Adapted from <http://www.fixedbyvonnie.com/2014/11/virtualbox-showing-32-bit-guest-versions-64-bit-host-os/#.WdujGxOPJYg>

1. Ensure that your host OS is 64 bit
2. Restart your machine and access your system BIOS (the exact method/keystrokes to do this depends on your hardware – for the lab computers press esc to access the menu and select system bios F10)
3. Ensure that Virtualization technology VTx and VTd are both enabled (for the lab computers navigate to the advanced tab and select system options)
4. Save your changes and Continue startup on the machine
5. If applicable, Check that the Hyper-V platform is disabled (N/A to lab computers)
6. You should now be able to create a 64 bit VM through VirtualBox