EduCloud Server User Guide

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Overview

This document provides basic instructions for using the EduCloud Server Service. Instructions for network tasks are in a separate document. More detailed information is available through VMWare documentation (click the help icon from EduCloud).

Getting Started with EduCloud Server

Log In to the Web Interface

Access the EduCloud Server user interface using a web browser.

- Note: You must have an account in order to access the EduCloud Server service. This
 account was specified when you initially ordered the EduCloud Server service and/or
 provided by your Org Administrator
- Open a Web browser and navigate to: https://bcnet.educloud.ubc.ca/tenant/<OrganizationCode>. The <OrganizationCode> was provided during the onboarding process. For example, the University of British Columbia IT department could have an access URL similar to: https://bcnet.educloud.ubc.ca/tenant/ubc-it/.
- 2. Type the user name and password provided during onboarding and click **LOGIN**.

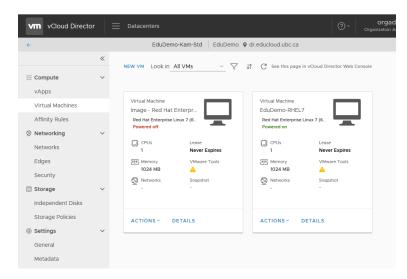
The Org you are logging in to will have one or more VDC's (Virtual Datacenters).

If you have more than one VDC, your landing page will be similar to the first screen below. If you only have one VDC, that page will be skipped and you will see something like the second screen

Landing page – Multiple VDCs

	(A) 2		j 1 []; 1 GHz	[]]] 1 GB
Sites Organizatio	0		ng VMs Used CPU	Used Memory
irtual Datacente	ers			
EduDemo-Kam	-Std			
△ EduDemo, ♥ a	dr.educloud.ubc.ca			
Applications	CPU	Memory	Storage	
1				
vApps	1 GHz	1 GB	68 GB	
1 of 2	1 Ginz			
Running VMs	20.0 GHz allocated	30.0 GB allocated	300.0 GB allocated	1
EduDemo-Van- △ EduDemo, ♥ 0				
Applications	CPU	Memory	Storage	
0				
vApps	0 MHz	0 MB	0 MB	
0 of 0				
Running VMs				

Landing Page – Single VDC



Note that depending on the role(s) your user is assigned, you may not see some items.

Navigation

From the main menu, navigate using the primary drop down menu.

vm vCloud Director	Datacenters
~	Datacenters
	Libraries
## Compute	 Administration
vApps	Tasks
Virtual Machines	Events
Affinity Rules	Operations Manager

Datacenters

Virtual Data Centers, vApps, Virtual Machines and Networking

Libraries

Managing Templates, Catalogues and Media (ISOs, etc)

Administration

User and Group management

Tasks

Displays EduCloud tasks

Events

Displays EduCloud events

Operations Manager

Dashboard view of health and performance

Navigation – VDCs

When navigating to other menu items and returning to **Datacenters** you will see a list of VDCs. Even if you only have one VDC.

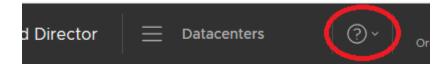
To bring up the side menu, click on the card for the Datacenter you are working with. If you only have one Datacenter, click on that one.

w vCloud Director					I	ation Administrato
<u>1</u> 品 1	<u>ر</u> ک 2		1	1 GHz	፲፲፲ 1 GB	68 GI
Sites Organizations	Virtual Datacenters	Running vApps	Running VMs	Used CPU	Used Memory	Used Storag
irtual Datacenters	S					
EduDemo-Kam-S	ta					
△ EduDerno,	educloud.ubc.ca					
Applications	CPU		Memory		Storage	e
1						
Apps	1 GHz		1 GB		68 GB	
1 of 2			<u> </u>			
Running VMs	20.0 GHz allocat	ed	30.0 GB allocate	ed	300.0 Co allo	cated
EduDemo-Van-St	d					
	educloud.ubc.ca					
Applications	CPU		Memory		Storage	5
0						
vApps	0 MHz		о мв		0 МВ	
0 of 0						
Running VMs	37.6 GHz allocat	ed	397.9 GB allocat	ed	1.8 TB alloca	ted

Common Tasks

Find Help

Use the Help Icon on the menu. This links to the vendor on-line vCloud Director Tenant Portal documentation



Create vApp/VM from Template



 \rightarrow Libraries \rightarrow vApp Templates \rightarrow ADD

Create vApp/VM

 \rightarrow Datacenters \rightarrow Appropriate VDC Card (if applicable) \rightarrow vApps \rightarrow NEW VAPP

Modify Virtual Machine Resources (CPU, RAM, Disks, NICs)



→ Datacenters → Appropriate VDC Card (if applicable) → Virtual Machines → Find VM → DETAILS → Hardware

Snapshot a vApp/VM



→ Datacenters → Appropriate VDC Card (if applicable) → vApp/Virtual Machines → Find vApp/VM → ACTIONS → Create.....

Note that Snapshots should not be kept for more than a week. They may impact VM performance and backups. Network information is not captured by a Snapshot

Upload an OVF or ISO



 \rightarrow Libraries \rightarrow Media & Other \rightarrow ADD

Restore a vApp or VM

Place a Service Request.

vApps

A vApp is a collection of one or more virtual machines together with the associated networking. You can create a new vApp based on a vApp template from one of the Catalogs that you have access to, either standard EduCloud templates, or a catalog created in your Org. OR create from OVF or an Install Disk.

vApp Creation

There are a number of ways to create a vApp. To create a vApp, ensure that the following items are configured:

- vApp Name
- VM Name
- VM Computer Name this will be used as the host name
- Network information
- VM Stop Action
- vApp Sharing

vApp Creation from Standard Template

Create vApp

- Datacenters → vApps → NEW VAPP
- Enter a vApp name. And if you wish a description
- ADD VIRTUAL MACHINE
- For the VM Enter:
 - Name Enter a name for the VM
 - Computer Name enter a name that will be used as the hostname for the VM

• Based on the OS and the Catalog, choose a template. Note the templates shown below are in a standard EduCloud Catalog in Kamloops (EduAdmin-Kam) and would be appropriate for creating a vApp in a Kamlops Virtual Data Center

New VM				
Name *	New VM			
Computer Name *	newvm			
Description				
Type *	🔵 New 💿 From Templat	e		
Templates				
Template		OS	Compute	
Name Catalog	img-ults16-64 EduAdmin-Kam	Ubuntu Linux (64-bit)	CPU Memory	1 1024 MB
Name	img-w2k16-64	Microsoft Windows Server 2016 (64-bit)	CPU	2

- Click OK
- Back at the vApp Creation dialogue box, Click CREATE

Wait until the the vApp is created. You can close the dialogue box in the meantime.

- vApps \rightarrow Find the vApp \rightarrow DETAILS
- Click on the **Networks** tab → **NEW**
- Select OrgVDC Network and choose the network to use

Add Network to New vApp

ype	0	rgVDC Network 🔘 vApp N	letwork		
Status	Name T	Org VDC T	Gateway address	▼ Routing	Connected To
\oslash	ACCESS-PROD	EduDemo-Kam-Std	137.82.164.190/26	Direct	DR-ACCESS-PRC
\odot	UBC-IT	EduDemo-Kam-Std	10.10.3.1/24	Isolated	UBC-IT
\oslash	external-vdcorg-net	EduDemo-Kam-Std	192.168.56.254/24	Routed	EduDemo-Kam01
\oslash	UBC-IT-BAK	EduDemo-Kam-Std	10.10.16.1/24	Isolated	UBC-IT-BAK

• ADD

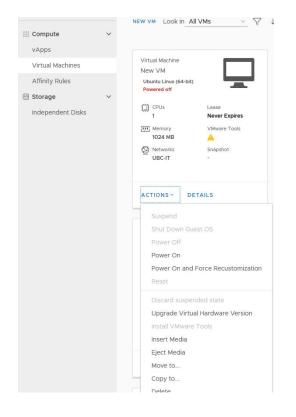
This adds the network to the vApp and makes it available to the VM

- Return to the **Details** tab
- Expand Sharing
- Share as required
- Click SAVE
- Click on the VM Name
 - Ensure that the **Computer Name** is correct
 - Adjust Hardware CPU and Memory Resources
 - Add disk(s) and/or adjust disk sizes as necessary
 - Under NIC configure the Network
 - **Network** choose the network
 - IP Mode usually choose Static IP Pool

NICs						
ADD						
Primary NIC	NIC	Connected	Network	IP Mode	IP Address	MAC Address
•	0		UBC-IT 🗸	Static - 🗸		00:50:56:33:

- Adjust Guest OS Customization as necessary
- SAVE

- Navigate to the VM
- Datacenters → Virtual Machines → Find the VM
- From the ACTIONS drop down select Power On and Force Recustomization



Configure VM

vApp Creation from OVF

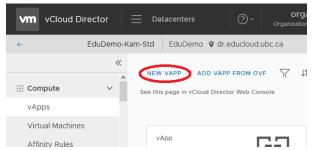
- If you have more than one VDC (Virtual Data Centre), choose the Data Center you wish
 Datacenters → Select the Datacenter desired.
- From the **Compute** menu choose **vApps**
- Then ADD VAPP FROM OVF

÷		EduDemo-Kam-S	td EduDemo
	~	NEW VAPP ADD VAPP FRO	
## Compute	~	NEW VAPP CADD VAPP FRO	M OVF
vApps			
Virtual Machines		vApp Test_vApp	

- Under Select Source, Browse to select your OVF package.
- Review Details and click Next.
- Enter Name. Click Next.
- Configure Resources. Set Computer Name and Storage Policy.
- Select Network: If you wish more advanced customization, check the box for Switch to the advanced network workflow
- Select the Resources you wish
- Ready to Complete: Review and click Finish.

vApp Creation from Install Disk

- Ensure you are in the correct Virtual Data Center
- From the **Compute** menu, choose **vApps**
- Then **NEW VAPP**



- Enter a vApp Name then ADD VIRTUAL MACHINE
- Enter a VM Name, a Computer Name and choose Type New and other options as appropriate
- Click **OK**
- Mount your install ISO
- Power On the VM
- Use the Console to interact with the Install

Virtual Machines (VMs)

Guest OS Customization

Guest OS customization configures the guest operating system of a VM.

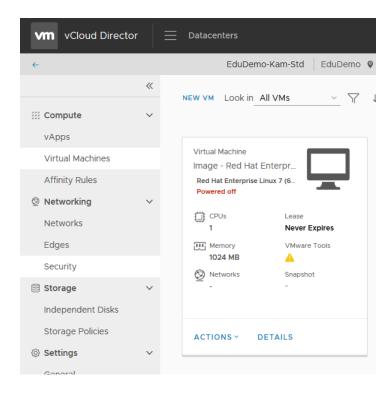
The customization process can update the administrator/root password, hostname, and network settings based on the information entered in the VM properties. It also ensures there are no hostname or network (IP address, MAC address) conflicts.

It is usually run after creating a VM or making configuration changes. Run Guest OS customization to :

- change the administrator/root password
- reset the host name
- reset the network settings

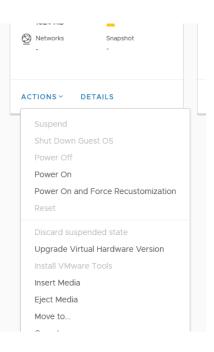
The guest OS must have VMware tools or open-vm-tools installed in order for guest customization to work.

- In the appropriate Virtual Datacenter → Compute menu, choose Virtual Machines
- Find the VM you wish to modify You can also navigate to the VM via the vApp



• Select Details and expand Guest OS Customization

- To change the administrator/root password, ensure that the following are selected: •
 - Enable guest customization
 - Allow local administrator password 0
 - Auto generate password or specify a password 0 vm vCloud Director EduDemo-Kam-Std EduDemo @ dr.educloud.ubc.ca ~ All Virtual Machines > Image - Red Hat Enterprise Linux 7 64bit (ea717dd6-23d4-4aae-94e6-c5c769627 Image - Red Hat Enterprise Linux 7 64bit (ea717dd6-23d4-4aae-94e6-c5c7696275d2) ::: Compute \sim vApps > General Virtual Machines > Hardware Affinity Rules Guest OS Customization S Networking General Join Domain Networks Enable guest customization Enable this VM to join a d Edges Change SID O Use organization's do Security Override organization Storage Password Reset Domain Name Independent Disks Allow local administrator password Username Storage Policies Require Administrator to change password on first Password login ③ Settings Account organizational ur Auto generate password General Specify password Metadata Script Number of times to log on 0 Script file automatically Value of 0 will disable automatic log on as administrator. Then click Save and Save
- Then from the ACTIONS select Power on and Force Recustomization •



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Host name, network info and (if selected) credentials will be changed.

Modify VM CPU Memory, Hard Disk and/or Network Resources

- In the appropriate Virtual Datacenter → **Compute** menu, choose **Virtual Machines**
- Find the VM you wish to modify
 - You can also navigate to the VM via the vApp

vm vCloud Directo	or 🗏	Datacenters
~		EduDemo-Kam-Std EduDemo 💡
	~	NEW VM Look in All VMs V
## Compute	~	NEW VM Look in All VMs V J
vApps		Virtual Machine
Virtual Machines		Image - Red Hat Enterpr
Affinity Rules		Red Hat Enterprise Linux 7 (6
Ø Networking	\sim	Powered on
Networks		CPUs Lease 1 Never Expires
Edges		Memory VMware Tools
Security		1024 MB
Storage	~	
Independent Disks		
Storage Policies		ACTIONS ~ DETAILS
Settings	~	
Gonoral		

• Select **DETAILS** and expand **Hardware**

CPU						
Number of virt	ual CPUs	<u>1 ~</u>	Virtual CPU	hot add	2	
Cores per soci	cet	1 ~	Number of s	sockets	1	
Expose hardw virtualization to	are-assisted Cl o guest OS	PU 🗌	Removabl	le Media		
Memory			CD/DVD dri	ve	Disconne	ected
Total Memory		1024	Floppy drive	,	?floppy.c	frive.status.Nol
Memory hot a	ad	MB				
Hard Disks						
	Size	Policy M DR Star V		Bus Number 1	Unit Number	Ē
ADD	1024		Bus Type Paravirtuai v			۵
ADD	32768	M DR Star ~				÷
ADD Name	32768	M DR Star v M DR Star v	Paravirtual V			
ADD Name	32768	M DR Star v M DR Star v	Paravirtual V			
ADD Name	32768	M DR Star v M DR Star v	Paravirtual V			

- Modify as you wish.
 - Choosing virtual CPU's, cores
 - o Total Memory
 - o ADD Disk and/or modify current disks
 - ADD NIC and/or modify current NICs
- Depending on your change, run Guest OS Customization From **ACTIONS** select **Power on and Force Recustomization**

Enable Hot Add

These options are enabled by default on all EduCloud provided templates (i.e. the ones in the public catalogs).

Hot-add options allow you to add additional CPU and memory resources to a VM that is powered on. This feature is only supported on certain guest operating systems and virtual machine hardware versions.

- In the appropriate Virtual Datacenter, **Compute** menu, choose Virtual Machines
- Find the VM you wish to modify You can also navigate to the VM via the vApp
- **Details**→ expand **Hardware** tab
- check the Virtual CPU hot add and/or Memory hot add as you wish

VM Console

Please that browser pop-ups must be enabled to open a virtual machine console.

- In the appropriate Datacenter → Compute → Virtual Machines → find the appropriate VM .
- Double-click on the Monitor icon



Or, click on **ACTIONS** and choose **Launch Web Console** If the VM is not powered on, click on **ACTIONS** and choose **Power On** first.

You may see various setup messages first time the VM is powered on as EduCloud applies customization changes.

Once completed you will see the operating system logon prompt:



Affinity Rules

Affinity and anti-affinity rules allow some control over how VMs are distributed across hosts in the cluster/compute tier.

An Affinity Rule specifies that a group of VMs should be placed on the same host whenever possible. In some cases, this can improve performance by reducing network latency for communications between the VMs.

An Anti-affinity Rule specifies that a group of VMs should be placed on different hosts whenever possible, minimizing how many VMs are impacted when a single host fails. Often used for a group of VM's that are being load balanced.

View Affinity Rules

You can view existing affinity and anti-affinity rules and their properties including rules, status, and applicable virtual machines of each rule.

• In the appropriate Virtual Datacenter \rightarrow **Compute** menu, choose **Affinity Rules**

Add an Affinity Rule

- In the appropriate Virtual Datacenter \rightarrow **Compute** menu, choose **Affinity Rules**
- In the Affinity Rules section, click **NEW**.
- Type a **Name** for the new affinity rule.
- Select virtual machines to add to the affinity rule
- (Optional) Deselect **Enabled** to create the rule without enabling it.
- Click **SAVE** to create the new rule.

Add Anti-Affinity Rule

- In the appropriate Virtual Datacenter \rightarrow **Compute** menu, choose **Affinity Rules**
- In the Anti-Affinity Rules section, click **NEW**.
- Type a **Name** for the new anti-affinity rule.
- Select virtual machines to add to the anti-affinity rule
- (Optional) Deselect **Enabled** to create the rule without enabling it.
- Click **SAVE** to create the new rule.

Edit Affinity or Anti Affinity Rule

- In the appropriate Virtual Datacenter → **Compute** menu, choose **Affinity Rules**
- Select the Anti-Affinity or Affinity rule you wish to edit
- Click EDIT.
- Edit as you wish
- Click **SAVE** to apply the changes to the rule.

Delete an Affinity or Anti-Affinity Rule

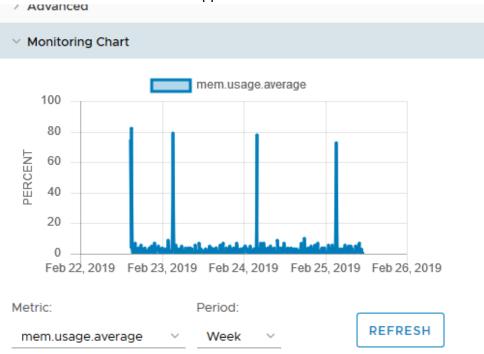
- In the appropriate Virtual Datacenter \rightarrow **Compute** menu, choose **Affinity Rules**
- Select the Anti-Affinity or Affinity rule you wish to delete
- Click **DELETE**.

Monitoring Chart

Basic VM Statistics are available via the EduCloud interface.

- In the appropriate Virtual Datacenter → **Compute** menu, choose **Virtual Machines**
- Find the VM you wish to look at You can also navigate to the VM via the vApp
- **DETAILS** → expand **Monitoring Chart** tab
- Choose a Metric and Period

Note that not all metrics are supported



Mount ISO

If you need to mount an CD/DVD ISO image:

- 1. Upload the ISO if you have not already
 - Libraries → Content Libraries Menu → Media & Other → ADD
- 2. Mount the ISO to the VM
 - a. Datacenters \rightarrow Compute Menu \rightarrow Virtual Machines \rightarrow find the VM
 - b. ACTIONS \rightarrow Insert Media

ACTIONS ~	DETAILS	
Suspend		
Shut Dow	n Guest OS	
Power Off		
Power On		
Power On	and Force Recustomiz	ation
Reset		
Discard su	uspended state	
Upgrade 1	Virtual Hardware Versio	on
Install VM	ware Tools	
Insert Med	dia	
Eject Med	ia	

c. Choose the ISO you wish, then click on INSERT

elect the media file to insert in	the VM.								
ledia available now:									
Name	Ŧ	Catalog	Ŧ	Owner	Ŧ	Created On	Ŧ	Storage Used	Ψ
ubuntu-16.04-server-amd64.iso		EduAdmin-Kam		system		2/26/2019, 8:27:20 AM		655.00 MB	
ubuntu-18.04.1.0-live-server-am	d64	EduAdmin-Kam		system		2/26/2019, 8:27:20 AM		812.00 MB	
								1 - 2 of	2 media

Install a Guest Operating System

If the Public catalogs do not have an appropriate image, then you have the option to install a Guest OS directly.

- Create a Blank VM
- Mount the OS Install ISO as in the previous section
- Power up the VM (ACTIONS \rightarrow Power On)
- Follow the Install on the Console (ACTIONS \rightarrow Launch Web Console)

Add Additional VMs to a vApp

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- Datacenters \rightarrow vApps \rightarrow Find the vApp you created
- Click ACTIONS → Add VM
 - ADD VIRTUAL MACHINE
- Enter a Name , Computer Name, and if using a template, choose the Template and OK $_{\rm New\,VM}$ \times

Name *	Additional_VM		_
Computer Name *	additional-vm		
Description			
Type *	O New 9 From Template		
Power on			
Templates			
Template		os	
Name Image - Red Hat Catalog EduAdmin-Van	Enterprise Linux 7 64bit (ea717dd6-23d4-4aae-94e6-c5c7696275d2)	Red Hat Enterprise Linux 7 (64-bit)	
<			>
Use custom storage policy End User License Agreemen	ts		
There are no EULAs to review.			
		CANCEL	

Networking

This is a brief discussion of networking in EduCloud. See the more comprehensive EduCloud Networking Guide for more information

Datacenters \rightarrow **Networking** Menu \rightarrow **Networks** will show networks that have been added to and/or created in your Org.

vm vCloud Director	• =	Datacent	ers			?~	gshe Organization
÷			EduDemo-Kam-Sto	EduDemo 🛛 dr.educlou	d.ubc.ca		
	~	NEW	DELETE				
<pre>## Compute vApps</pre>	~	Status	Name ↑ 🔻	Network Gateway CIDR 🛛 🔻	Routing	Connected To	IP Pool (
Virtual Machines		\odot	UBC-IT	10.10.3.1/24	Isolated	UBC-IT	
Affinity Rules		\otimes	UBC-IT-BAK	10.10.16.1/24	Isolated	UBC-IT-BAK	
Ø Networking	\sim						1
Networks							
Edges							
Security							

Networks can be configured when creating a VM or can be added to a vApp (Compute \rightarrow vApps \rightarrow Find vApp \rightarrow ACTIONS \rightarrow Add Network) and then configured

Configuring a Network for a VM under Hardware, you will see the following:

NICs								
ADD								
Primary NIC	NIC	Connected		Network	IP Mode	IP Address	MAC Address	
•	0		~	UBC-IT 🗸	Static - IP Pool 🗸	10.10.3.3	00:50:56:33:(Û

Where:

- Primary NIC indicates which is the primary NIC for traffic
- Connected whether the NIC is enabled or not
- Network the network chosen for this NIC
- IP Mode
 - DHCP if you have configured and are using DHCP
 - Static IP Pool EduCloud will assign an IP from the Network selected
 - Static Manual allow you to enter a specific IP Address
- MAC Address assigned to the NIC. To reset, clear the field and Save

Catalogs

A catalog is a container for vApp templates and media files.

EduCloud has public catalogs containing pre-built operating system gold images or you can create your own Templates and/or upload media as necessary (Depending on roles assigned to your account).

Navigation

To view Catalogs and Media, go to Libraries in the top menu

vm vCloud Director	r	<u></u> Libraries			
	~	Datacenters			
🕼 Content Libraries	~	Libraries			
vApp Templates		Administration	T T	Status	Ca
VDC Templates		Tasks	- R	\oslash	
Media & Other		Events			
Catalogs					
🗈 Services	\sim				
Service Library					

On the left choose:

- Catalogs
 - o to view Public catalogs and view/edit Org specific catalogs
- vApp Templates
 - o to view vApp Templates in Catalogs
- Media and Other
 - o to view/upload/delete ISOs and other media in Catalogs
- VDC Templates not currently used by the EduCloud Server Service

Public Catalogs

EduCloud publishes catalogs containing vApp Templates built with recent versions of Microsoft Windows, Microsoft Windows Server, RedHat Linux and Ubuntu. You can use these templates to create vApps within your Org

To view catalogs and create new vApps:

• Libraries → Content Libraries Menu → Catalogs

To view vApp Templates directly

• Libraries → Content Libraries Menu →vApp Templates

Public Catalogs will be in a catalog(s) named **EduAdmin** -*location* e.g.: EduAdmin-Van

	ADD						
🗈 Content Libraries 🗸 🗸	Name 1	▼ Status	Catalog	Ŧ			
vApp Templates							
Media & Other	🔢 Red Hat Enterprise Linu	x 6 🥥	EduAdmin-Kam				
Catalogs	🔡 Red Hat Enterprise Linu	x 7 ⊘	EduAdmin-Kam				
	🗄 🔡 Ubuntu 14.04 LTS 64bit	\odot	EduAdmin-Kam				
	🗄 🔡 Ubuntu 16.04 LTS 64bit	\odot	EduAdmin-Kam				
	Windows 10 Enterprise	64 🛇	EduAdmin-Kam				
	: Windows 8.1 Enterprise	64 🛇	EduAdmin-Kam				
	1	~ ~					

My Organization's Catalogs

As noted, you can create a catalog and publish its content to the users of your organization. Create a Catalog first, then add vApp Templates and Media (ISO's, etc.)

Create a Catalog

- Libraries → Content Libraries Menu → Catalogs
- Click ADD
- Enter a Name
- Click **OK**
- From the menu for the Catalog choose Share

Content Libraries	\sim		
vApp Templates VDC Templates Media & Other		:	Edit Delete Publish settings Subscribe settings
Catalogs			Share Metadata
Services Service Library	~	<	Sync Storage Policies
+ADD			

• And Share as required

Create a vApp Template

From vApp

- Create a vApp. Configured and customized as per your requirements
- Datacenters → vApps → Find vApp → ACTIONS → Add to Catalog
- Select the Catalog and any other options and click OK

Add to Catalog: DEM	10-RHEL7		
Add this vApp to catalog:			
Catalog:	EduDemo-loc	al-catalogue ㅅ	
Name y Description	⊤ Shared	Access Level	External
C EduDemo local- catalogue	-	-	-
This catalog is local to your organizat	ion.		>
Overwrite catalog item:			
Name *	DEMO-RHEL7		
Description			
When using this template:	O Make identi	cal copy	
	 Customize ' 	VM settings	
	this template. It i	ies when creating s ignored when b /Ms from this tem	a vApp based on uilding a vApp plate.
		CANCE	LOK

From OVF

- Libraries → Content Libraries Menu → vApp Templates → ADD
- Select the source an OVF; Review Details
- Enter a vApp Template Name; Select the Catalog
- FINISH

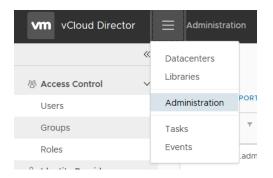
Add Media

- Libraries → Content Libraries Menu → Media & Other
- Click ADD
- Choose the Catalog to add to
- Enter a Name
- Select the media to upload
- Click OK

User and Group Management

General

The user, group and role management can be found in the **Administration** menu.



You need to be an organization administrator to view this section. Roles and rights for users and groups in your Org are managed here.

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Import Users / Groups from Authentication Service

Import/Add users from your LDAP based authentication service (eg UBC CWL/EAD):

Add Users

- Administration \rightarrow Access Control \rightarrow Users.
- IMPORT USERS.
- Search for the username.
- Select the user(s) from those displayed.
- Assign the appropriate role for the user(s).
- Click SAVE.

Add Groups

- Administration \rightarrow Access Control \rightarrow Users.
- IMPORT GROUPS.
- Search for the group.
- Select the group(s) from those displayed.
- Assign the appropriate role for the group(s).
- Click SAVE.

Create Local User

For Users that are not in an LDAP Authentication System

Add Users

- Administration → Access Control → Users
- NEW.
- Create the user's **Credentials**, choose the **Role**, fill in the **Contact Info**, and select a **Quota**
- Click SAVE.

Roles

The following Roles are commonly used in the EduCloud Server Service. A number of other roles are available to Organization Administrators as well

- Administrator Limited
 Limited access allowing VM management; console access; powering on/off; snapshot
 management, password management.
 But no access to manage resources.
 Primarily used for shared Orgs and/or allowing access to users for limited management
 of specific VMs in an Org
- Catalog Author Rights to create and manage vApps, VMs and Catalogs. Limited Org management
- Organization Administrator
 Rights to most Organization management, except inter org and Virtual Data Center
 Management
- vApp User
 Rights to use vApps created by other users.
 Fewer rights than the Administrator Limited role

VMware Tools and open-vm-tools

See the following for more information, but note that support for VMs not running current versions of VMware Tools or open-vm-tools may be restricted. If you are having VM issues, please ensure that you are running the latest version.

VMware Tools

VMware Tools are the official, commercial versions of the guest system utilities from VMware and consist of a suite of virtualization utilities that improves the functionality, administration, and management of virtual machines within a VMware environment.

VMware tools enables features such as shared folders and cut and paste operations between the guest operating system and the machine from which you launch the vCloud Director Web console.

Install on a Windows Guest

- In the appropriate Datacenter → Compute → Virtual Machines → find the appropriate VM .
- In the left pane, click VMs
- Actions → select Install VMware Tools
- Follow the prompts in the guest OS to complete the installation wizard
- Click Finish
- Restart the virtual machine

Install on a Linux Guest

Check to see if open-vm-tools is more appropriate for the OS you are working with.

- In the appropriate Datacenter → Compute → Virtual Machines → find the appropriate VM .
- In the left pane, click **VMs**
- Actions → select Install VMware Tools
- Login to the VM via the console or remote
- In the guest OS, start the RPM installer
 - Double click the VMware Tools CD icon on your desktop and double click the RPM installer in the root of the CD-ROM
 - \circ $\;$ Double click the RPM installer in the file manager window
- Type the root password and click **OK**
- Click **Continue** when the package is ready
 - When VMware tools is installed, no confirmation or Finish button appears.
- At a terminal console, as root, run the **vmware-config-tools.pl** script to configure VMware Tools
- Press Enter to accept the default values
- After the upgrade is complete, enter **/etc/init.d/network restart** to restart the network
- Type exit
- To start the VMware Tools control panel, enter vmware-toolbox &

Open Virtual Machine Tools

open-vm-tools is the open source implementation of VMware Tools. The primary purpose for open-vm-tools is to enable operating system vendors and/or communities and virtual appliance vendors to bundle VMware Tools into their product releases.

VMware recommends using open-vm-tools redistributed by operating system vendors if available.

open-vm-tools is available with these operating systems:

- Fedora 19 and later releases
- Debian 7.x and later releases
- openSUSE 11.x and later releases
- Recent Ubuntu releases (12.04 LTS, 13.10 and later)
- Red Hat Enterprise Linux 7.0 and later releases
- CentOS 7 and later releases
- Oracle Linux 7 and later releases
- SUSE Linux Enterprise 12 and later releases

VMware Tools or open-vm-tools is already pre-installed on all EduCloud Server Public Catalog templates. For instructions on installing VMware Tools or open-vm-tools for a VM not deployed from one of the Public Catalog templates, please check http://partnerweb.vmware.com/GOSIG/home.html

Configuring for Trend Micro

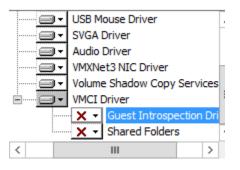
EduCloud Server provides advanced server security through Trend Micro Deep Security. Deep Security offers the following features:

- Anti-malware
- Web Reputation

Windows Systems

Windows systems in EduCloud Server are automatically protected when deployed from one of the Public Catalog templates.

If you would like to add protection to your own Windows templates, please install the Guest Introspection Driver component of VMware Tools (not installed by default).



An in-guest agent is not required, but you can download and install the optional notifier from http://downloadcenter.trendmicro.com/index.php?regs=NABU&clk=latest&clkval=4698&lang_l_oc=1.

Linux Systems

Please open a ticket with EduCloud Support if you wish to configure a Linux System for Trend

Snapshots

Snapshots allow you to save the state of a vApp or VM. This allows an easy reversion to a previous state when working on a VM.

In EduCloud you can only create a single snapshot of a VM. This can be done either on a vApp level or a VM level. For example, you can snapshot all the VMs contained within a vApp by creating a vApp snapshot. Any subsequent VM snapshots will replace the previous snapshot (taken either on the vApp or VM level).

Snapshots should not be kept for longer than a week. The snapshot file will continue to grow as it ages. This may cause the snapshot storage location to run out of space, reduced system performance, and/or problems with regular backups.

Note that network information is not captured by a Snapshot – any networking changes made after the snapshot is taken will not be reverted if you roll back to a snapshot.

vApp snapshot

- In the appropriate Datacenter \rightarrow **Compute** \rightarrow **vApps** \rightarrow find the appropriate **vApp**
- ACTIONS \rightarrow Create Snapshot.
- A window will pop up with a warning that previous snapshots will be replaced. Click **OK** to proceed.



This may take some time depending on how many VMs are contained in the vApp, their size and whether they are powered on.

VM snapshot

Alternatively, you may only want to create a snapshot for a single virtual machine.

- In the appropriate Datacenter → Compute → Virtual Machines → find the appropriate VM.
- ACTIONS \rightarrow Create Snapshot.
- Click **OK** button to create the snapshot.

Revert a vApp/VM to a Snapshot

You can revert a virtual machine to the state it was in when the snapshot was created. This can be done multiple times until the snapshot is deleted.

Remember that snapshots are intended for short term use and should not be kept for too long.

- In the appropriate Datacenter → Compute → vApps / Virtual Machines → find the appropriate vApp or VM.
- ACTIONS \rightarrow Revert to Snapshot.
- Click **OK** button to create the snapshot

Remove a vApp/VM Snapshot

- In the appropriate Datacenter → Compute → vApps / Virtual Machines → find the appropriate vApp or VM
- ACTIONS \rightarrow Remove Snapshot.
- Click OK

This will remove snapshots from all VMs in the vApp

Remove a Snapshot for a single VM

- In the appropriate Datacenter → Compute → Virtual Machines → find the appropriate VM.
- ACTIONS \rightarrow Remove Snapshot.
- Click **OK** button to create the snapshot.

Appendix

Supported browsers

The following browsers have been tested by VMWare for use accessing vCloud Director 9.5

- Google Chrome 69
- Mozilla Firefox 60.2 ESR
- Microsoft Edge 42
- Microsoft Internet Explorer 11

Note: Flash must be enabled in the browser to access the vCloud Director Web Console.