

# How To Log Into VDI (Virtual Desktop) – Quick Start Guide

## Quick Start Guide

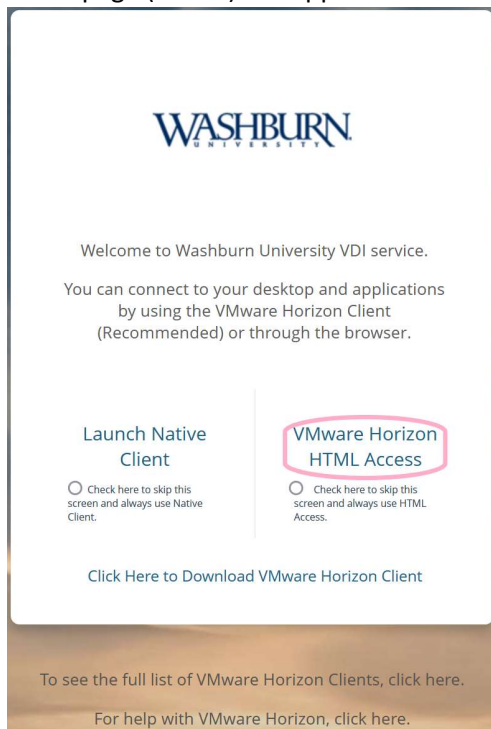
### System Overview

Today's students have unique and changing educational needs which often require access to cutting-edge teaching methods, applications and tools. Washburn University desktop virtualization provides a way to get these tools into the hands of students and faculty on a wide range of devices, anytime, anywhere.

## Getting Started

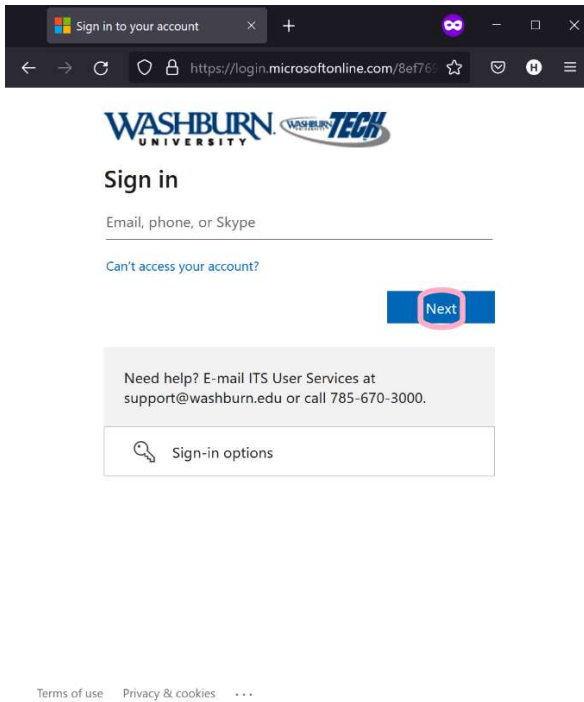
*You must be enrolled in [DUO](#) to gain access to the virtual desktop.*

1. On your device, open your web browser.
2. Enter/Go to <https://vdi.washburn.edu>.
3. A webpage (below) will appear:

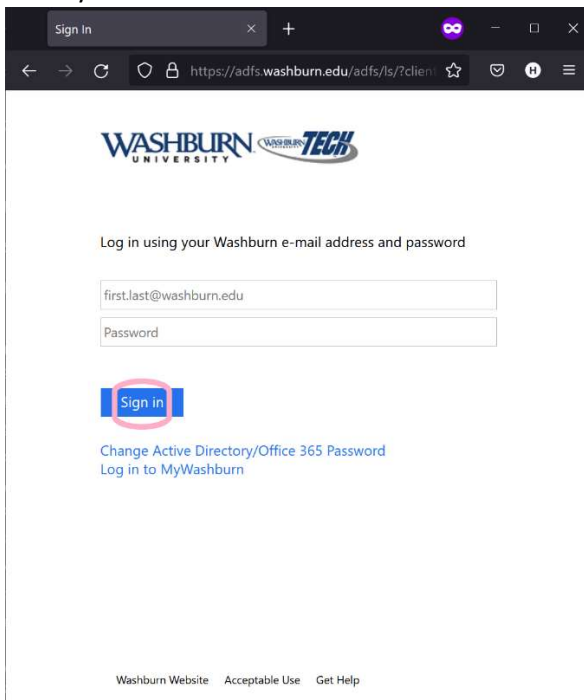


If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)

4. Click the **VMware Horizon View HTML Access** link and a Log In page will appear.



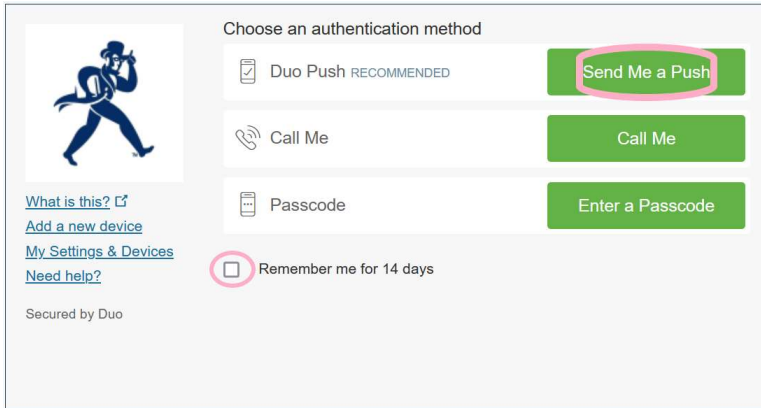
5. Enter your WU email address. Click **Next**. You will be redirected to another login dialogue:



If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)

6. Enter your WU email address and password. Click on **Sign in**.

**NOTE: You must be enrolled in Duo prior to using VDI. If you are not enrolled, follow the Duo Enrollment section at the end of this document, then come back here.**



7. Click the checkbox for **Remember me for 14 days** if you wish to reduce the number of times you have to re-authenticate for the next couple weeks. Otherwise, the recommended option to click on here is **Send Me a Push**, which will push a **Duo** notification to your mobile device; **Approve** it when prompted.

You are now logged into **VDI**.

8. A Menu will appear (this may have multiple options based on your credentials).

**Students** - should select **Students**

**Faculty & Staff** - should select **Faculty and Staff**



9. Once you select the appropriate pool, your Windows 10 Desktop will load in approximately 1 minute.

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)



***NOTE: Save all of your work to your home directory (N), shared drive (S), or OneDrive. All data on the virtual desktop will be erased when the session ends.***

## Logging Off

10. When you're ready to log off, double click the **Log Off** icon on the desktop.



***NOTE: It is very important to log off after every session.***

***Save all of your work to your home directory (N), shared drive (S), or OneDrive before logging off.***

***All data on the virtual desktop will be erased when the session ends.***

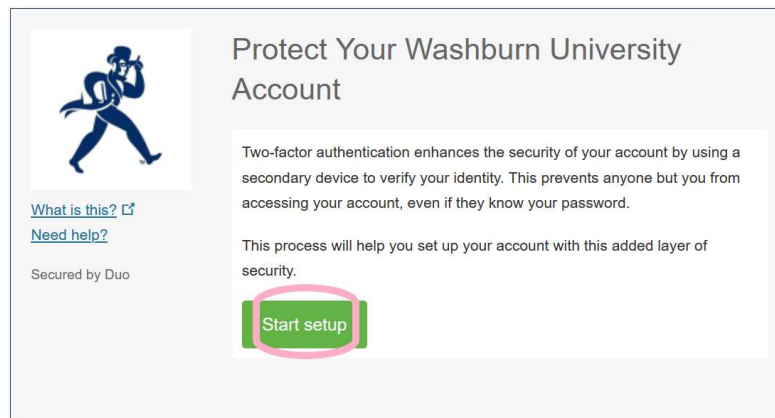
If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)

## Duo Enrollment

In-line self-enrollment is only available for a limited time at the beginning of the semester for students. If you receive the following, contact **User Services**.

Access is not allowed because you are not enrolled in Duo. Please contact your organization's IT help desk.

Otherwise, you will be prompted to enroll:



**Protect Your Washburn University Account**

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

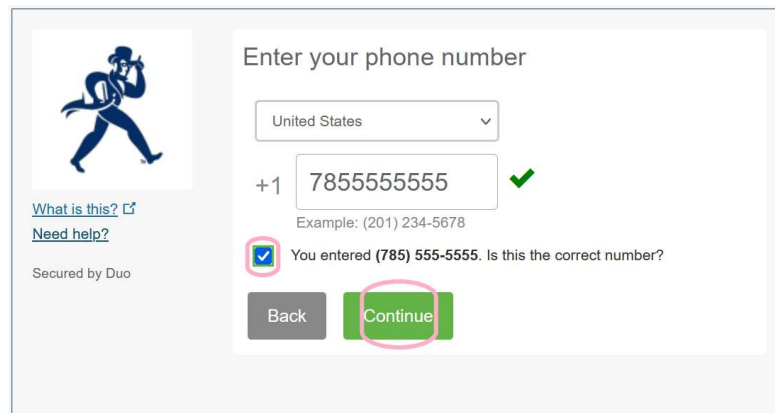
This process will help you set up your account with this added layer of security.

[What is this?](#) [Need help?](#)

Secured by Duo

**Start setup**

Click **Start setup**.



**Enter your phone number**

United States

+1 7855555555 ✓

Example: (201) 234-5678

You entered (785) 555-5555. Is this the correct number?

**Continue**

Enter your mobile phone number. Verify you entered it correctly by clicking on the checkbox. Then, click **Continue**.

If you don't have mobile phone you can enroll with Duo, contact **User Services**.

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)

Verify Ownership of [redacted]

1. We can call or text you with a verification code.

Call me or Text me

2. Enter your 6-digit code:

[Input Field] Verify

Back Continue

What is this? Need help? Secured by Duo

Choose **Call me** or **Text me** to receive a verification code on your phone. Enter the code into the field provided, click **Verify**, then click **Continue**.

My Settings & Devices

iOS [redacted] JUST ADDED Device Options

+ Add another device

Default Device: iOS [redacted]

When I log in: Ask me to choose an authentication method

Saved Continue to Login

What is this? Need help? Secured by Duo

Click **Continue to Login**. At this point, you are now enrolled in **Duo**.

Choose an authentication method

Duo Push RECOMMENDED Send Me a Push

Call Me Call Me

Passcode Enter a Passcode

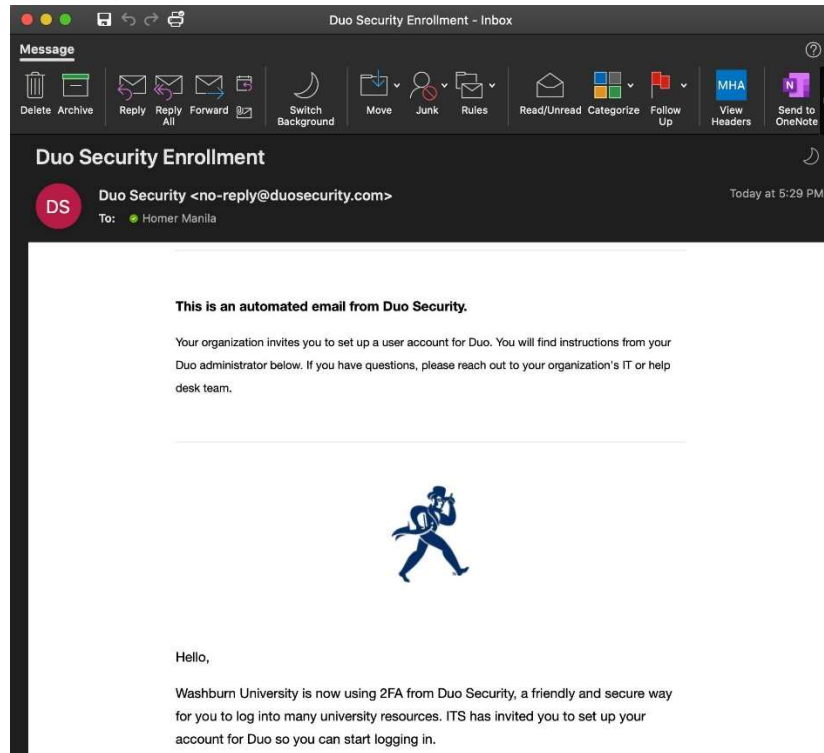
Remember me for 14 days

What is this? Add a new device My Settings & Devices Need help? Secured by Duo

Click the checkbox for **Remember me for 14 days** if you wish to reduce the number of times you have to re-authenticate for the next couple weeks. Otherwise, the recommended option to click on here is **Send Me a Push**, which will push a **Duo** notification to your mobile device; **Approve** it when prompted.

If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)

(Alternatively, one can enroll in **Duo** using the link provided in the most recent **Duo** enrollment email in your Washburn inbox. If you did not receive one, contact **User Services**.)



If you have any further questions, please contact **User Services** at 785-670-3000 or [support@washburn.edu](mailto:support@washburn.edu)