

Access to Stony Brook University Reporting (SBU Reporting) Via the virtual VMware Horizon server

Logging in

- **WEST Campus PCs:** If you are logged on to your office PC with your SUNYSB.EDU **NetID**, go to the SBU Reporting website, <https://bi.campus.stonybrook.edu> and you will be logged on automatically.

For convenience, look for the desktop shortcut for “SBU Reporting”.

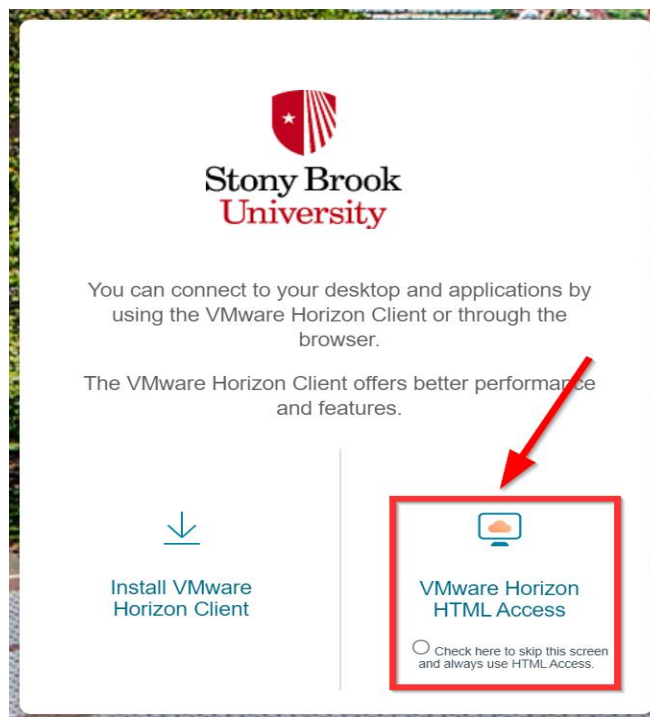


- **All other users** will use the virtual server site <https://vdi.stonybrook.edu/>

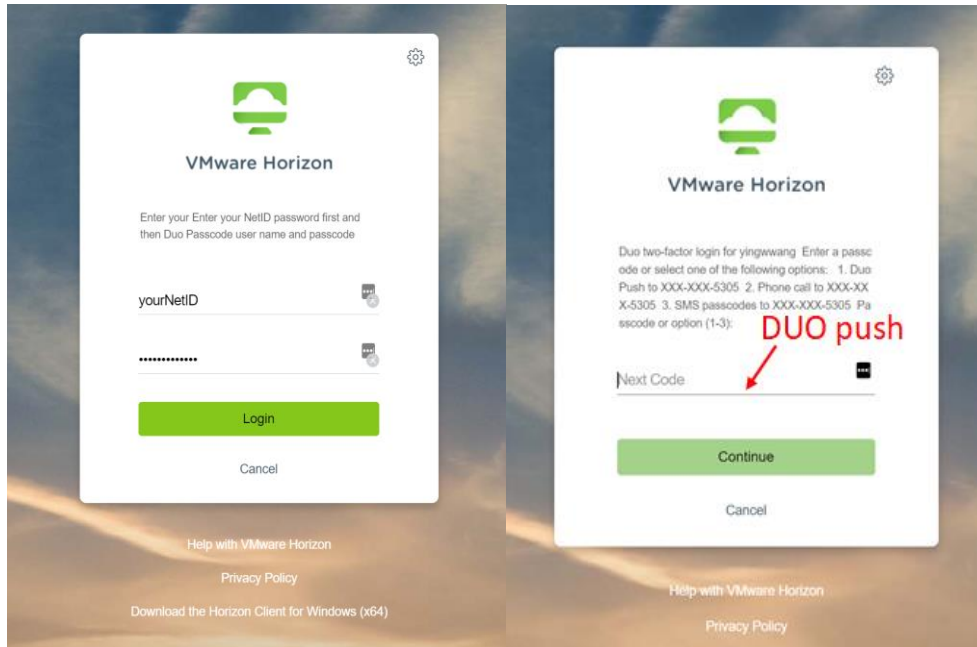
Those who are on the HSC or other campuses, are not connected remotely or directly using the SBU NetID, or using a Mac, will use the virtual server website.

For more convenient future access, bookmark this website in your browser.

Choose VMware Horizon HTML Access.



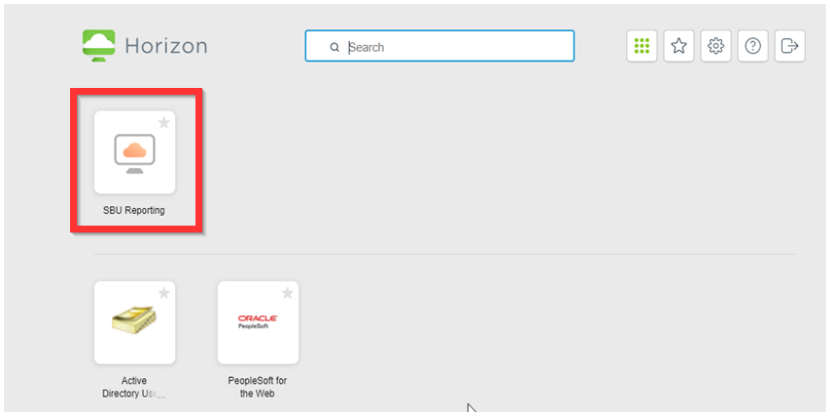
Log in with your SBU NetID and password and Duo push 1, 2, or 3 to approve and authenticate



If you have not yet set up Duo two-factor authentication, please go to DoIT Duo Security Two-step Login

<https://it.stonybrook.edu/services/duo-security-two-step-login>

Look for the “SBU Reporting” emblem on the virtual dashboard



Double click the “Stony Brook Reporting” icon and you are connected!

