

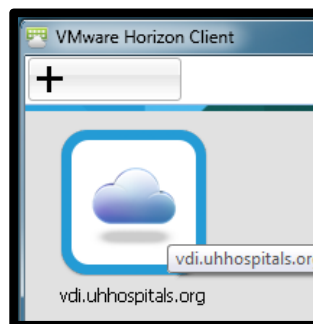
Logging into VDI

Logging into VDI – Practice Using the Soarian TRAIN Environment

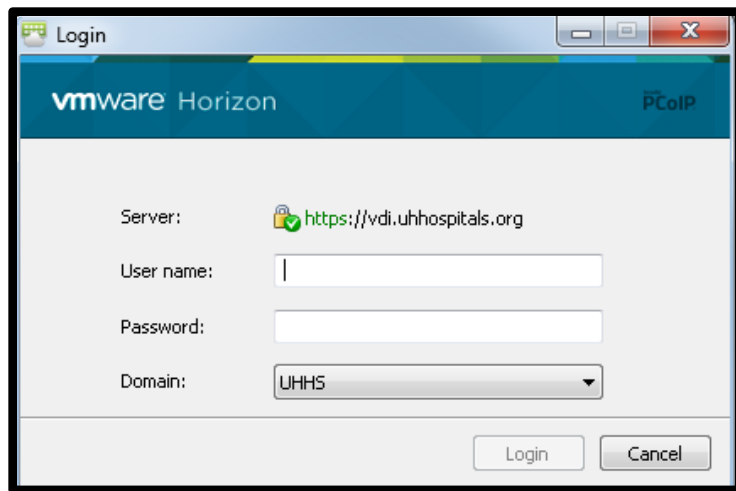
1. Double click the 'VMware Horizon client' icon on your desktop. If you do not have it, contact the Help Desk to have it installed.



2. Double click the VDI server 'vdi.uhhospitals.org'.

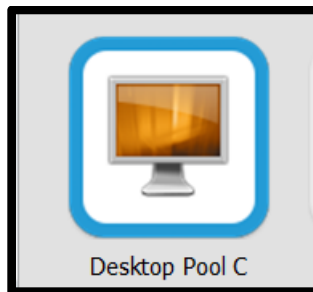


3. Enter your Username and Password.
4. Select Login.



5. Double click the VDI icon ‘Desktop Pool’.

- Note: Your Desktop Pool icon may indicate Desktop Pool A, or B, or C.
- After logging in with your Username and Password, you may not see the Desktop Pool icon.
- **If you do not see the Desktop Pool icon, go to Step #6.**



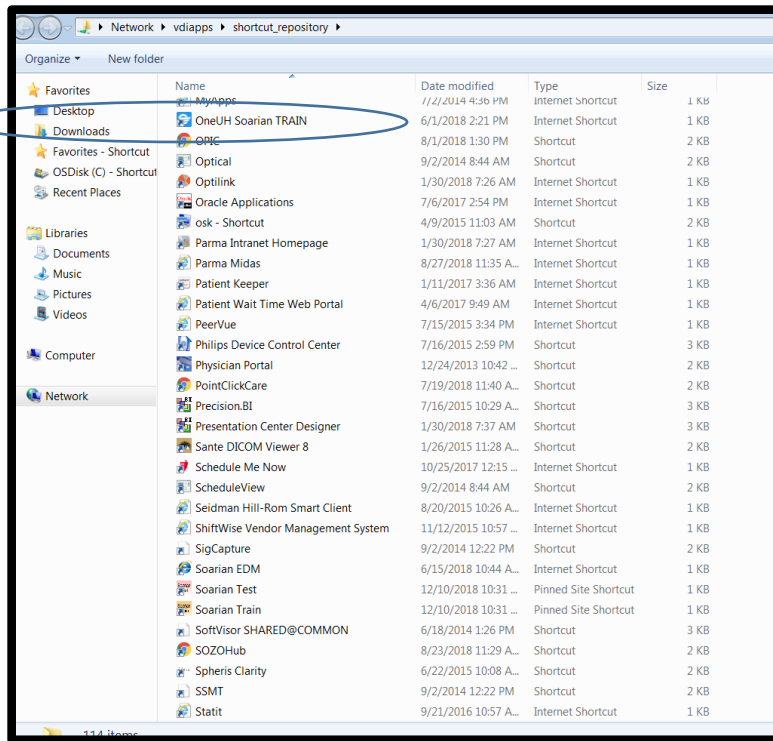
6. The VDI environment will load a virtual desktop.

7. Select **OneUH Soarian TRAIN** icon from your desktop.



If the OneUH Soarian TRAIN is not on your desktop

- From your desktop, double-click the **Shortcuts Repository** folder
- Scroll down to **OneUH Soarian TRAIN** and double-click



8. Login to the training environment using the training login i.e., username cyellow1, and password for the week.

Username: **cyellow1**

Password: The password will change weekly:

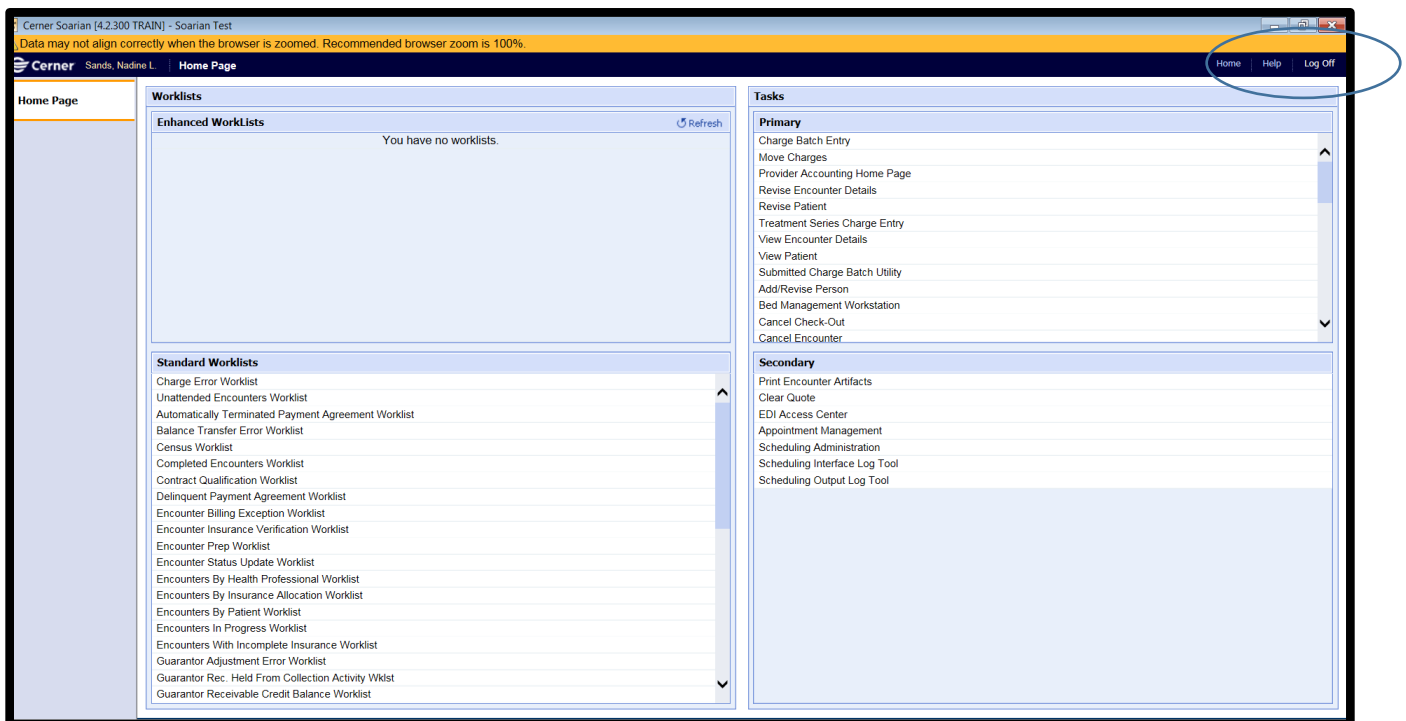
Week of:	New Password
1/7/2019	Spring07
1/14/2019	Spring08
1/21/2019	Spring09
1/28/2019	Spring01
2/4/2019	Spring02
2/11/2019	Spring03
2/18/2019	Spring04
2/25/2019	Spring05
3/4/2019	Spring06

3/11/2019	Spring07
3/18/2019	Spring08
3/25/2019	Spring09
4/1/2019	Spring01
4/8/2019	Spring02
4/15/2019	Spring03
4/22/2019	Spring04
4/29/2019	Spring05
5/6/2019	Spring06
5/13/2019	Spring07
5/20/2019	Spring08
5/27/2019	Spring09
6/3/2019	Spring01
6/10/2019	Spring02
6/17/2019	Spring03
6/24/2019	Spring04
7/1/2019	Spring05
7/8/2019	Spring06
7/15/2019	Spring07
7/22/2019	Spring08
7/29/2019	Spring09
8/5/2019	Spring01
8/12/2019	Spring02
8/19/2019	Spring03
8/26/2019	Spring04

9/2/2019	Spring05
9/9/2019	Spring06
9/16/2019	Spring07
9/23/2019	Spring08
9/30/2019	Spring09
10/7/2019	Spring01
10/14/2019	Spring02
10/21/2019	Spring03
10/28/2019	Spring04
11/4/2019	Spring05
11/11/2019	Spring06
11/18/2019	Spring07
11/25/2019	Spring08
12/2/2019	Spring09
12/9/2019	Spring01
12/16/2019	Spring02
12/23/2019	Spring03
12/30/2019	Spring04
1/6/2020	Spring05
1/13/2020	Spring06
1/20/2020	Spring07
1/27/2020	Spring08
2/3/2020	Spring09

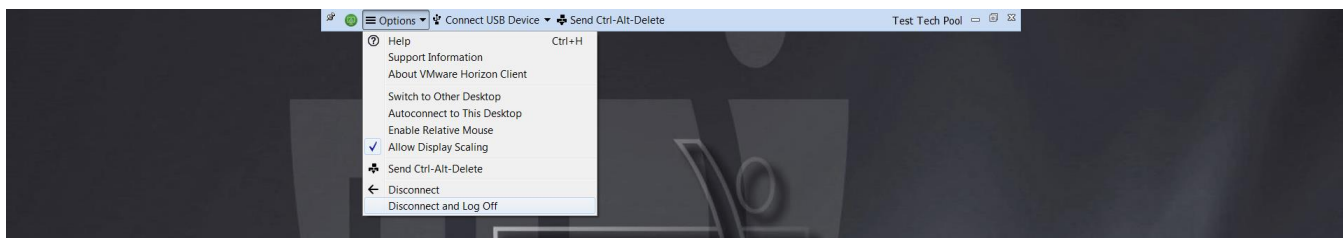
Logging off – Soarian Financials and VDI

At the end of each session, log out of Soarian Financials by selecting Log Off in the upper right hand corner.



To log off VDI

- Select **Options** at the top of your screen
- Select **Disconnect and Log Off**



Please submit any questions or concerns to OneUHTraining@UHhospitals.org