

Instructions for remote access to MATC using VDI when connecting to a XP desktop

Process:


Remote Access to MATC using VDI when connecting to a XP desktop


Overview: MATC would like to offer you a way to remotely access software applications by providing a Virtual Desktop Portal. This portal will allow you to access some of the common applications available that you use when you are locally connected to the MATC network.

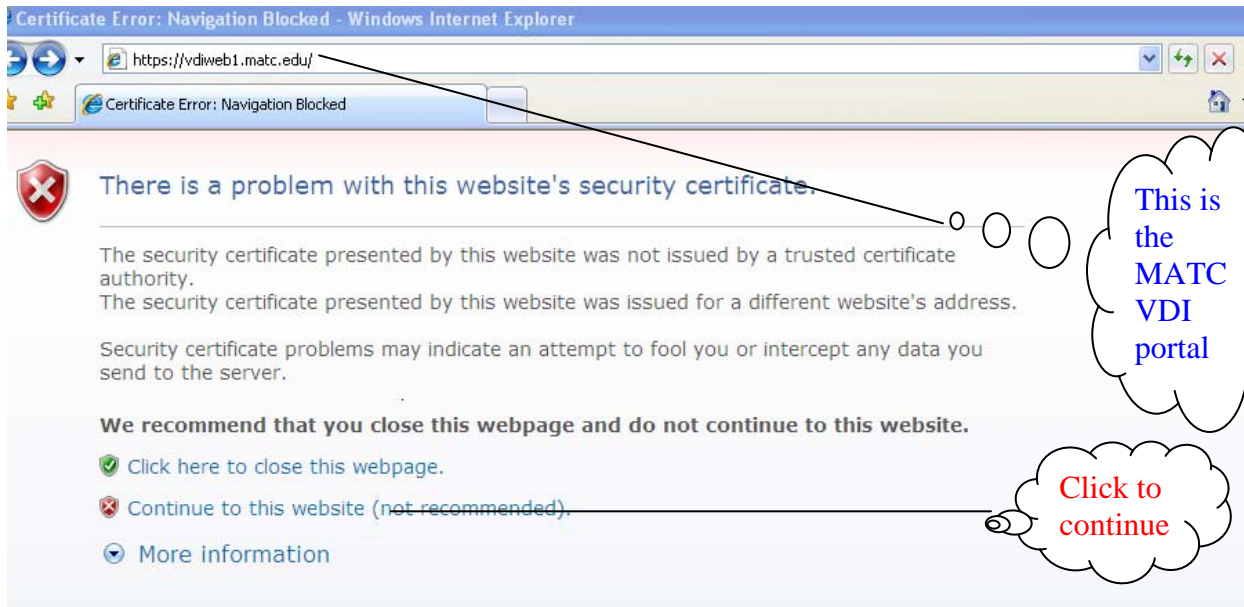
If you would like to use a USB stick to save your documents to transport to work, insert the device in the port of your computer before you log onto a VDI session.

Steps:

Using a computer with an internet connection and browser enter this location: <https://vdiweb.matc.edu>. – You will be asked to accept a security certificate. *Below is an example of a security certificate message from IE 7.*

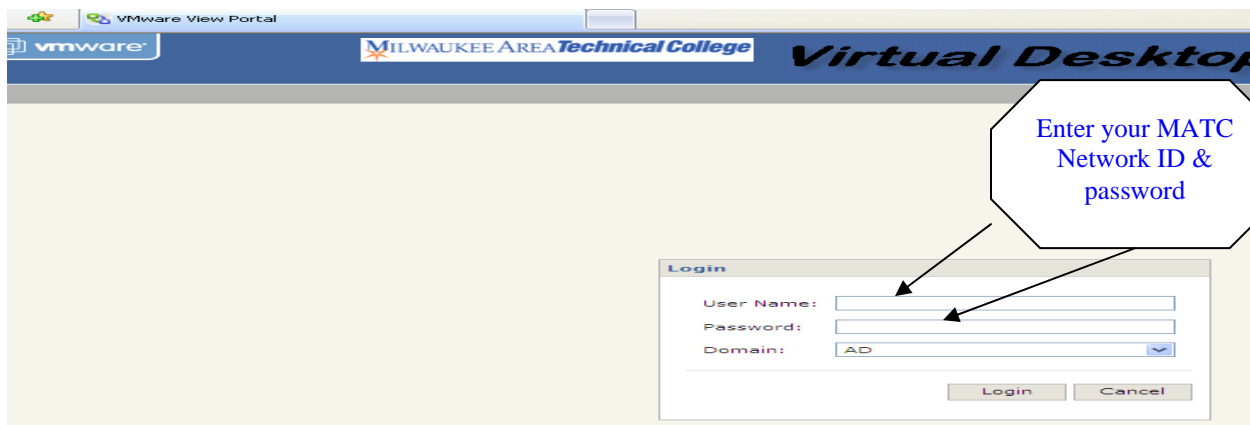
A screenshot of a security warning message from Internet Explorer 7. The message is displayed in a light blue box with a white border. On the left side of the box is a small red shield icon with a white 'X' inside. To the right of the icon, the text reads "Continue to this website (not recommended)." in a blue, sans-serif font.

 Continue to this website (not recommended).



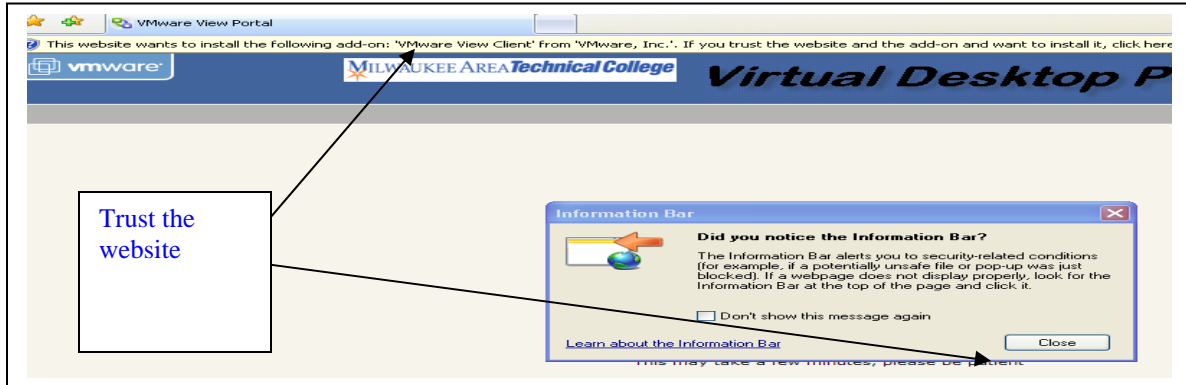
You will then be directed to the log on screen. You are required to authenticate to gain access to MATC resources. If you are having trouble logging in or If you do not know your ID (and – or) password please call the helpdesk at 414 (297-6541)

Enter your MATC Network ID and Password where required.

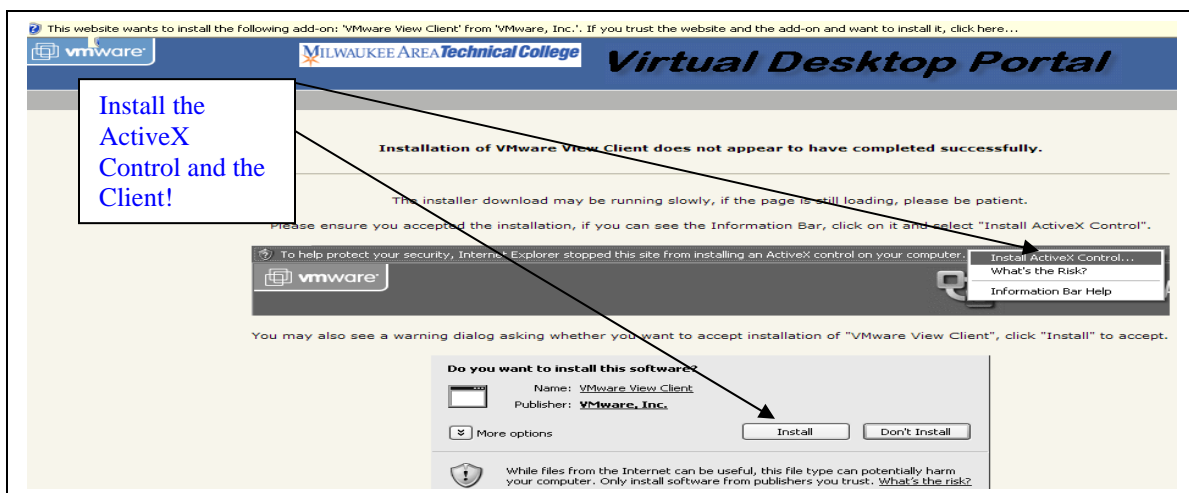


One time client installation procedure.

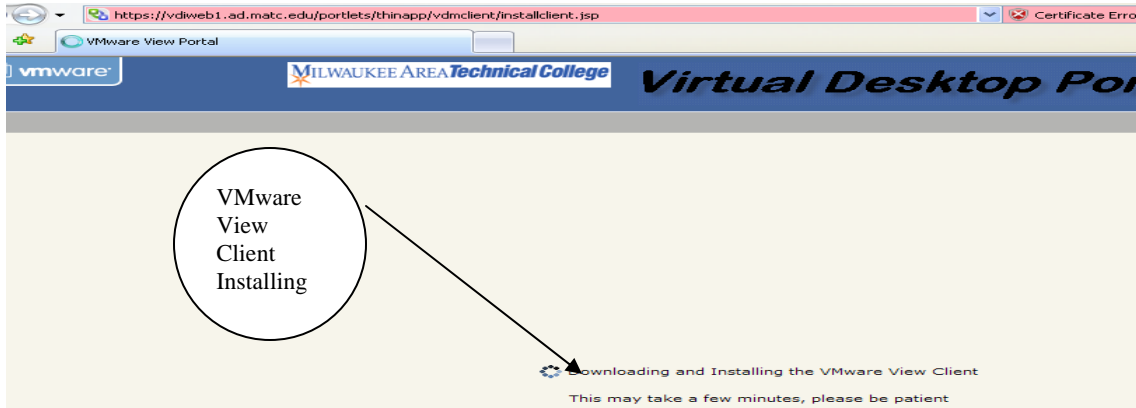
The first time VDI launches, a small client will need to be installed on your local PC. Follow the instructions on the tool bar to accept the new client. Trust the website and close the information box. You will need to have administrator rights on your local computer to install the client.



Follow the onscreen instructions to install the ActiveX Control needed and install the VMware View Client.



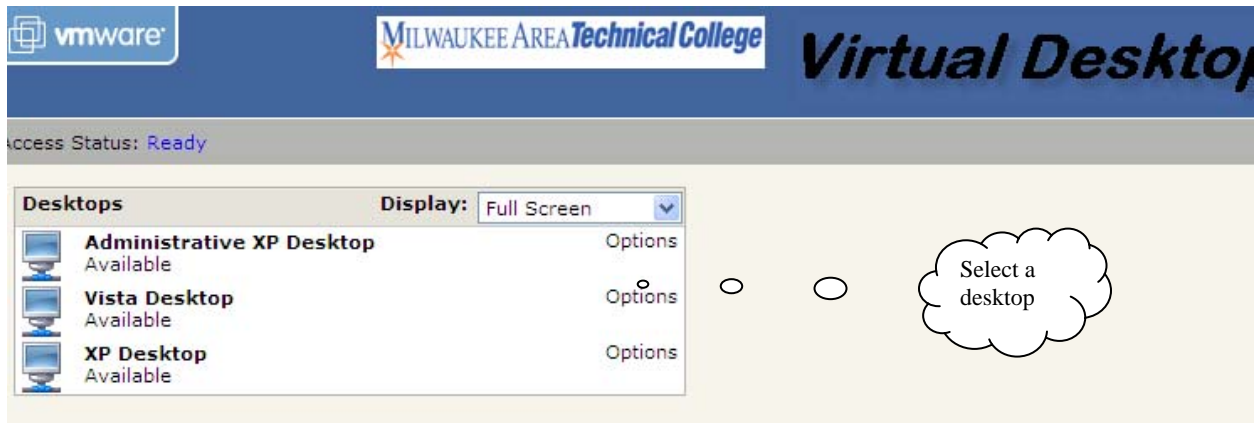
After you click on install, the client will download and install on your computer. The VM viewer will be installed on your local computer.



If there is ever an upgrade to the VMware View Client you will be prompted to install the newest client available. Please accept a new client when the option is given to you.

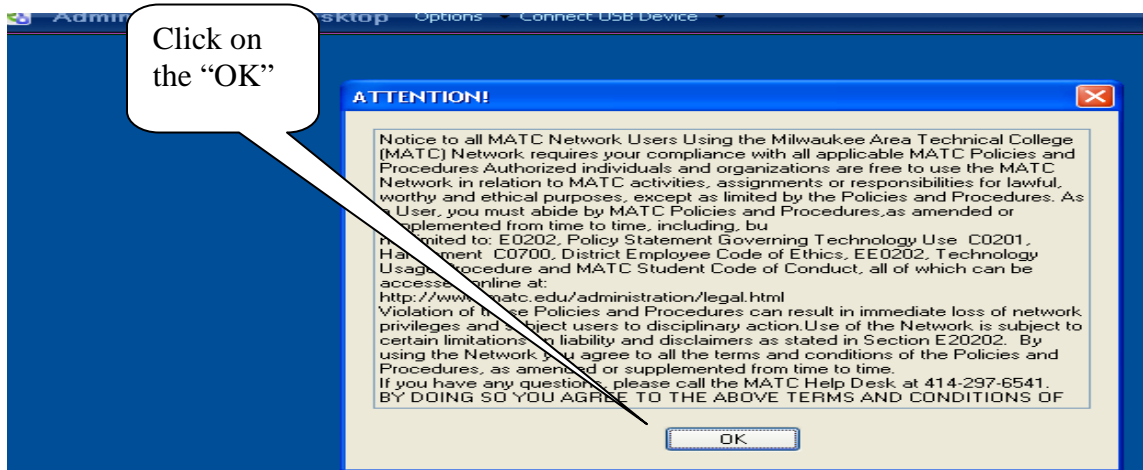
After logging in you will be presented with your available desktop(s). Click on the desktop desired.

Note – not all desktops are available to all users. You can only access desktop(s) that you have been granted rights to use.



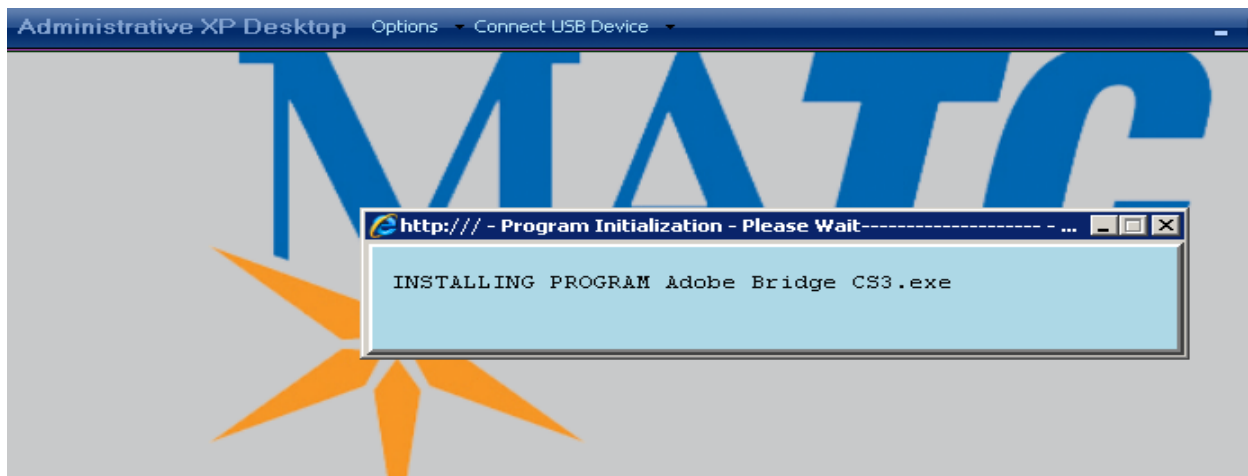
If you are presented with a firewall message you may need to allow the site.

The next screen that you will see is the “Terms of Use” screen. Click on “OK” to agree to these terms.



A virtual desktop is created for you based on the classes or groups that you are a member of. This includes the specific software applications required.

Once all the applications available to you are loaded, the blue information screen will disappear and you will be able to use all the available applications.



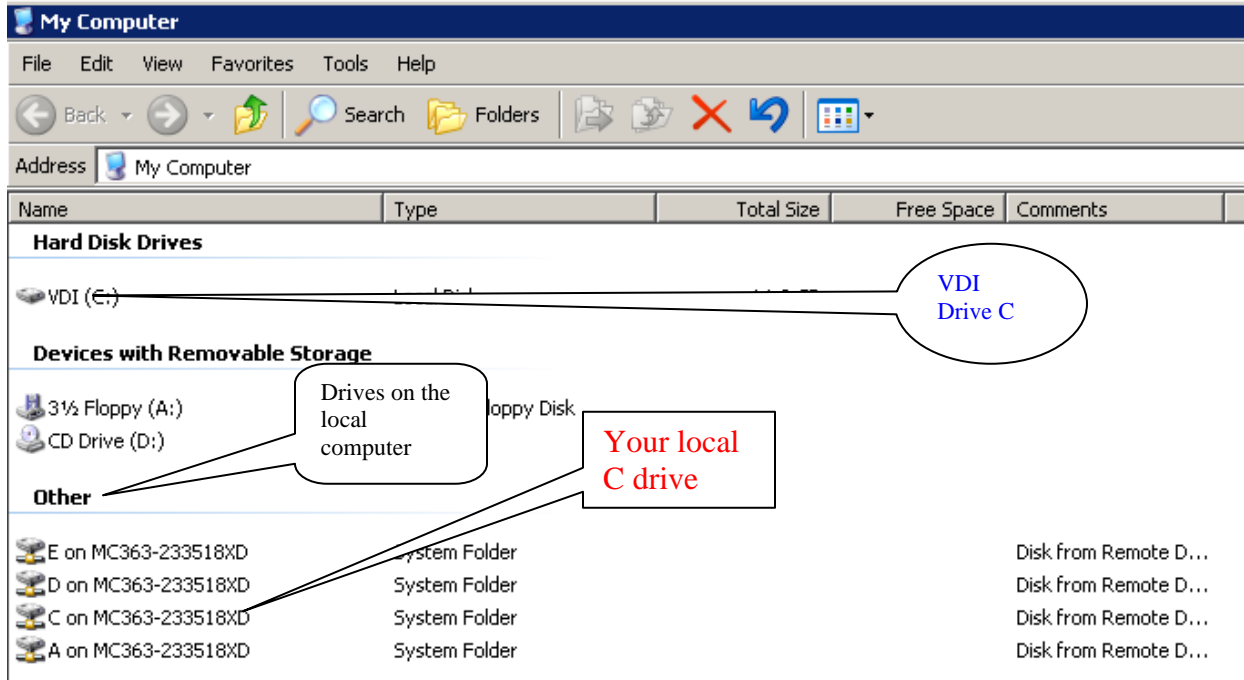
Printing

Your local printers are available if you need to print.

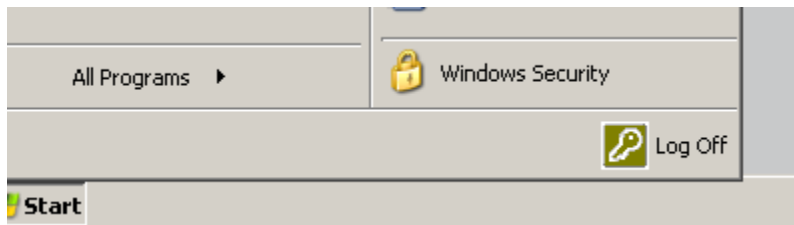
From the virtual desktop you can access your local drives.

You will be able to read and write files from your local PC drives (A:, C:, D:, etc), including a USB drive (assuming you inserted the USB device prior to connecting to the Virtual Desktop Portal). These are the drives listed under the OTHER section.

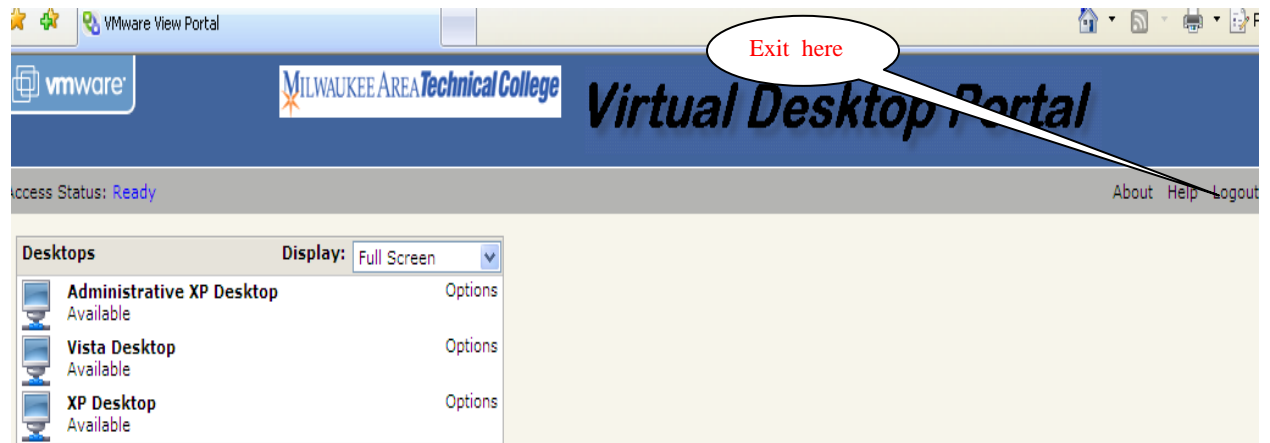
DO not attempt to save files to the VDI (C) drive or the A: & D: drives listed under “Devices with Removable Storage”. These are temporary drives and will disappear when you logout.



Logging off - Select the Log off option from the Start Menu of the VDI desktop.



To EXIT the MATC VDI Portal, select “Logout” from the menu bar located at the top right hand corner of the Virtual Desktop Portal.



To report any problems please call the MATC Helpdesk at

414 297-6541