Steps for Logging in through VMware Horizon
For Community Pharmacies accessing Lab Values

Your computers contain the software (VMware Horizon) that you will need to use to log in to SHARE. Here are the steps you will follow to log in.

1. Click on the ‘VMware Horizon; icon

2. You will be presented with this screen. Click on the “+ New Server”
   Select ‘desktop.nshealth.ca’ icon.
3. A dialogue box will appear, type in the “desktops.nshealth.ca” and then click “Connect”

![Horizon Client Login Dialogue Box]

a. Enter your ‘User name’ and ‘Password’ - your **NSHealth Active Directory User ID**

b. Select the NSHEALTH domain

![Horizon Client Login Dialog]

**VMware Horizon Login**

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4. You will be presented with the following screen. Click on the Clinical Desktop icon.
   a. Note: Your icon may not be labelled exactly as shown

   ![Clinical Desktop Icon]

   IMPORTANT: The first time you login please create a shortcut – go to the last page of this document

5. You will be taken to the Clinical Desktop. Click on the SHARE Clinical Portal icon.
6. You will now log in to SHARE

**SHARE Clinical Portal Login Screen**

7. To return to your desktop, minimize the Clinical Desktop

8. When you are finished for the day, from the "Options" drop-down menu "Disconnect and Log Off" from your Desktop
**NEW FEATURE: Creating a Direct Connect Shortcut**

With the new Client, you have the ability to create a shortcut on your Desktop or on your Start Menu that will bypass several connection screens and will directly connect you to your Desktop after credentials are verified. To create a shortcut, follow these steps:

1. Using the instructions above, select a Connection Server and Login so you get the Desktop Selector Screen
2. Right-Click on the Desktop Icon

3. The following menu will pop-up. Select “Create Shortcut”

4. If you look on your desktop, you will see an icon similar to this, you can rename the shortcut to “LAB Values”: