

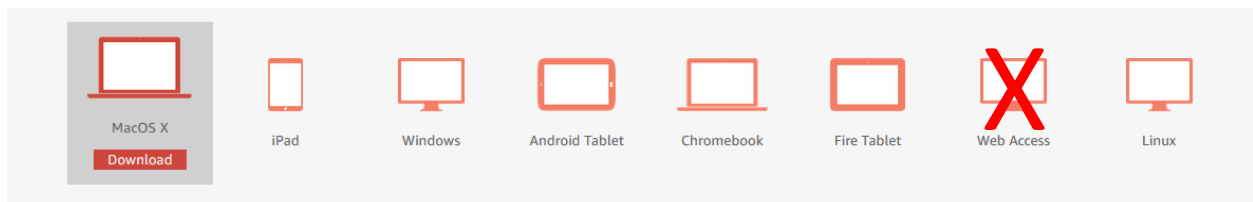
VRD-AWS: To install Amazon WorkSpaces and Log into VRD

Sections:

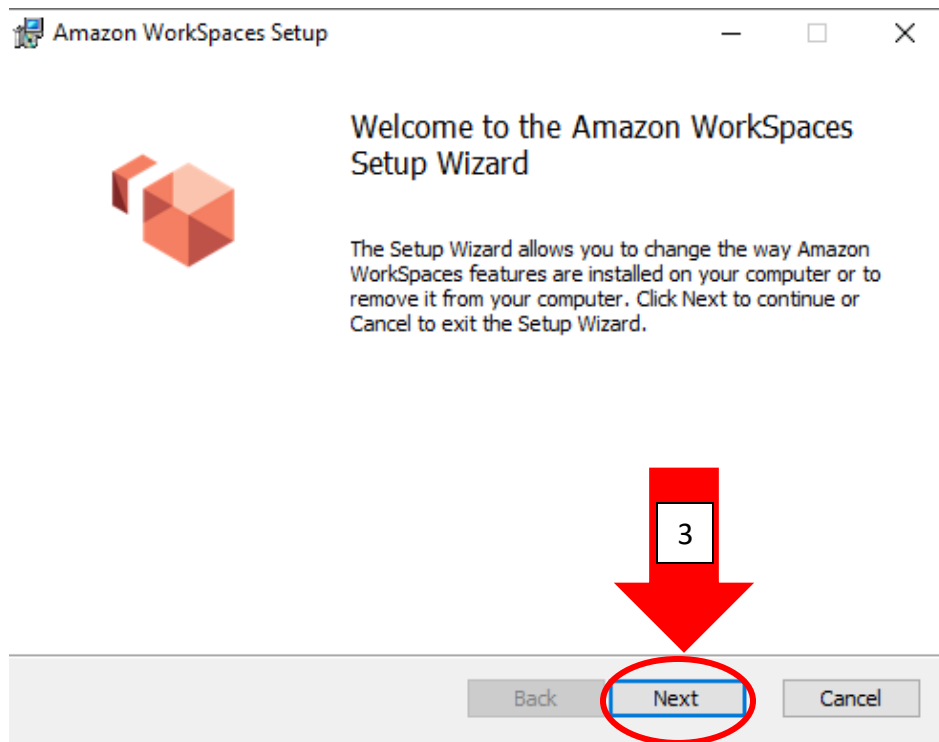
- I. Installing the Amazon WorkSpaces Client
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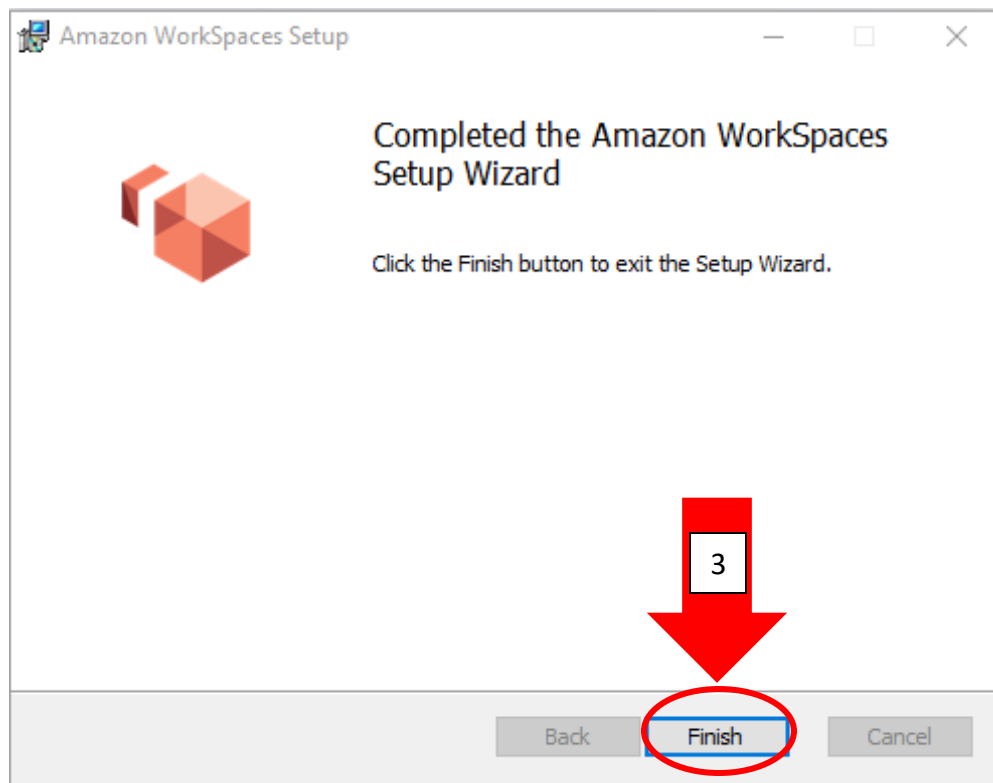
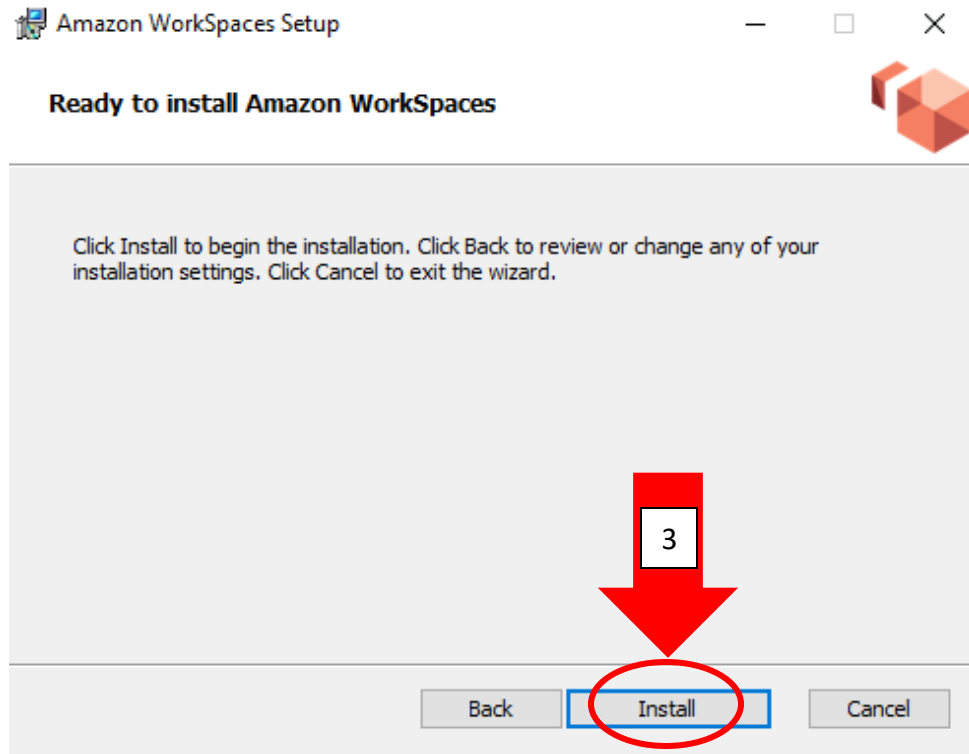
I. Installing the Amazon WorkSpaces Client

1. Download the Amazon WorkSpaces client from <https://clients.amazonworkspaces.com/>
2. Select the appropriate environment for device
 - a. Web Access is **NOT** enabled – you must choose a device



- b. Open the installer located in your download queue
3. Click next to go through the installment





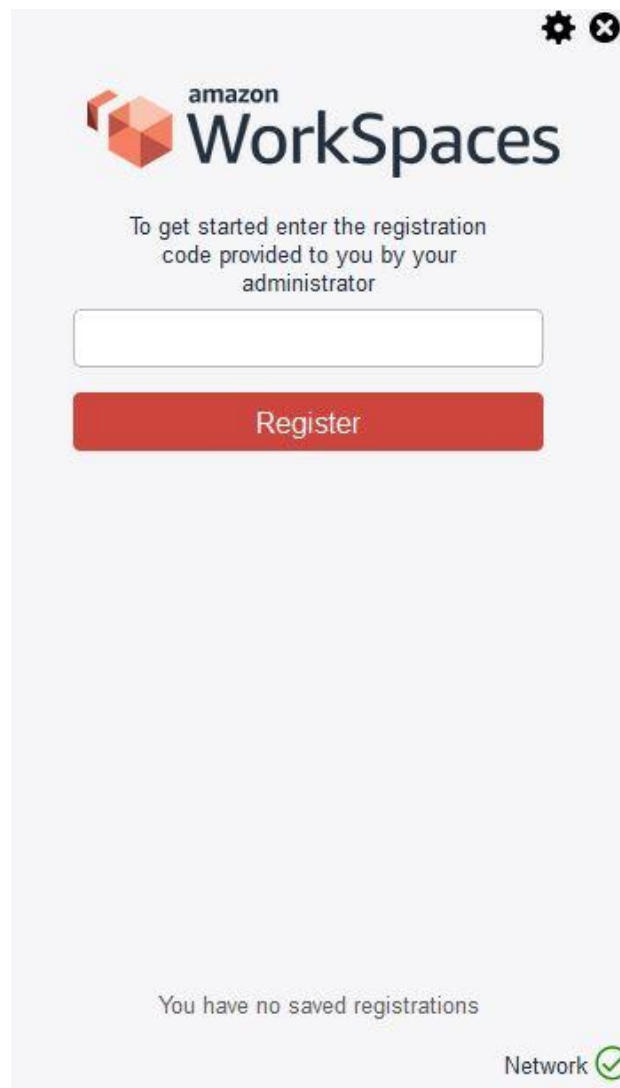
4. You have now downloaded AWS client

II. Logging In

1. Once downloaded, click the AWS icon on your desktop



2. Enter in the registration code that is provided in the email from ACTRI Application Support team upon your access being granted

The image shows the Amazon WorkSpaces registration window. At the top, there is a gear icon and a close button (X). Below the Amazon logo, the text "amazon WorkSpaces" is displayed. A message reads: "To get started enter the registration code provided to you by your administrator". Below this message is a text input field. Under the input field is a red button labeled "Register". At the bottom of the window, it says "You have no saved registrations". In the bottom right corner, there is a status bar with the text "Network" and a green checkmark icon.

3. Log in using your UCSD AD (Active Directory) credentials
 - a. If you do not know or do not have these credentials, please contact the Health ITS Service desk for assistance
Contact info:
 - i. Phone: (619) 543-4357
 - ii. Email: 3help@ucsd.edu
4. Enter “push” for the MFA code
 - a. This will send you a DUO push to your phone which you will need to approve

The screenshot shows the Amazon WorkSpaces login interface. At the top, there is a gear icon and a close icon. The Amazon WorkSpaces logo is prominently displayed. Below the logo, the text reads "Please log in with your ucsd-actri credentials". There are three input fields: "Username", "Password", and "MFA Code". A red arrow with the number "3" points to the "Username" field. Another red arrow with the number "3" points to the "Password" field. A red arrow with the number "4" points to the "MFA Code" field. Below the input fields is a red "Sign In" button with the text "Sign in to authorize access" underneath it. Below the button is a link that says "Forgot Password?". At the bottom right, there is a "Network" status indicator with a green checkmark.

amazon WorkSpaces

Please log in with your ucsd-actri credentials

3 Username

3 Password

MFA Code 4

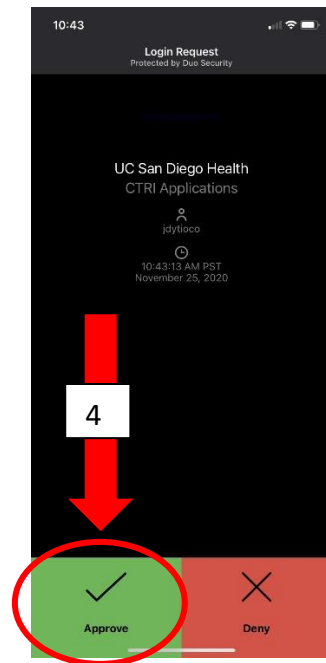
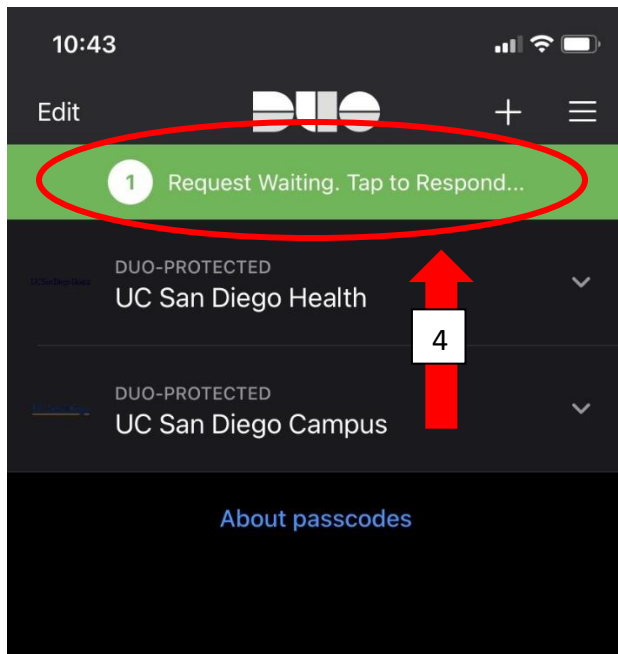
Sign In

Sign in to authorize access

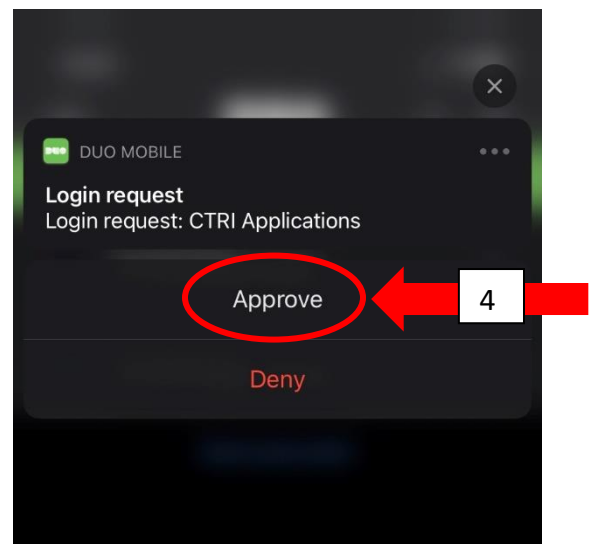
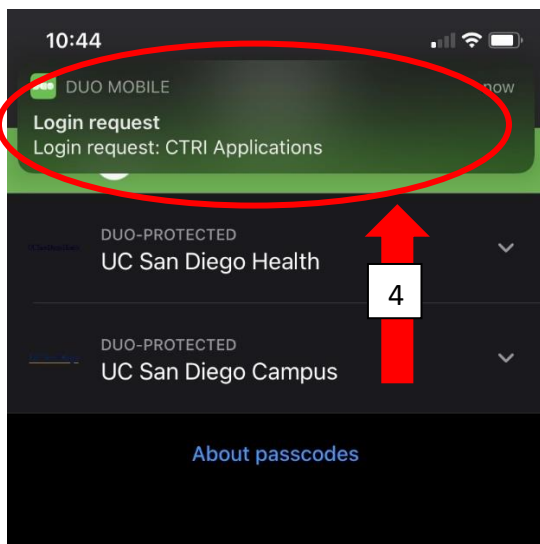
Forgot Password?

Network ✓

On your phone:



OR



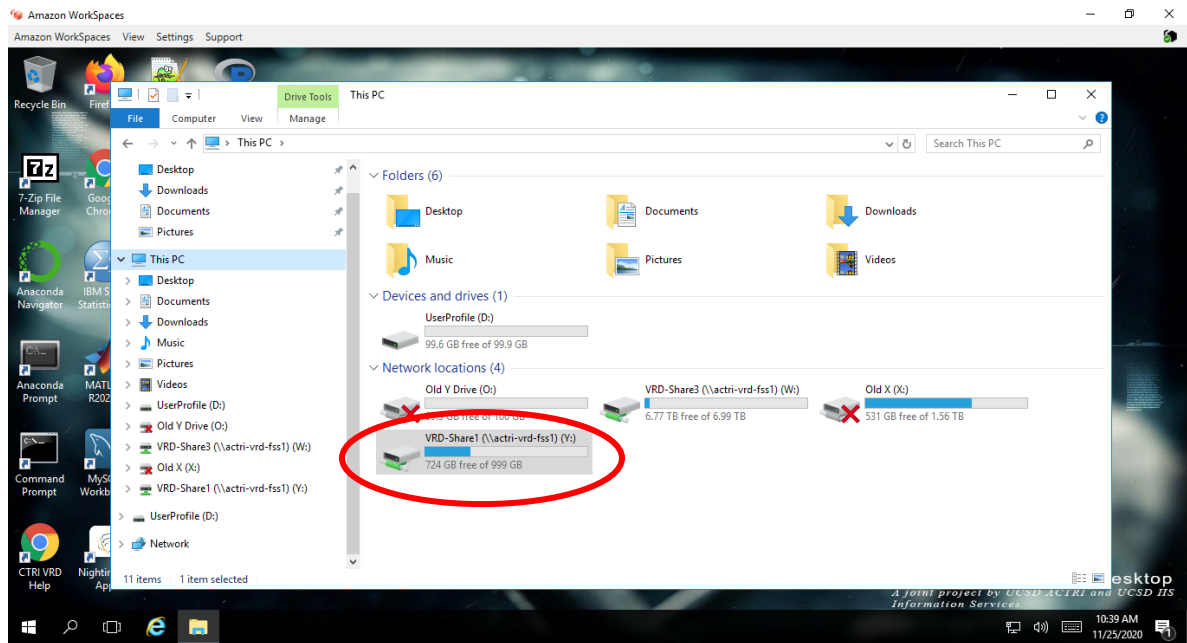
5. Per compliance, do **NOT** say yes to save your credentials



6. Once logged into VRD, the client will direct you to the screen below



7. Your Network share drive will be mapped to the Y: drive. Your personal directory will show up as a folder with your username and this is where you will save any of your files. Your DECS and/or other data files will be located in the folder 'SecureDrop'



NOTE: Once you Log Off, only the data stored on the Y: drive will be persistent. All other data (not stored on the Y: drive) will be permanently deleted.

III. Advance Settings (To Ensure Compliance)

1. If at any time you would like to make sure your settings are compliance approved, click the gear button in the right hand corner of the login area and then “Advance Settings”
 - a. Your settings should have none of the options checked

