

Virtual Secure Workstation (VSW)

VSW-AWS: Install AWS WorkSpaces and Log into VSW

Sections

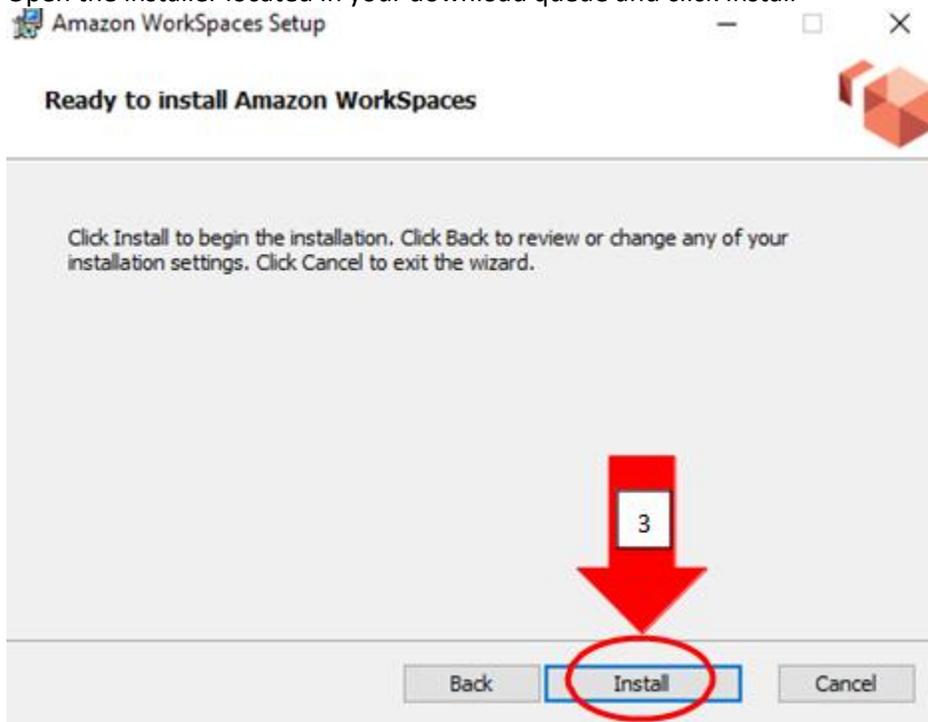
1. Installing the Amazon WorkSpaces Client
2. Login to the Virtual Secure Workstation
3. Advance Settings (To Ensure Compliance)

Installing the Amazon WorkSpaces Client

1. Download the Amazon WorkSpaces client from <https://clients.amazonworkspaces.com/>
2. Select the appropriate environment for device



- 3.
4. Open the installer located in your download queue and click Install



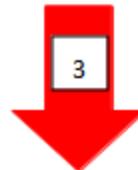
- 5.
6. Click next to go through the installment

Amazon WorkSpaces Setup

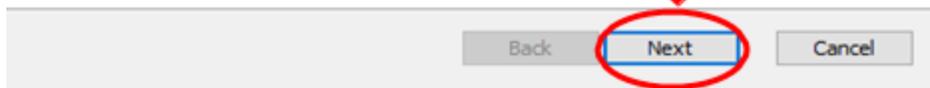


Welcome to the Amazon WorkSpaces Setup Wizard

The Setup Wizard allows you to change the way Amazon WorkSpaces features are installed on your computer or to remove it from your computer. Click Next to continue or Cancel to exit the Setup Wizard.



7.

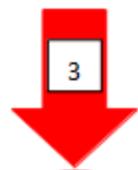


Amazon WorkSpaces Setup

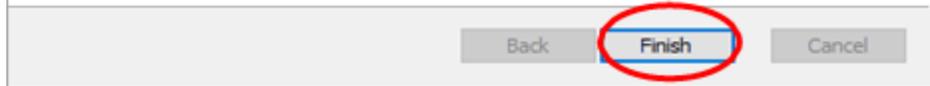


Completed the Amazon WorkSpaces Setup Wizard

Click the Finish button to exit the Setup Wizard.



8.



9. AWS WorkSpaces Client is now installed

Login to the Virtual Secure Workstation

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

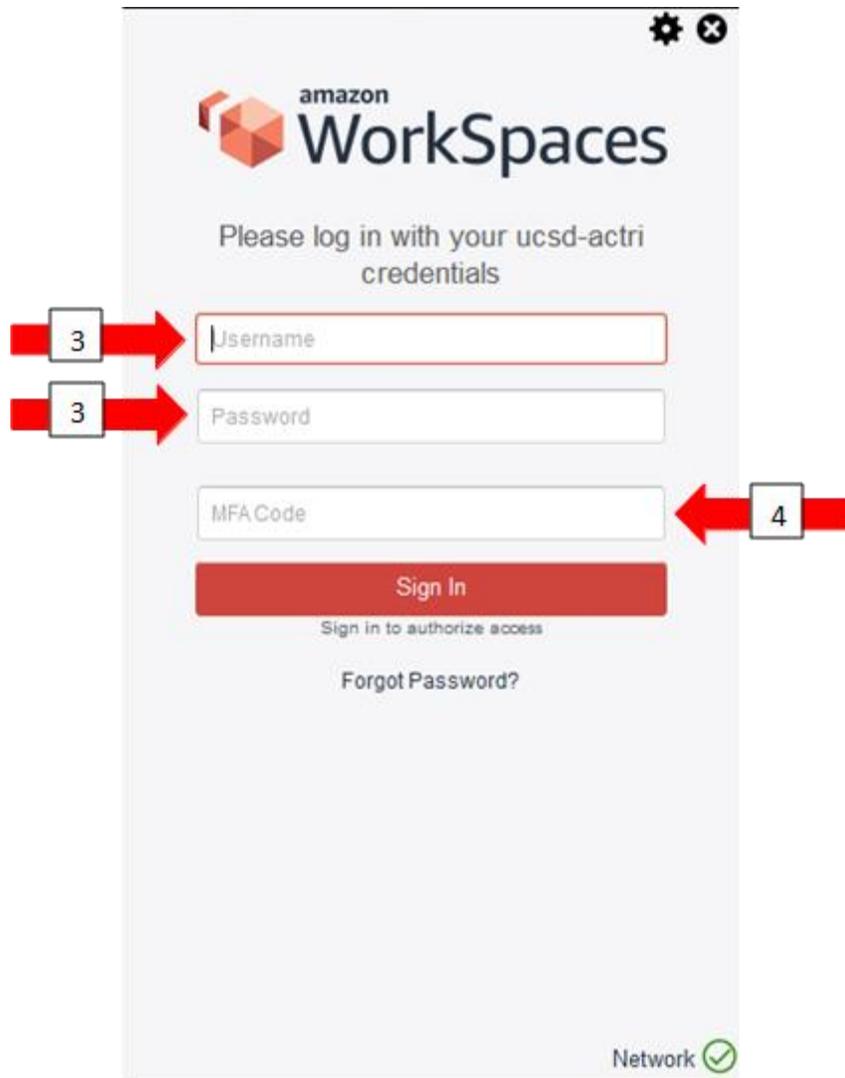


- 2.
3. Enter the **registration code** emailed to you by the ACTRI Application Support team once your access has been approved. Then, sign in using your UCSD Active Directory credentials.

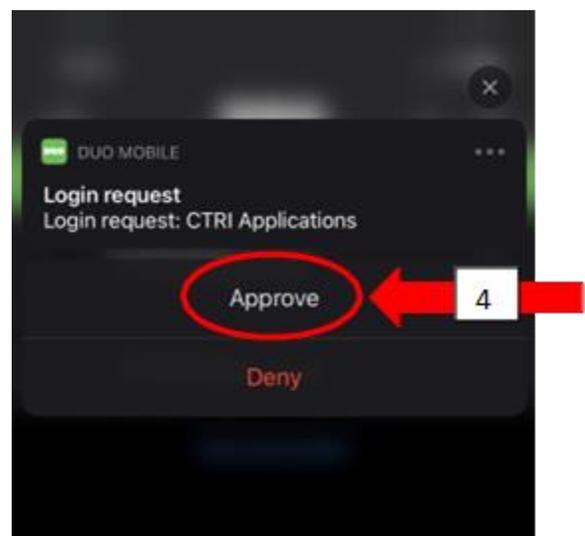
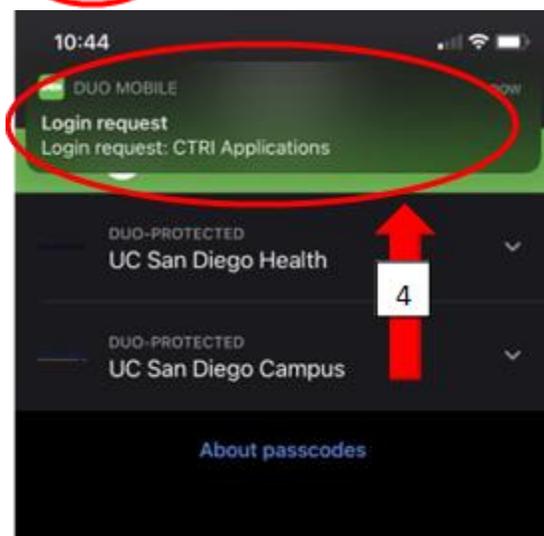
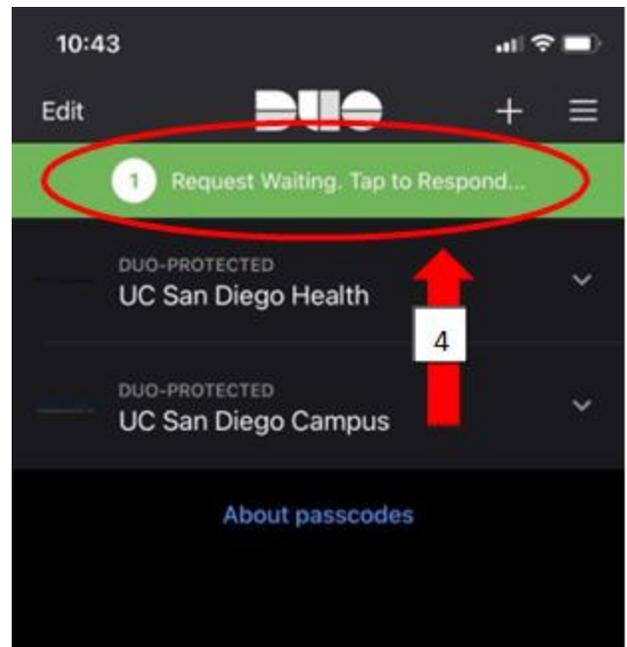
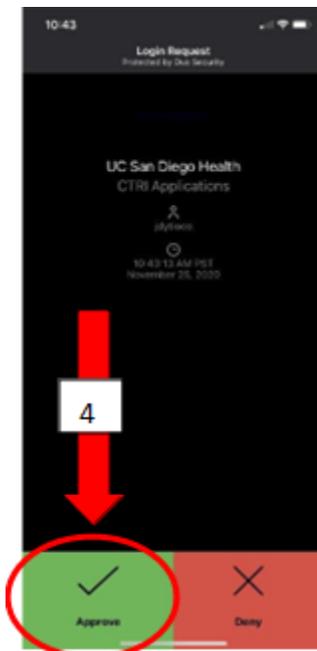
A screenshot of the Amazon WorkSpaces registration page. At the top right, there are settings and close icons. The main heading is "amazon WorkSpaces". Below it, the text reads: "To get started enter the registration code provided to you by your administrator". There is a white input field for the registration code, followed by a red "Register" button. At the bottom, it says "You have no saved registrations" and "Network" with a green checkmark icon.

- 4.
5. Login using your UCSD AD (Active Directory) credentials
6. If you do not have or cannot recall these credentials, contact the **Health ITS Service Desk** for assistance:

Contact info	Phone: (619) 543-4357 Email: 3help@ucsd.edu
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- 7.
8. This will send you a DUO push to your phone which you will need to approve
9. Examples on your phone:



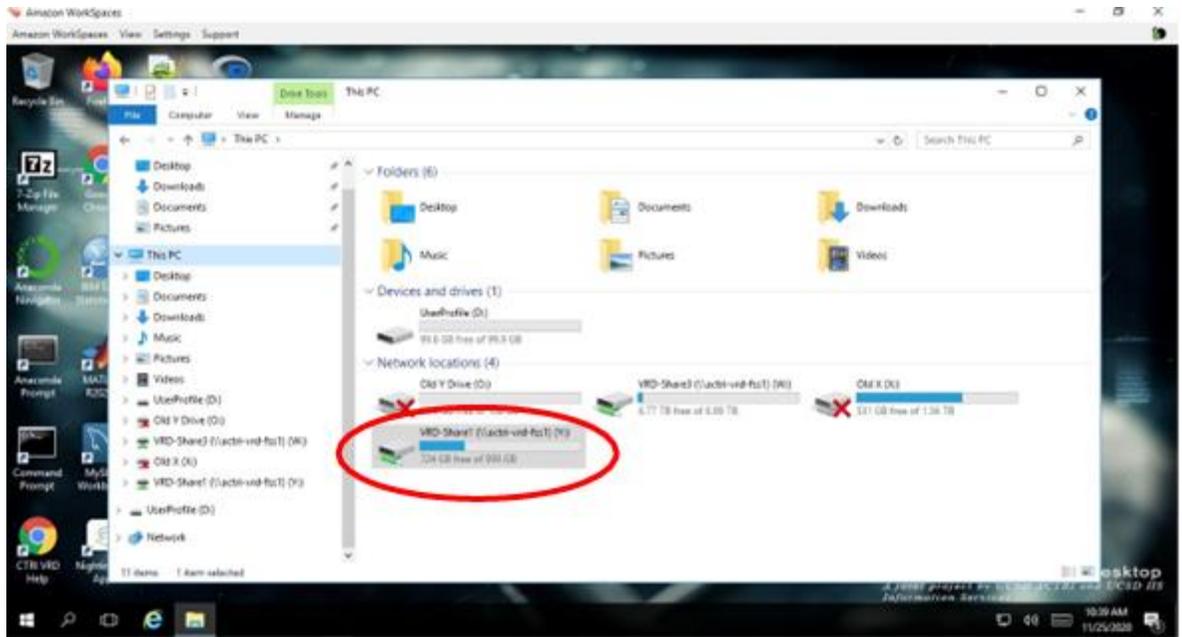
10. Per compliance, do NOT say yes to save your credentials



- 11.
12. Once logged into VSW, the client will direct you to the screen below



- 13.
14. 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'**



15.
16.

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.

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"
2. Your settings should have none of the options checked

This screenshot shows the Amazon WorkSpaces login interface. At the top right, there are settings and close icons. A settings menu is open, listing: About Amazon WorkSpaces, My WorkSpace, Manage Registrations, **Advanced Settings** (highlighted), Network Connection Status, and Send Feedback. Below the menu, the login form includes fields for Username, Password, and MFA Code. A red 'Sign In' button is present, with the text 'Sign in to authorize access' below it. A 'Forgot Password?' link is also visible. At the bottom right, there is a 'Network' status indicator with a green checkmark.

This screenshot shows the 'Advanced Settings' page for Amazon WorkSpaces. At the top right, there are settings and close icons. The page features the Amazon WorkSpaces logo. Below the logo, there is a 'Select a language:' dropdown menu set to 'English'. The 'Proxy Server Settings' section includes a checkbox for 'Use Proxy Server', which is currently unchecked. Below this, there are input fields for 'Address' (127.0.0.1) and 'Port' (8080). Further down, there are three more unchecked checkboxes: 'Enable Advanced Logging', 'Remember Me', and 'Enable saved registrations:'. At the bottom, there are two red buttons: 'Save' and 'Cancel'. At the bottom right, there is a 'Network' status indicator with a green checkmark.