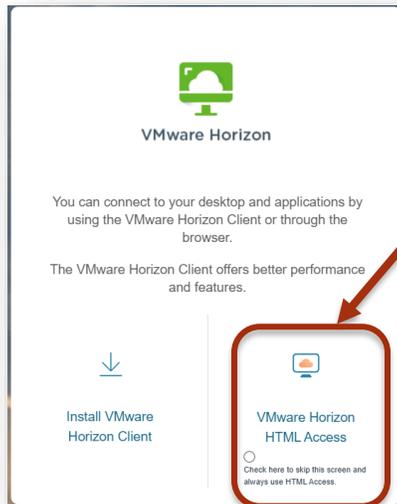


How to Login to ACCS VDI

Option 1: Access Through the Web Portal

1. Open your preferred web browser.
2. Navigate to the VDI login page: <https://desktop.alabama.edu>
3. On the VMware Horizon Splash page, click **VMware Horizon HTML Access**.



SKIP to [Loggin In](#) on page 2.

Option 2: Access Using the VMware Horizon Client

Only available if you have admin rights on your computer:

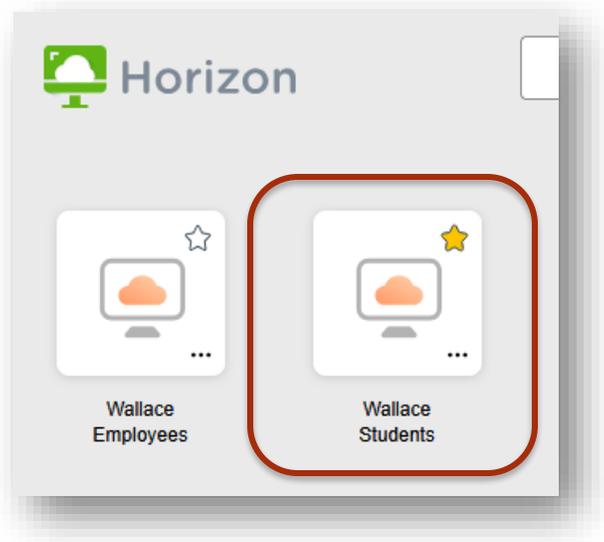
1. Navigate to the VDI login page:
<https://desktop.alabama.edu>
2. On the VMware Horizon Splash page, click **Install VMware Horizon Client** to download and install the ****VMware Horizon Client****
3. Follow the installation prompts, then open the Horizon Client.

Continue to [Loggin In](#) on page 2.



Logging In

1. Click **Accept** on the Alabama.edu Environment Notice and Consent Banner.
2. Enter your **Alabama.edu** credentials:
 - **Username**: [A#@alabama.edu]
 - **Password**: [Enter Password]
3. Click **Login**.
4. Select **Wallace Students**. If you are WCC faculty or staff, select Wallace Employees.



First-Time Connection Steps

Once connected, please complete the following (in order):

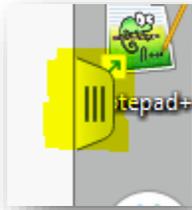
1. Launch **Microsoft Word** and authenticate, if prompted.
2. Open **OneDrive** and authenticate, if prompted.
3. Launch a **browser** (Chrome, Edge, Firefox, etc.) and adjust any settings to match your preferences.

Data and Saving Your Work

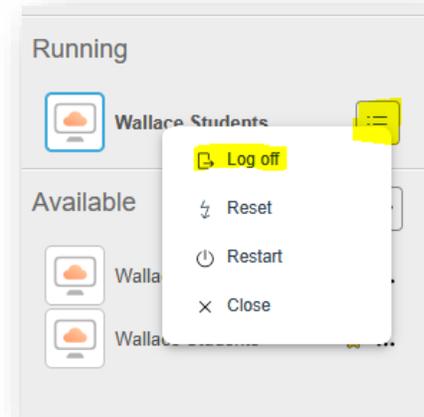
- All of your work should automatically save to **OneDrive**. If you have already been using OneDrive with your account previously, your data should automatically sync to your Alabama.edu OneDrive folders (Documents, Desktop, Photos, etc.).

Logging Off

1. When you're done for the day, log off the VDI environment.
 - a. Click on the **tab** on the left-hand side of the screen.



- b. Click the **Menu** button to the right of Wallace Students (or Employees) then click **Log off** in the menu.
- c. Click the **OK** button in the Log Off Desktop dialog box.
- d. Click the **Close** button in the Disconnected dialog box.
- e. Close the browser window.



2. **Wait 2 to 3 minutes** before logging back in to give the system time to replicate and save your data.