Steps for Logging in through VMware Horizon

Your computers contain the software (VMware Horizon) that you will need to use to log in to the DIS. 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 address for the connection. For External Users, please type in “desktops.nshealth.ca” and then click “Connect”

4. Enter your ‘User name’ and ‘Password’
   a. Use your NSHealth Active Directory User ID
   b. **Note:** If the ‘Domain’ is not set to ‘nshealth’, click the down arrow (see red circle) and choose ‘nshealth’ from the list
5. 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](image1.png)

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

6. You will be taken to the External Clinical Desktop. Click on the DIS Portal icon or the SHARE Clinical Portal icon as appropriate.

   ![External Clinical Desktop](image2.png)
7. You will now log in to either:
   a. DIS using your NSHealth User ID[NSHEALTH\userid] and password
   b. SHARE using your SHARE User ID and password

(A) DIS Portal

(b) SHARE Clinical Portal Login Screen
8. To return to your desktop, minimize the Clinical Desktop

9. From the "Options" drop-down menu "Disconnect and Log Off" from your Desktop at the end of the day
**NEW FEATURE: Creating a Direct Connect Shortcut**

With the new Client, you have the ability to create 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**

![Desktop Icon](image1)

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

![Menu with Create Shortcut option](image2)

4. **If you look on your desktop, you will see an icon similar to this, you can rename the shortcut to “SHARE/DIS”:**

![Desktop Icon with Share/Dis](image3)