

NIH's Virtual Desktop

Welcome to the National Institutes of Health (NIH) 2021 Summer Internship Program!

To ensure you can successfully work on your research projects remotely, NIH is offering a customized virtual desktop that allows you to securely access NIH resources, such as your email, web browsers, web conferencing tools, file-storage and file-sharing tools, Microsoft 365 applications, and scientific applications—all from your personal computer. *Think of it as an NIH computer you can access from your own computer!*

Device Requirements

A personal Windows or Mac computer **and** an iOS or Android mobile device (smartphone or tablet)

How NIH's Virtual Desktop Works



For more detailed guidance, see the step-by-step instructions.

What I Can Access With NIH's Virtual Desktop

- » Adobe Reader
- » Email (Outlook)
- File-Storage and File-Sharing Tools (Box, Microsoft Stream, OneDrive, SharePoint Online)
- » Microsoft 365 Applications (Access, Excel, PowerPoint, Publisher, Word)
- » The NIH Library

- Scientific Tools and Applications (Biowulf, MATLAB, Anaconda, Python, etc.)
- Web Browsers (Chrome, Firefox, Internet Explorer, Microsoft Edge)
- Web Conferencing Tools (Microsoft Teams, Skype for Business, Webex, Zoom for Government)

For a full list of applications and resources, see the Standard Applications and Resources Available on NIH's Virtual Desktop handout.

What I Can Do With NIH's Virtual Desktop

- » Access NIH email
- » Access and analyze scientific data
- » Access NIH's supercomputer, Biowulf
- » Analyze data, develop algorithms, and create models
- » Visit the NIH Library to read scientific manuscripts and take courses
- » And, more!

IT Support & Additional Resources

For assistance, contact the NIH IT Service Desk:

(301) 496-4357 (local) | (866) 319-4357 (toll free) | (301) 496-8294 (TTY) | itservicedesk.nih.gov

Need Additional Software?

Please contact your daily mentor or Principal Investigator (PI) to request additional software. Your mentor/PI will authorize and coordinate software requests with the NIH IT Service Desk.





How to Register for Multi-Factor Authentication (MFA) Using the Microsoft Authenticator App

The National Institutes of Health (NIH) requires summer interns to use multi-factor authentication (MFA) to access NIH resources. Using MFA increases the security of personal and confidential information provided in NIH's systems.

An NIH staff member in your IC will set up an appointment to guide you through the MFA registration process via a video meeting. MFA registration is only required once.

Device Requirements

- A personal Windows or Mac computer
- A mobile device (smartphone or tablet)

Prior to the Video Meeting

- 1. Make sure you have your:
 - a. Personal computer;
 - b. Mobile device; and
 - c. NIH username and password
- 2. Using your mobile device, go to the app store and download the **Microsoft** Authenticator app.

What to Expect During the Video Meeting

An NIH staff member will initiate a video meeting with you using Webex, Microsoft Teams, or another meeting tool. During the meeting, the NIH staff member will guide you through the entire process on how to register for MFA.

What's Next?

After you register for MFA, you will need to download the VMware Horizon Client software to access NIH's Virtual Desktop. (Note: You will use MFA on your mobile device to log into NIH's Virtual Desktop.)

Refer to the *How to Download and Log Into NIH's Virtual Desktop Instructions* for step-by-step instructions. There are different instructions provided depending on what type of computer you have (Windows or Mac).

IT Support

For assistance, contact the NIH IT Service Desk.

(301) 496-4357 (local) (866) 319-4357 (toll free) (301) 496-8294 (TTY) itservicedesk.nih.gov



How to Download and Log Into NIH's Virtual Desktop: Windows Instructions

These step-by-step instructions show you how to download and securely access NIH's Virtual Desktop from a personal Windows computer.

Device Requirements

- A personal Windows computer
- A mobile device (smartphone or tablet)

Important Notes

- Make sure you register for multi-factor authentication (MFA) using the Authenticator app on your mobile device prior to following the instructions below. If you haven't registered, refer to the *How to Register for Multi-Factor Authentication (MFA) Using the Authenticator App Instructions*.
- These instructions switch back and forth between your personal computer and mobile device. Please pay careful attention.

Downloading NIH's Virtual Desktop: Step-By-Step Instructions

1. On your personal computer, go to the <u>Download VMware Horizon Clients page</u> to download NIH's Virtual Desktop.

Home / VMware Horizon (Clients					
Download VMware Horizon Clients						
Select Version: HORIZON 8 ~	VMware Horizon Clients for Windows, Mac, IOS, Linux, Chrome and Android allow you to connect to your VMware Horizon virtual desktop from your device of choice giving you on-the-go access from any location. Click here for a list of certified thin clients, zero clients, and other partner solutions for VMware Horizon. Read More	Product Resources View My Download History Product Info Documentation Horizon Mobile Client Privacy Horizon Community				

2. Under **Product Downloads**, there will be a list of operating systems (e.g., Windows, macOS, Chrome).

Next to your operating system, click the corresponding **Go To Downloads** link in the column next to the release date.

Produ	ct Downloads Drivers & Tools Open Source Custom ISOs OEM Addons		
	Product	Release Date	
~	VMware Horizon Client for Windows		
	VMware Horizon Client fo Windows	2021-03-23	GO TO DOWNLOADS
~	VMware Horizon Client for Mac		
	VMware Horizon Client for macOS	2021-03-23	GO TO DOWNLOADS



3. After clicking Go To Downloads for Windows, the link will take you to a new page titled, Download Product. On this page, you will click the blue button that says Download Now in the bottom right corner.

Home / VMware Horizon Client for Windows						
Download	Product					
Select Version	2103 ~	Product Resources View My Download History				
Documentation	Release Notes	Product Info Documentation				
Release Date	2021-03-23	Horizon Mobile Client Privacy				
Туре	Product Binaries	Horizon community				
Product Downloads	Drivers & Tools Open Source Custom ISOs OEM Addons	0				
File	Information					
VMware Horizon Cli	ent for Windows					
File size: 238.57 MB File type: exe		DOWNLOAD NOW				
Read More						

4. The product will download on the bottom right of your windowpane. After it downloads, click on the arrow. Click **Open** at the top to run the VMware Horizon Client software.

VMware-Horizonexe ^	
\rightarrow Type here to search	0
Open <i>Always open files of this type</i>	
Show in folder	
Cancel	

- a. You may need to verify that you are the administrator of your personal computer by entering your personal computer's username and password (i.e., the username and password you used to log into your personal computer).
- 5. When prompted **Do you wish for the application to make modifications to your device**, click **Yes**. The VMware Horizon Client will then load.



6. When the new window pops up, click Customize Installation link.



7. From there, make sure Log in as current user is unchecked and the Default connections server section is left blank. After doing this, click the green Agree & Install button.

	VMware Horizon®
	Version 2103
Where to inst	all ()
C:\Program	Files (x86)\VMware\VMware Horizon View Client
Internet Prote	pocol ()
IPv4	
O IPv6	
Automat	ic Selection
Additional fe	atures
🗹 USB Redi	rection 🕕
Log in as	current user ()
Default conn	sction server ①
Virtualization	Pack for Skype for Business
🔽 Virtualiza	tion Pack for Skype for Business 🕕
Support for H	ITML5 Multimedia Redirection and Browser Redirection
🗹 Install Su	pport for HTML5 Multimedia Redirection and Browser Redirection 🕛
Enable Media	Optimization for Microsoft Teams
🗹 Media O	otimization for Microsoft Teams 🕕
You must ag	ree to the Privacy Agreement and License Terms before you can install the product
	Agree & Instali



8. The VMware Horizon Client will apply these changes as seen below.



9. After the window loads, click the green Launch button.



10. You will be prompted to restart your computer. Click the green **Restart Now** button.



11. After your computer restarts, you will have successfully downloaded the VMware Horizon Client software to access NIH's Virtual Desktop!



Logging Into NIH's Virtual Desktop: Step-By-Step Instructions

Once you have successfully downloaded the VMware Horizon Client software, you will use both your personal computer and your mobile device to log into NIH's Virtual Desktop.

1. Click on the VMware Horizon Client application to launch the platform on your computer.

All Apps Documents Web More 🕶	R
Best match	
VMware Horizon Client App	
Search the web	VMware Horizon Client
✓ vm - See web results >	Арр
	C Open Recent desktops NIH VDI
✓ vmware Horizon Client	

2. Once the application opens, you will be prompted to add a new server. In the top left corner, click **New Server**.

n VMware Horizon Client	-	×
New Server		≡ •
+		
Add Server		



3. A new window that says Enter the name of the Connection Server will pop up. Enter vdi.nih.gov in the box, then click the Connect button.

VMware Horizon Client X	
Enter the name of the Connection Server	
Vdi.nih.gov	
Cancel	

4. After clicking the Connect button, a new internet browser window will open. Enter the NIH username provided to you during onboarding, then click the **Next** button.



Note: When entering your username, add the @nih.gov (example: jadoe@nih.gov).



5. You will be prompted to choose your login method. Choose **Password**, and enter the password provided to you during onboarding. On the next screen, you will be prompted to use multi-factor authentication.

🖻 🕫 🗖 Sign In	× + ×	-		×
\leftrightarrow \rightarrow \circlearrowright \Leftrightarrow	🕒 https://nihfsauth.nih.gov/adfs/ls/?client-request-id=500015 🔟 😫	∱≡	h &	
	Authentication options			
	PIV			
	www.nih	.gov Privacy P	Policy NIH Sen	rice Desk

6. You will be prompted to choose your secondary login method. Choose Authenticator App (requires pre-registration).



7. You will now need your mobile device. Open the Authenticator app that was installed earlier.



- 8. Depending on the default authentication method that was set up during the registration process, you will be prompted to either:
 - a. Approve the push notification sent to your mobile device, or
 - b. Enter the one-time passcode (OTP) displayed on your mobile device

Note: Both the push notification and the OTP time out after 30 seconds. Please have your Authenticator app open.

Push Notification

If you set your default method to push notification, look for the prompt in the Authenticator app on your mobile device to approve access.



Note: If the push notification on your mobile device times out, you are rerouted to a timeout screen that prompts you to click and try again. Once rerouted to the main screen, please refresh your browser, and try again.

\odot	Authenticator App Timeout
\odot	You did not approve the push notification in the Authenticator App on time. Try again by clicking here

One-Time Passcode (OTP)

If you set your default method to one-time passcode, look for the six-digit code in the Authenticator app on your mobile device and enter it in the **Passcode** field displayed on your computer. Then click the blue **Sign In** button.

	Enter Your One-Time Passcode
The	e passcode is displayed in the Authenticator App on your phone
Par	sscode
	Sign in
Ter	while signing in?
	ours aigning ins
WARNING NO	YTICE
WARNING NO	TICE no web pages to which the public has privileged access. e.g., clinical trial or adverse effects systems where users/patients are logging
WARNING NC For public faci in to enter PII/	>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>>
WARNING NC For public faci in to enter PII/ other sensitive	DTDE Ing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where useru/patients are logging PHI: You are accessing a U.S. Government web alte which may contain information that must be protected under the U.S. Privacy Act o information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, etc.
WARNING NC For public faci in to enter PII/ other sensitive use of this well	Proce ing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging PH-I/ You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act or information and is intended for Government authorized use only. Unsubnicted attempts to updad information, change information, etc. b et may result indicipality action, undor criming paralles. Unsubnicted attempts to updad information, change information, etc.
WARNING NC For public faci in to enter PII// other sensitive use of this well privacy regard	Proce Ing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where useru/patients are logging. PH: You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act or information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or is alte may result in disciplinary action, civil, and/or criminal panalities. Unauthorized uses of this web site should have no expectation of in any communications or data proceeded by this web site. Anyone accessing this web alte expected consents to monitoring of their
WARNING NC For public faci in to enter PII/ other sensitive use of this well privacy regard actions and all	These ing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging PH: You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act on information and is intended for Government authorized use only. Unsubhroted attempts to updad information, change information, et be trawny result inclicibility action. (A) addro criming paralles. Unsubhroted attempts to updad information, that processed by this web site. Anyone accessing this web site expressly consents to monitoring of their log and communications or data transitioning or stored on or related to this web site in a varised that if shorehold processing possible of the advectory of the store of the store of the site of the site of the one is advised that if shorehold processing possible and the store of the store of the store of the store that and in advised that if shorehold processing possible and the store of the store of the store of the site of th



9. You will be prompted to reduce the number of times you are asked to sign in. Due to security restrictions, you will not be able to stay signed in. Click the grey **No** button.

🖻 \land 👫 Sign in to yo	ir account × + ×			_		×
\leftarrow \rightarrow \circlearrowright \textcircled{a}	A https://login.microsoftonline.com/login.srf	☆	7∕≡	h	Ŕ	
	better bette					
	You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act or other sensitive information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or use of this web site may result in disciplinary action, civil, and/or criminal penalties. Unauthorized users of this web site should have no expectation of privacy regarding any communications or data processed by this web site. Anyone accessing this web site expressly consents to monitoring of their actions and all communication or data transitioning or stored on or related to this web site and is advised that if such monitoring reveals possible evidence of criminal					

10. After successfully authenticating, you will be prompted to switch back to the VMWare Horizon Client application. Click **Yes**.





If you see the screen below, click **Open**.

https://vdi.nih.gov/portal/nativec ×	+			-	×
\leftarrow \rightarrow C $\hat{\odot}$ https://vdi.nih.g	ov/portal/nativeclient	τõ	£≡	œ	
C To be most productive with Microsoft Edge	This site is trying to open VMware Horizon Client 32-bit. https://vdi.nih.gov wants to open this application.				

11. You will be prompted to log in using your NIH username and password. Enter your username and password into the corresponding areas and click **Login**.

VMware Hor	izon Client	_		×
	Connecting			
📮 Login		_		\times
Server:	🔂 https://vdi.nih.gov			
User name:				
Password:				
	Car	ncel	Login	

Note: When entering your username, enter it as **nih\username** or **username@nih.gov** (example: enter nih\jadoe or jadoe@nih.gov).



12. After successfully logging in, click the **NIH VDI icon** below to launch your virtual desktop. The desktop will then begin loading.



13. When your virtual desktop loads, you will be automatically logged into a Windows 10 desktop as shown below.

			×
≡ <u>O</u> ptions ▼ I ¹ Connect <u>U</u> SB Device ▼ III Send <u>C</u> trl-Alt-Delete			
Recycle Bin Prefer Prefer De Le USer De De USer Selesuppor. Selesuppor. NIE 2020512-VDI AcU-mis-v. Solation/o.			
Acobat Acobat Reactor Reactor Chrome Harren Po			
Second Report Second Report Objection Second Report Second Report Second Report			
■	^	🔺 🏪 ላ፡፡)	10:18 AM 5/13/2021

14. You are now ready to use NIH's Virtual Desktop to complete your day-to-day activities!

IT Support

For assistance, contact the NIH IT Service Desk.

(301) 496-4357 (local) (866) 319-4357 (toll free) (301) 496-8294 (TTY) <u>itservicedesk.nih.gov</u>



How to Download and Log Into NIH's Virtual Desktop: Mac Instructions

These step-by-step instructions show you how to download and securely access NIH's Virtual Desktop from a personal Mac computer.

Device Requirements

- A personal Mac computer
- A mobile device (smartphone or tablet)

Important Notes

- Make sure you register for multi-factor authentication (MFA) using the Authenticator app on your mobile device prior to following the instructions below. If you haven't registered, refer to the *How to Register for Multi-Factor Authentication (MFA) Using the Authenticator App Instructions*.
- These instructions switch back and forth between your personal computer and mobile device. Please pay careful attention.

Downloading NIH's Virtual Desktop: Step-By-Step Instructions

1. On your personal computer, go to the <u>Download VMware Horizon Clients page</u> to download NIH's Virtual Desktop.

Home / VMware Horizon Clients				
Download VMware Horizon Clients				
Select Version:	VMware Horizon Clients for Windows, Mac, iOS, Linux, Chrome and Android allow you to connect to your VMware Horizon virtual desktop from your device of choice giving you on-the-go access from any location. Click here for a list of certified thin clients, zero clients, and other partner solutions for VMware Horizon. Read More	Product Resources View My Download History Product Info Documentation Horizon Mobile Client Privacy Horizon Community		

2. Under **Product Downloads**, there will be a list of operating systems (e.g., Windows, macOS, Chrome).

Next to your operating system, click the corresponding **Go To Downloads** link in the column next to the release date.

Prod	uct Downloads Drivers & Tools Open Source Custom ISOs OEM Addons		
	Product	Release Date	
~	VMware Horizon Client for Windows		
	VMware Horizon Client for Windows	2021-03-23	GO TO DOWNLOADS
~	VMware Horizon Client for Mac		
		2021-03-23	GO TO DOWNLOADS



3. After clicking Go To Downloads for macOS, the link will take you to a new page titled, Download Product. On this page, you will click the blue button that says Download Now in the bottom right corner.

Home / VMware Horizon Client for macOS							
Download Product							
Select Version	2103 ×	Product Resources					
Notes	Documentation	Product Info Documentation					
Documentation	Release Notes	Horizon Mobile Client Privacy					
Release Date	2021-03-23	Horizon Community					
Туре	Product Binaries						
Product Downloads	Drivers & Tools Open Source Custom ISOs OEM Addons	<u></u>					
File	Information						
VMware Horizon Cli	VMware Horizon Client for macOS						
File size: 54.65 MB File type: Mac disk in	File size: 54.65 MB File type: Mac disk image						
Read More							

4. The product will download on the bottom right of your windowpane. After it downloads, right click to open, and run the VMware Horizon Client software.

	VMware-Horizodmg	^	

After opening the downloaded software and agreeing to the terms, you will have to drag the **VMware Horizon Client** icon to the **Applications** folder.



5. You have successfully downloaded the VMware Horizon Client software to access NIH's Virtual Desktop!



Logging Into NIH's Virtual Desktop: Step-By-Step Instructions

Once you have successfully downloaded the VMware Horizon Client software, you will use both your personal computer and your mobile device to log into NIH's Virtual Desktop.

1. Go to the **Applications** folder and open the VM ware Horizon Client application.

A new window that says **VMware Horizon Client is an app downloaded from the Internet. Are you sure you want to open it?** may pop up. Click the **Open** button.

If the application doesn't open up automatically, go back your **Applications** *folder and open the VMware Horizon Client application again.*

	"VMware Horizon Client" is an app downloaded from the Internet. Are you sure you want to open it?
	Chrome downloaded this file on April 23, 2021 from my.vmware.com. Apple checked it for malicious software and none was detected.
?	Cancel Show Web Page Open

2. A new window that says **Start remote USB services** will pop up. Click the blue **Continue** button.

-	Start remote USB services To start remote USB services an Admin password will be required. Please input your password when prompted. Cancel Continue

- 3. You will need to verify that you are the administrator of your personal computer by entering your personal computer's username and password (i.e., the username and password you used to log into your personal computer).
- 4. A new window that says Enter the name of the Connection Server will pop up. Enter vdi.nih.gov in the box, then click the blue Connect button.

VMware Horizon Client	VMware Horizon Client
📮 VMware Horizon	📮 VMware Horizon
Enter the name of the Connection Server.	Enter the name of the Connection Server. vdi.nih.gov
Always connect at launch	Always connect at launch
Cancel Connect	Cancel Connect



5. After clicking the Connect button, a new internet browser window will open. Enter the NIH username provided to you during onboarding, then click the **Next** button.

••• 🗉 < >	D 🗄 login.microsoftonline.com	ථ	⊕ ₫ + ©
	NHE National Institutes of Health Terrer Discovery Into Nation Sign in Username@nih.gov or username@hrsa.e Can't access your account?	20v (NOT First.Lis Next	
	You are accessing a U.S. Government w which may contain information that mus protected under the U.S. Privacy Act or sensitive information and is intended for Government authorized use only. Unaut attempts to upload information, change information, or use of this web site may disciplinary action, civil, and/or criminal Unauthorized users of this web site sho expectation of privacy regarding any communications or data processed by th site. Anyone accessing this web site exp consents to monitoring of their actions a communication or data transitioning or related to this web site and is advised th	ab site to be other result in penalties. Jid have no his web pressly and all stored on or hat if such	

Note: When entering your username, add the **@nih.gov** (example: enter jadoe@nih.gov).

6. You will be prompted to choose your login method. Choose **Password** and enter the password provided to you during onboarding. On the next screen, you will be prompted to use multi-factor authentication.

NIH National Institutes of Health	
barib@nih.gov	
Authentication options	
Password	
PIV	



7. You will be prompted to choose your secondary login method. Choose Authenticator App (requires pre-registration).

NIH National Institutes of Health
To access Microsoft 365 (M365) and Box you are required to use 2 login factors (PIV, Authenticator App or Password).
If you need to register for the Authenticator App, please follow these instructions.
barib@nih.gov
Authentication options
PIV
123 Authenticator App (requires pre-registration)

- 8. You will now need your mobile device. Open the Authenticator app that was installed earlier.
- 9. Depending on the default authentication method that was set up during the registration process, you will be prompted to either:
 - a. Approve the push notification sent to your mobile device, or
 - b. Enter the one-time passcode (OTP) displayed on your mobile device

Note: Both the push notification and the OTP time out after 30 seconds. Please have your Authenticator app open.

Push Notification

If you set your default method to push notification, look for the prompt in the Authenticator app on your mobile device to approve access.

Approv	e sign-in?
National Inst	itutes of Health
Deny	Approve



Note: If the push notification on your mobile device times out, you are rerouted to a timeout screen that prompts you to click and try again. Once rerouted to the main screen, please refresh your browser, and try again.

Authenticator App Timeout
 You did not approve the push notification in the Authenticator App on time. Try again by clicking here

One-Time Passcode (OTP)

If you set your default method to one-time passcode, look for the six-digit code in the Authenticator app on your mobile device and enter it in the **Passcode** field displayed on your computer. Then click the blue **Sign In** button.

Enter Your One-Time Passcode The passcode is displayed in the Authenticator App on your phone Passcode
Sign in Trouble signing in?
WARNING NOTICE For public facing web pages to which the public has privileged access, e.g., clinical trial or adverse effects systems where users/patients are logging in to enter PII/PHI: You are accessing a U.S. Government web site which may contain information that must be protected under the U.S. Privacy Act or other sensitive information and is intended for Government authorized use only. Unauthorized attempts to upload information, change information, or use of this web site may result in disciplinary action, civil, and/or criminal penalties. Unauthorized users of this web site should have no expectation of privacy regarding any communications or data processed by this web site. Anyone accessing this web site expressly consents to monitoring of their actions and all communication or data transitioning or stored on or related to this web site and is advised that if such monitoring reveals possible evidence of criminal activity, NIH may provide that evidence to law enforcement officials.

10. You will be prompted to reduce the number of times you are asked to sign in. Due to security restrictions, you will not be able to stay signed in. Click the grey **No** button.





11. After successfully authenticating, you will be prompted to switch back to the VMWare Horizon application. Click **Allow**.

••• • • < >	0	🗎 vdi.nih.gov	S	(\downarrow)	ᠿ	+	C
	Do you Client	want to allow this page to open "VMware Horizon ?					
		Cancel	low				

12. You will be prompted with a disclaimer notifying you that you are accessing a federal system. Click the blue **Accept** button.

••• • < >	D	🔒 vdi.nih.gov	5	0 Å + G
	•••	Disclaimer		
	📮 VMwa	are Horizon		
	https://vdi.a applicable fede Government sy connected to the network or to a Government-au prohibited and Personal use of Interfore with one of the Interfore with one of the Interfore of the Interfore with one of the Interfore of the Interfore with one of the Interfore of the Interfore Interfore with one of the Interfore of the Interfore Interfore with one of the Interfore of the Interfore Interfore of the Interfore of the Interfore of the Interfore of the Interfore of the Interfore of the Interfore Interfore of the Interfore of the Interfore of the Interfore Interfore of the Interfore of the Interfore of the Interfore Interfore of the Interfore of the Interfore of the Interfore Interfore of the Interfore of the Interfore of the Interfore Interfore of the Interfore of the Interfore of the Interfore Interfore of the Interfore of t	hih.gov inner provides privacy and security notices consis rai laws, directives, and other federal guidance for sem, which includes (1) this computer network, (2) is network, and (3) all devices and storage media computer on this network, This system is provident thorized use only Unauthorized or improper use way resuit in disciplinary action and/or civil and cr social media and networking sites on this system ficial work wither a pedi ke site to monitorize	stent with r accessing this 2) all computers attached to this fed for s of this system is iminal penalities Is limited as to not be written the	
	interfere with o system, you un monitor, record and email syste have no reason transiting or sto	fficial work duties and is subject to monitoring., . , derstand and consent to the following: , . The Gow , and audit your system usage, including usage of ms for official duties or to conduct HHS business. able expectation of privacy regarding any commun red on this system. At any time, and for any lawfu	By using this ermment may personal devices Therefore, you nication or data I Government	
		Cancel	Accept	



13. You will be prompted to log in using your NIH username and password. Enter your username and password into the corresponding areas and click **Login**.

000 🗉 < >	Vdi.nih.gov C	⊕ ₫ + ₢
	VMware Horizon Server: A https://vdi.nih.gov Username: Password:	
	Cancel Login Loading Horizon client	

Note: When entering your username, enter it as **nih\username** or **username@nih.gov** (example: enter nih\jadoe or jadoe@nih.gov).

14. When your virtual desktop loads, you will be automatically logged into a Windows 10 desktop as shown below.



15. You are now ready to use NIH's Virtual Desktop to complete your day-to-day activities!



IT Support For assistance, contact the NIH IT Service Desk.

(301) 496-4357 (local) (866) 319-4357 (toll free) (301) 496-8294 (TTY) itservicedesk.nih.gov



Standard Applications and Resources Available on NIH's Virtual Desktop

Below is a list of applications that are pre-loaded or accessible using your virtual desktop (listed in alphabetical order).

- Adobe Reader: A tool that allows you to view, edit, and sign PDF documents
- Anaconda: An end-to-end data science platform
- **Biowulf:** NIH's state-of-the-art supercomputer that allows you to process and analyze large scientific datasets
- **Box*:** A file storage tool that allows you to save, edit, and share documents and data with internal and external collaborators
- Firefox: A web browser that allows you to visit websites online
- Google Chrome: A web browser that allows you to visit websites online
- Internet Explorer: A web browser that allows you to visit websites online
- MATLAB*: A tool that allows you to build applications, visualize data, and process data in a cloud environment
- Microsoft Access: A database management tool that allows you to manage and analyze large datasets
- Microsoft Edge: A web browser that allows you to visit websites online
- **Microsoft Excel:** A spreadsheet tool that allows you to create, organize, and edit large amounts of data/information
- Microsoft OneNote: A collaborative notepad tool that allows you to create notes and store multimedia
- **Microsoft Outlook:** An email tool that allows you to send and receive emails as well as schedule meetings with internal and external participants
- Microsoft PowerPoint: A presentation tool that allows you to develop slide decks
- Microsoft Publisher: A publishing tool that allows you to develop visually-compelling documents
- **Microsoft Teams:** A communication and collaboration tool that allows you to message and meet with team members, and share and edit files
- Microsoft Word: A file editing tool that allows you to create and edit documents
- **The NIH Library:** A biomedical research library that provides access to over 12,000 electronic journals, 160,000 eBooks, and over 50 databases
- **nVision*:** A central data hub for reporting and data dissemination throughout the NIH
- **OneDrive:** A file storage tool that allows you to send a link and collaborate on a document in real time with a few colleagues
- Python: A programming language tool that allows you view and edit code
- Query, View, and Report (QVR) System: A tool that allows you to search for and select grants and grant applications
- **SharePoint Online:** A file storage tool that allows you to save, edit, and share documents with internal and external collaborators



- Skype for Business: A communication tool that allows you to meet and chat with internal collaborators
- Webex: A communication tool that allows you to meet with internal and external collaborators
- **Zoom for Government:** A communication tool that allows you to meet with internal collaborators

If you need additional software, please contact your daily mentor or Principal Investigator (PI). Your mentor/PI will authorize and coordinate software requests with the NIH IT Service Desk.

*Subject to licensing and authorization