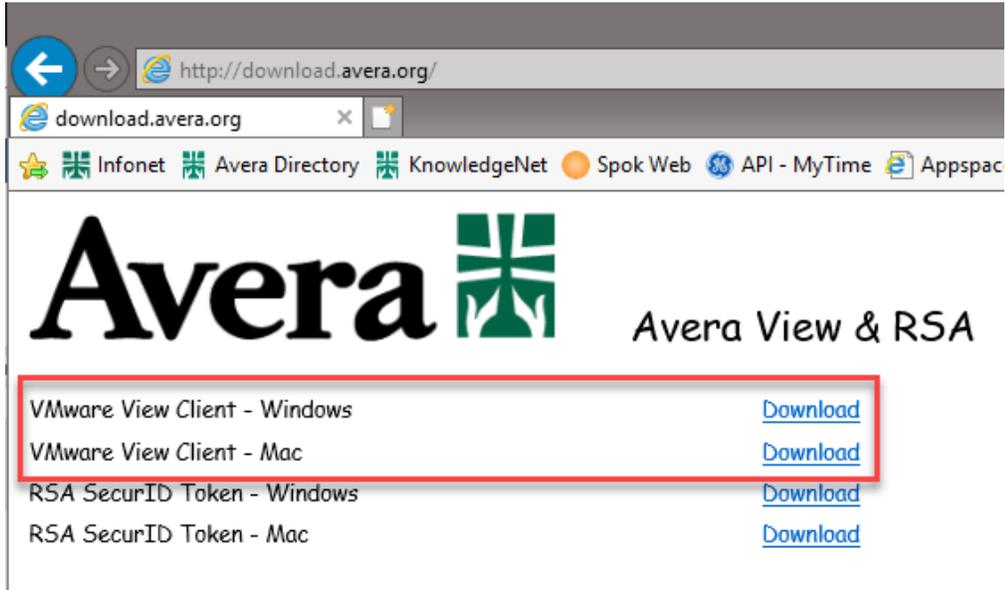


Connecting with VMware & Remoting into Work Desktop

Launching VMware

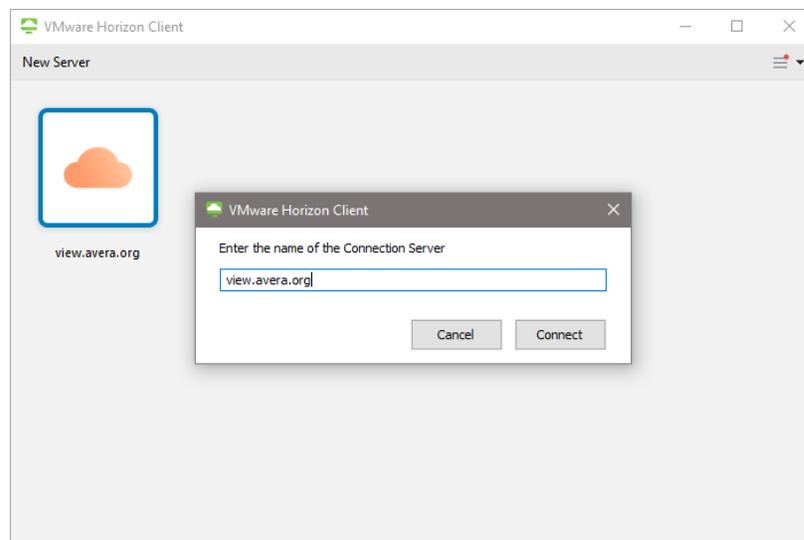
1. If the VMware needs to be installed on your personal computer visit <http://download.avera.org/> to download the software. Following installation base based on your device.



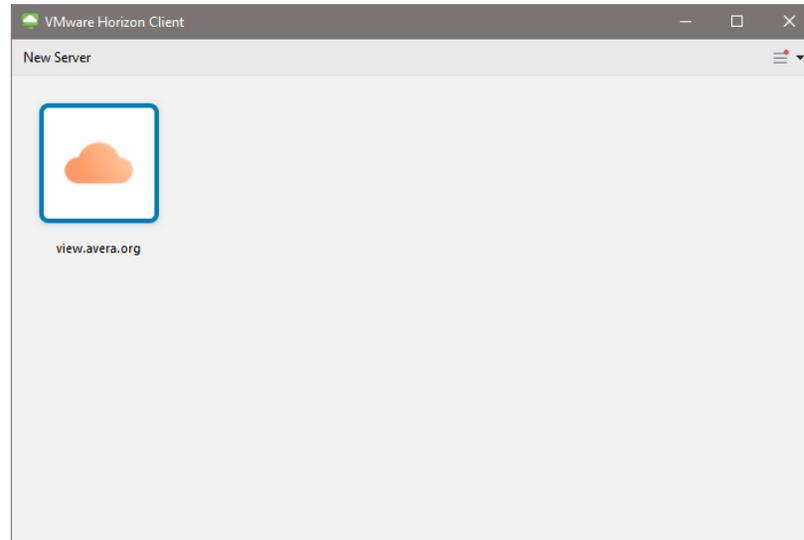
2. Once installed open VMware from the Desktop Icon.



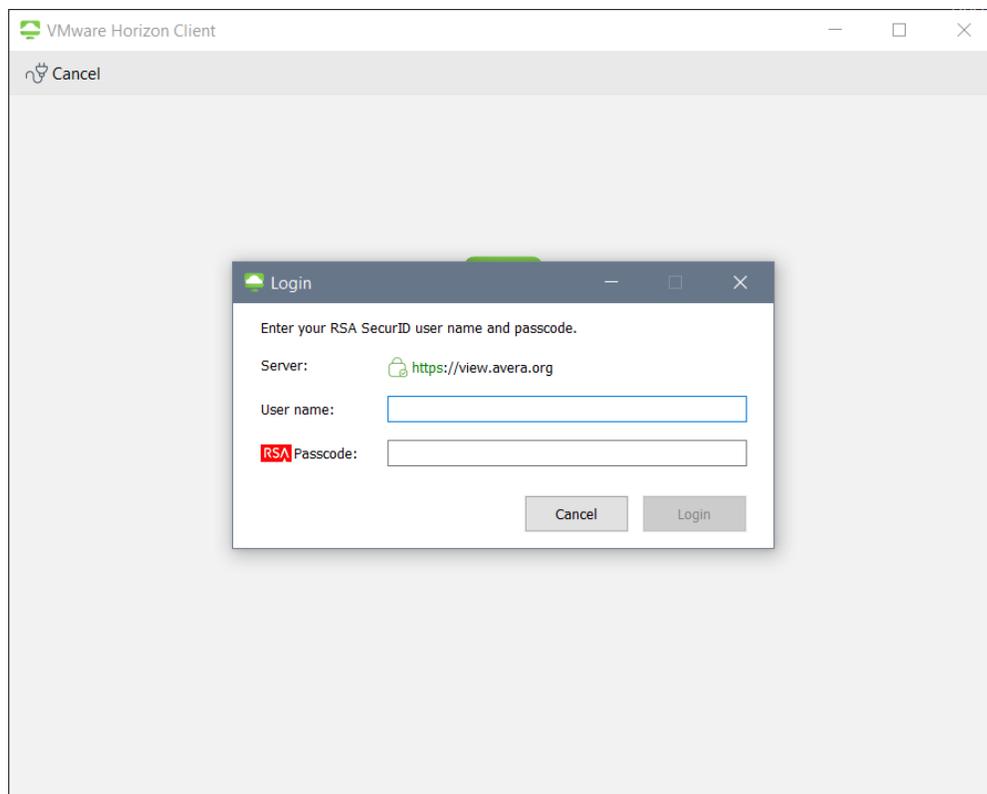
3. After launching VMware for the first time there may not be a sever to select. Click the "New Server" option at the top of the screen. On the next window enter **view.avera.org** and Click Connect. This will add the Avera view server to your server selection.



- Double click on the Avera server



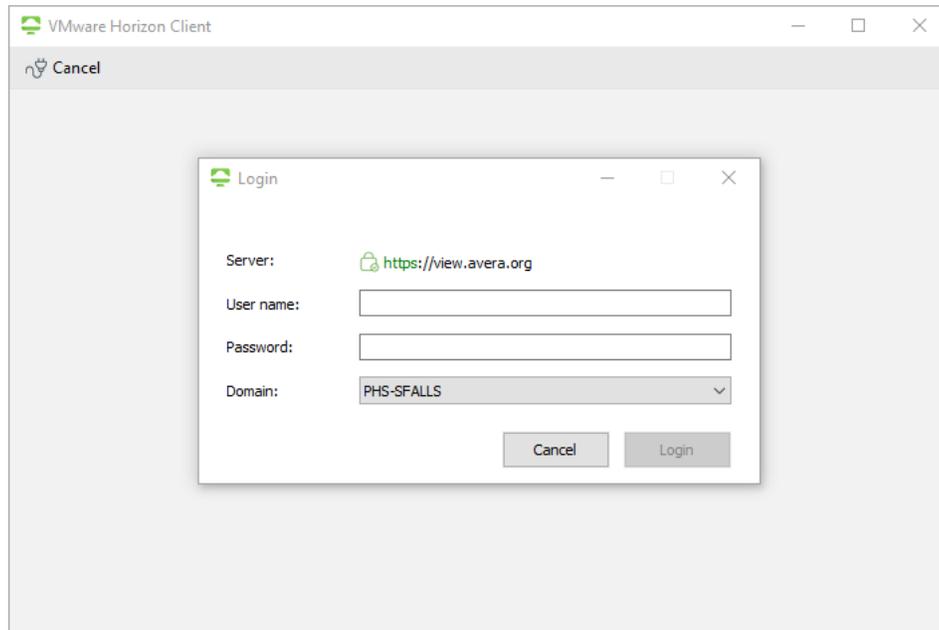
4. On the following screen you will be prompted to enter your Avera User Name and your RSA security code. To enter your security code you will need to launch the RSA app, see step 5.



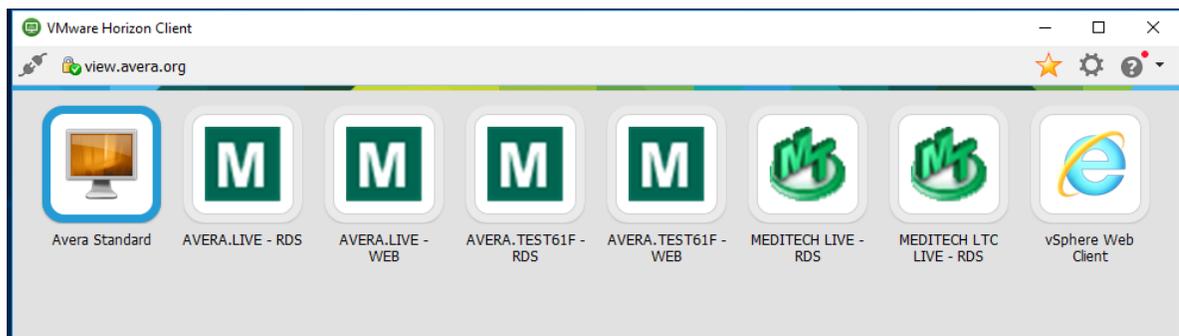
5. Open the RSA App and Enter your PIN number. This will provide your temporary 8 digit security code.



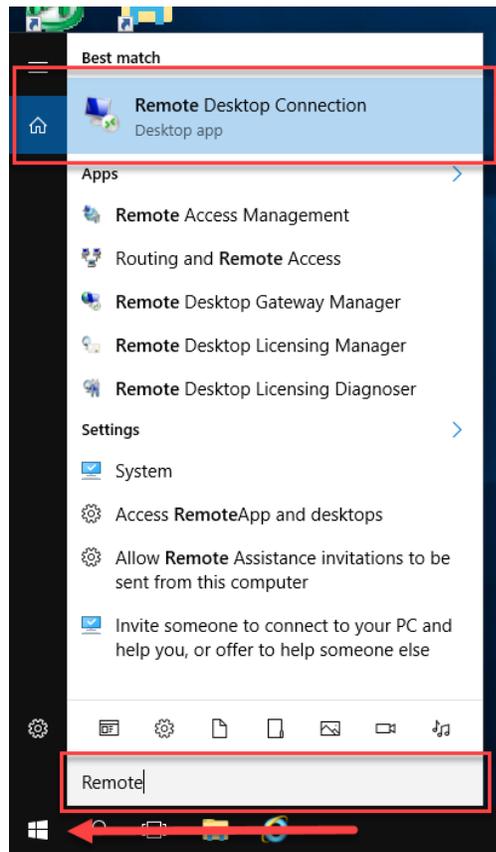
- Please note that the temporary code changes every 60 secs. This is depicted by the fading squares below the number. Be sure to give yourself enough time to enter the number before it changes.
6. After entering your User Name and security code you will be prompted to enter you User Name again and your Avera network password. Once entered Click Login.



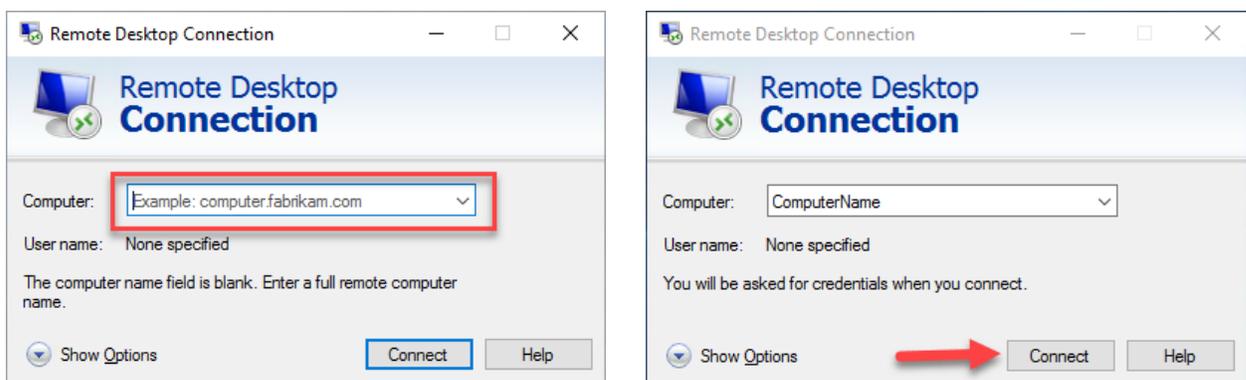
7. Once your credentials have been entered you will be presented with a potential selection of virtual desktops and softwares. Avera Standard will create a virtual desktop. **NOTE:** This selection will vary based on job role and access.



8. After selecting and loading into the Avera Standard you will be presented with a generic virtual computer desktop. Go to the Start Menu and in the search box at the bottom enter “Remote”. This will return the selection of **Remote Desktop Connection**, double click this to launch.

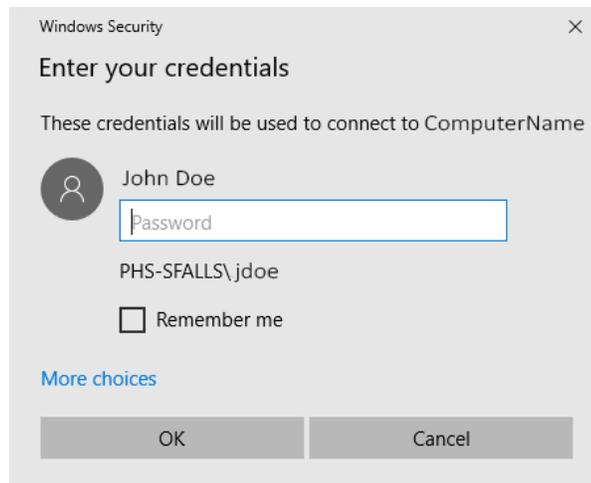


9. Once Remote Desktop Connection has launched you will be prompted to enter your office computer name. Enter the computer and click connect.



NOTE: Your work/Office computer will need to be on and not in use by anyone else to connect. To connect you will need specific access setup on the computer itself. To setup this access you can contact IT for assistance by submitting a ticket with your information and work computer name or by calling (605)322-6000.

10. A credential confirmation window will open, enter your Avera network password and Click OK.



- Once your credentials have been verified a new window will launch with a view to your office computer allowing you to access the software and files you may need.

If you have questions or need assistance please contact IT at (605)322-6000.