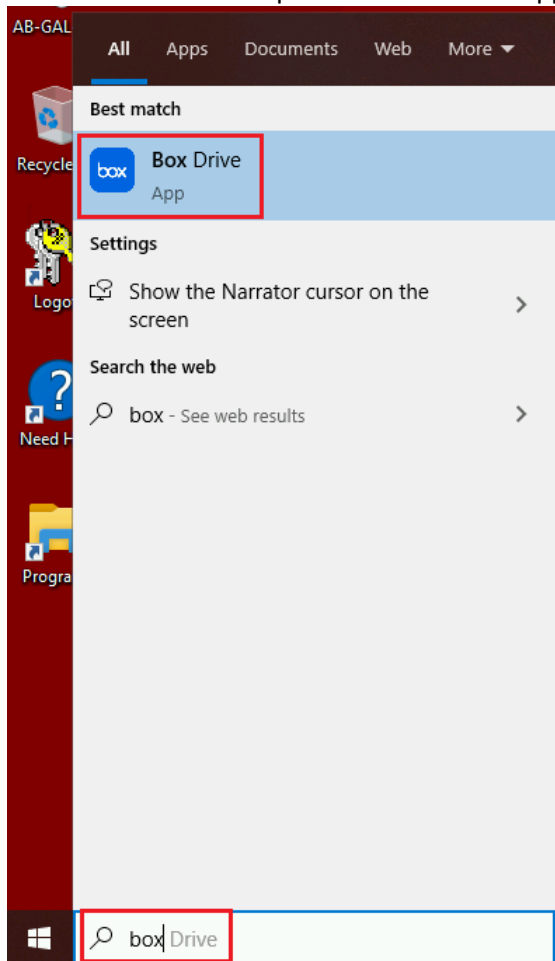
OIT – BOX

BOX on Virtual Labs

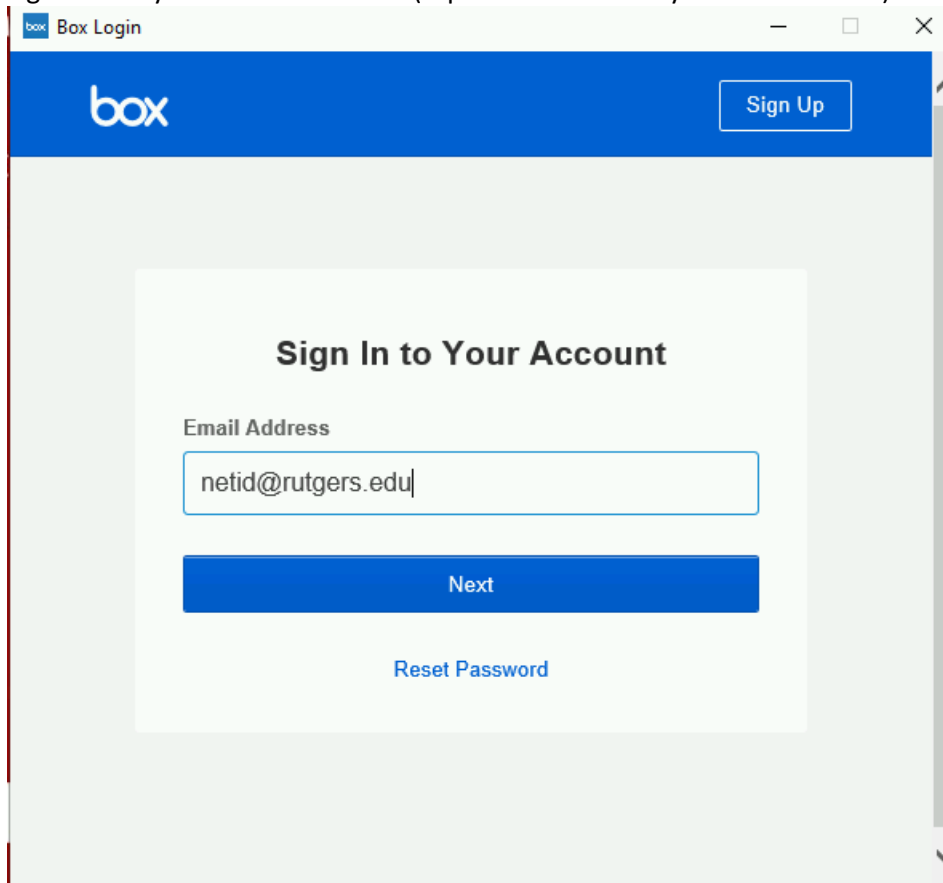


Logging onto Box via Virtual Computer Labs:

1. To begin, log on to [Virtual Labs](#).
 - a. Search for “box” and open the “Box Drive” app:

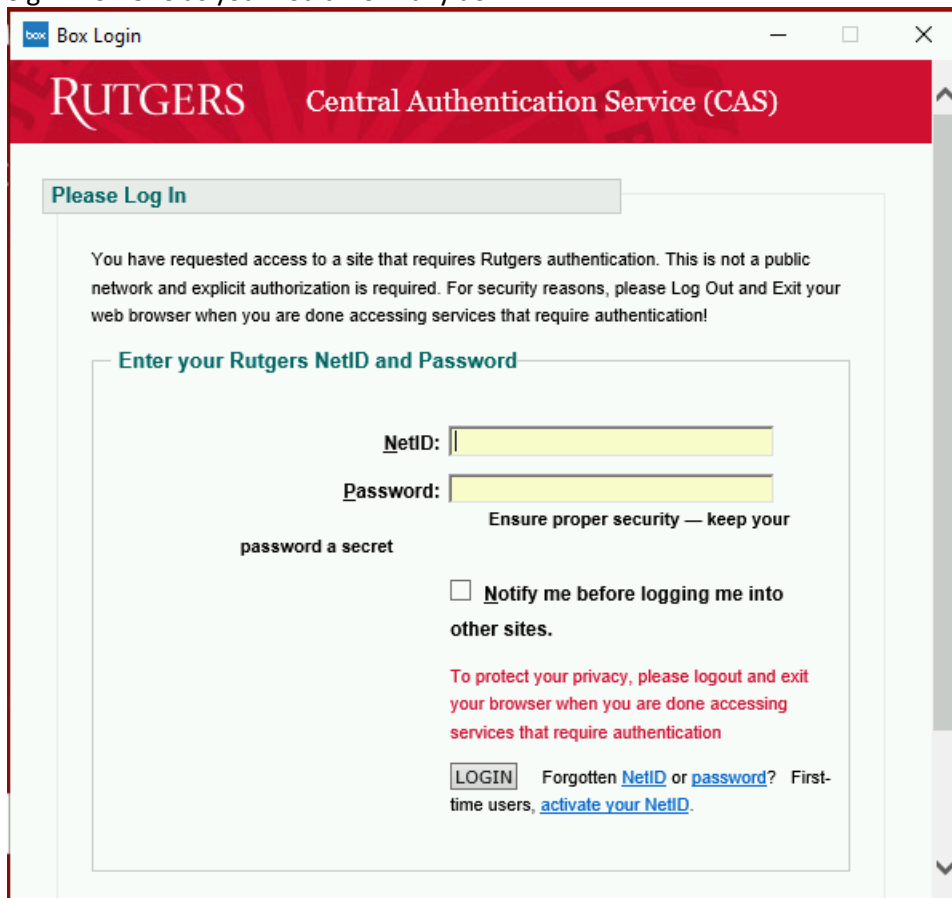


2. Sign in with your NetID as follows (replace “netid” with your actual NetID):



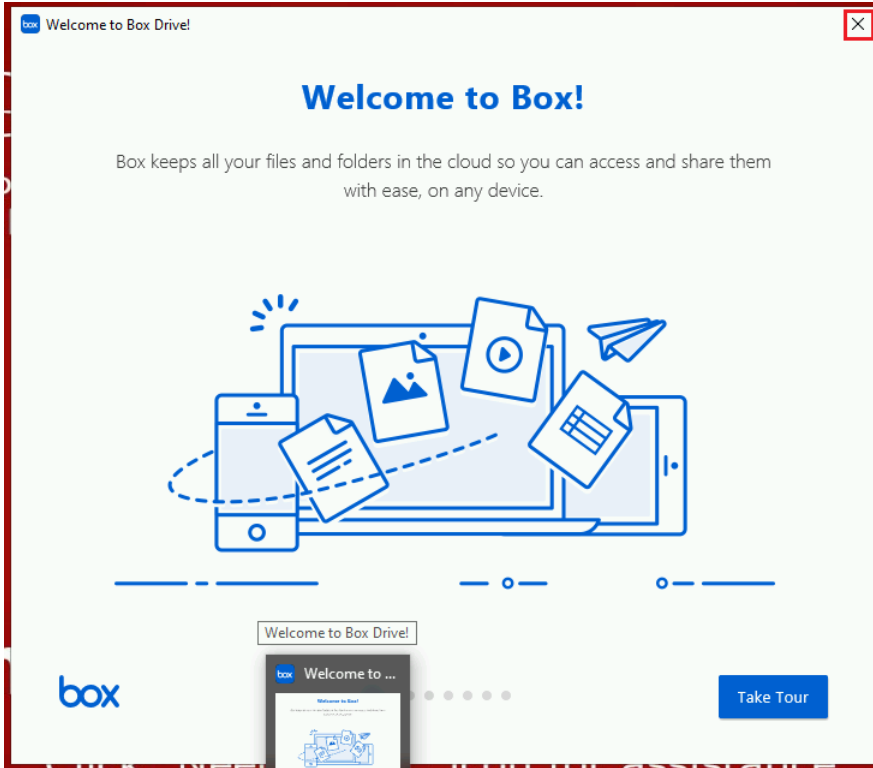
The screenshot shows a web browser window titled "Box Login". The page has a blue header with the "box" logo on the left and a "Sign Up" button on the right. The main content area is white and features the heading "Sign In to Your Account". Below the heading is a form with the label "Email Address" and a text input field containing "netid@rutgers.edu". A blue "Next" button is positioned below the input field, and a blue link "Reset Password" is located below the "Next" button.

3. Sign in on CAS as you would normally do:



The screenshot shows a web browser window titled "Box Login" displaying the Rutgers Central Authentication Service (CAS) login page. The page has a red header with the "RUTGERS" logo and the text "Central Authentication Service (CAS)". Below the header is a section titled "Please Log In" with a warning message: "You have requested access to a site that requires Rutgers authentication. This is not a public network and explicit authorization is required. For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!". Below the warning is a form titled "Enter your Rutgers NetID and Password" with two input fields: "NetID:" and "Password:". Below the "Password:" field is the text "Ensure proper security — keep your password a secret". There is an unchecked checkbox labeled "Notify me before logging me into other sites." Below the checkbox is a red warning message: "To protect your privacy, please logout and exit your browser when you are done accessing services that require authentication". At the bottom of the form is a "LOGIN" button, a link "Forgotten NetID or password?", and a link "First-time users, activate your NetID."

4. You can close the “tour” by clicking on the “X” on the top right corner:



5. Open the “Box” folder from the Desktop icon if the Box folder doesn’t open automatically:

