



How to access and use the new Virtual FSSA

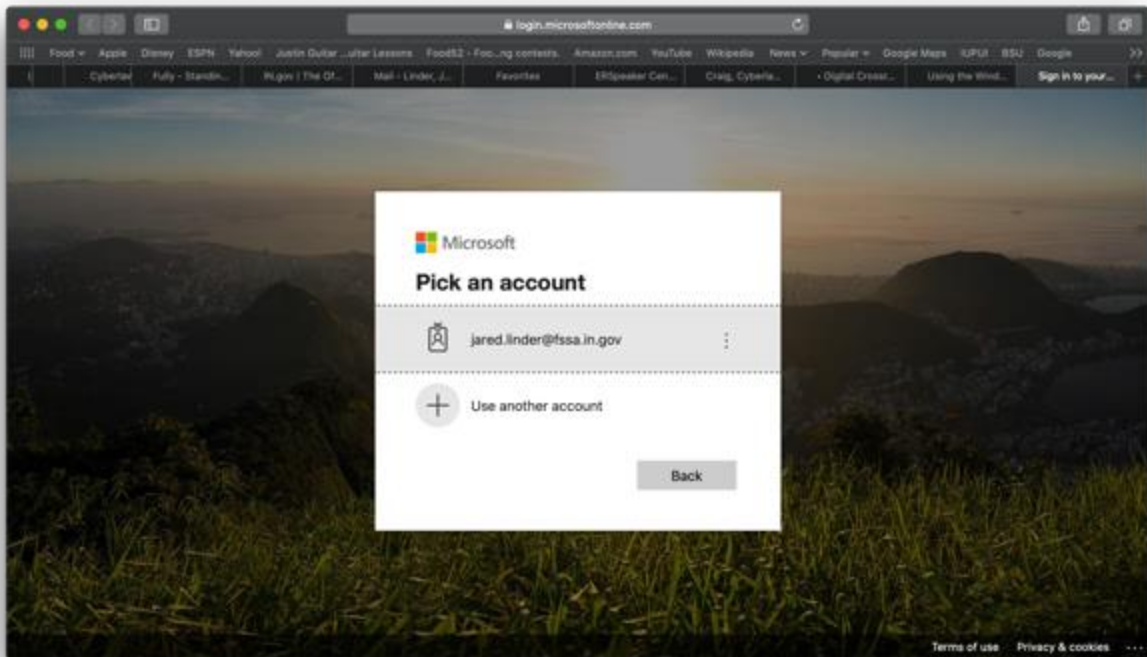
Hello. This guide explains how to access and use the new Virtual FSSA desktop environment. Think of it as FSSA as a service; FSSAaaS, if you will (pretty dorky, I know). What that means is that even if you find yourself without a state device or working remotely to help Indiana solve critical issues, you can always get access to your FSSA account information including email and most shared files.

*Quick note: this guide will tell you how to access our new virtual desktop environment which can be used on any device on any browser anywhere without having your state computer on you. This will provide instructions on how to access the new virtual environment, all your Office applications including Outlook, and your H drive files. Some users will need more specialized access than that. For assistance on how to remote in to your state computer, please see the document entitled, go figure, **How to Remote in to Your State Computer**.*

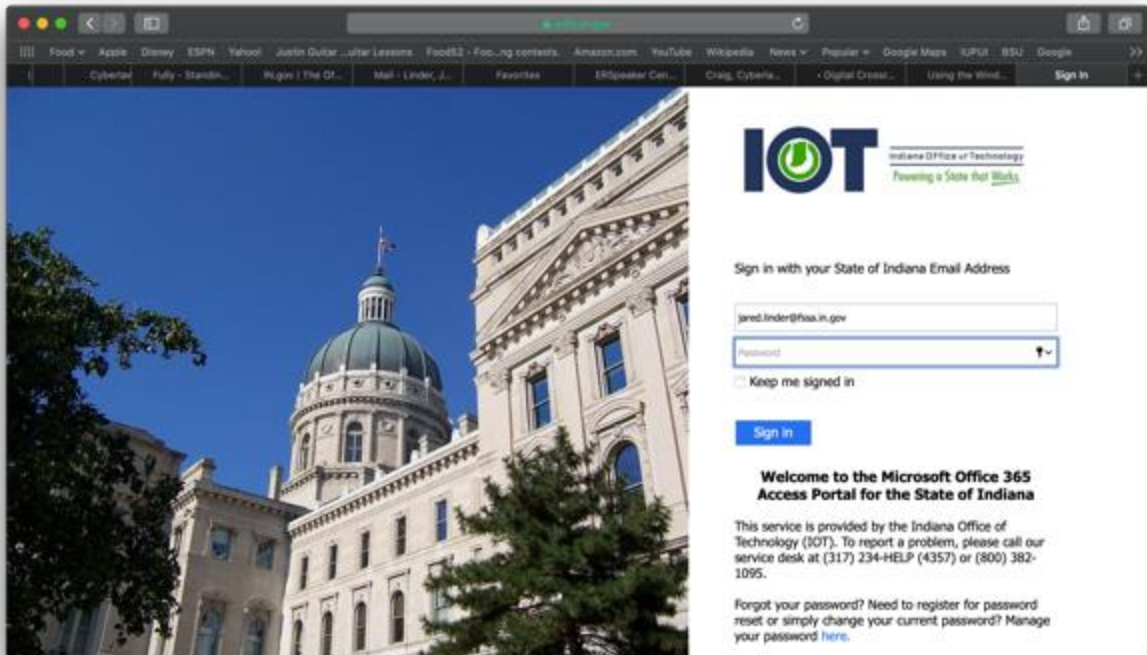
Anyway, to get started, Go here: <https://rdweb.wvd.microsoft.com/webclient/index.html>

We are working on getting a better URL that rolls off the tongue easier, but this is version 1. Copy it into the notes app on your phone or however you'll best remember it.

You will see this screen. If you've logged on to the state from that computer before you'll see your state email as your account. If so, click it. If not, select Use another account and type in your FSSA email address.

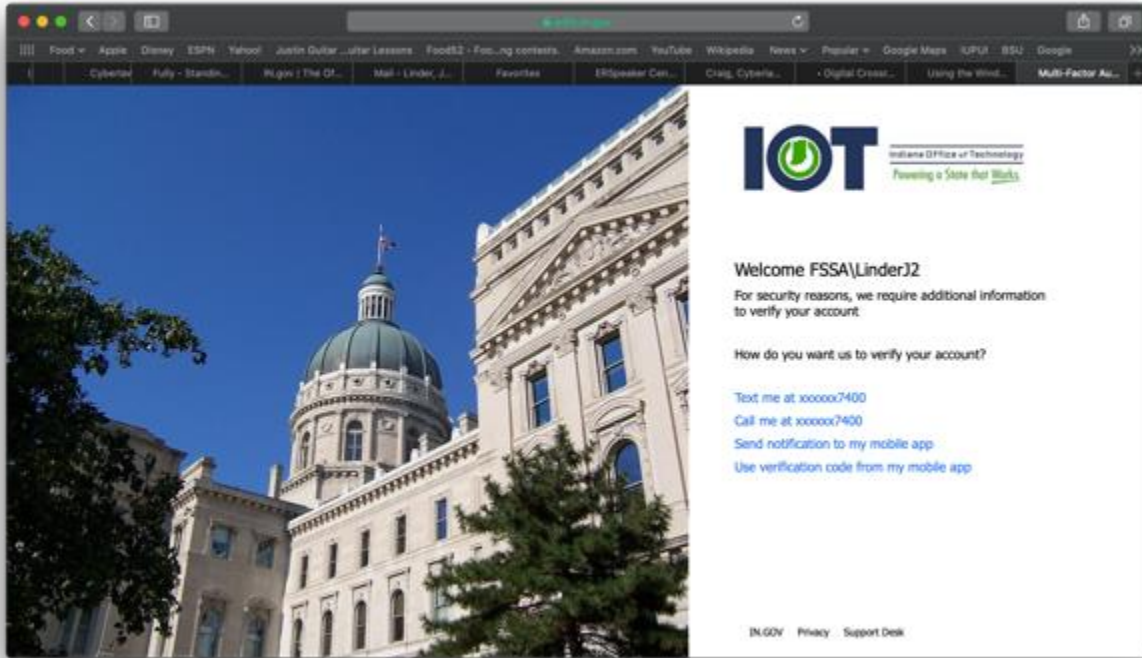


When you select your state email, you will see the following log on screen.

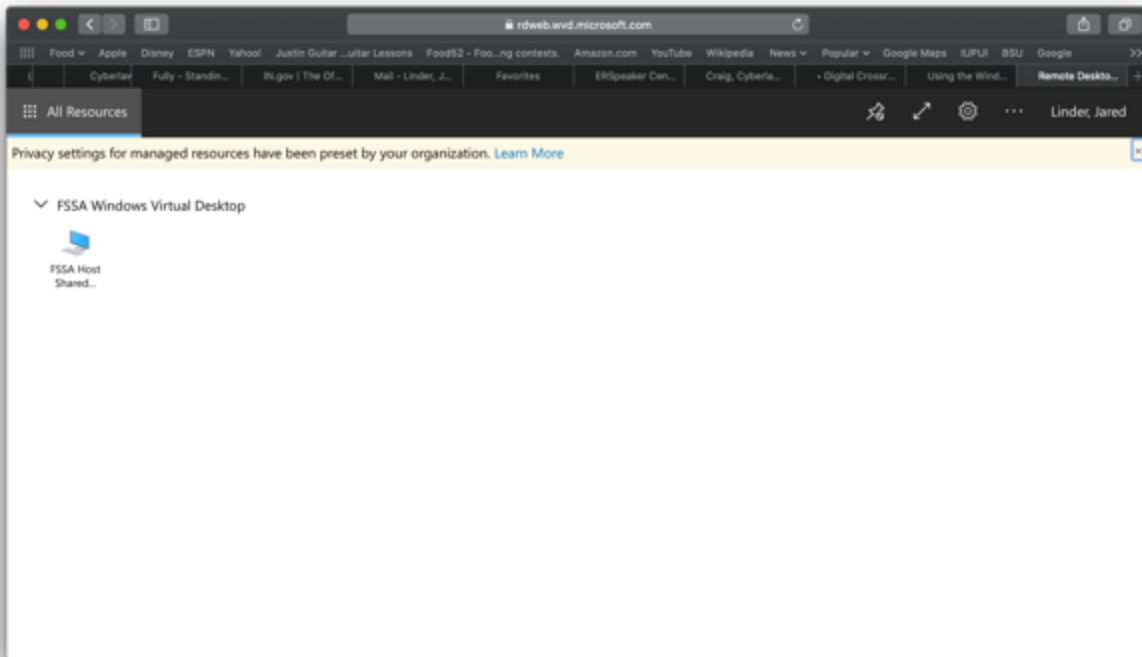


Type in your password and you'll see the following screen where the system will ask you to authenticate using a second method. I'm a texter, so I'm going to select text. (Note: this all assumes you have already signed up for password self-service and multi-factor authentication)

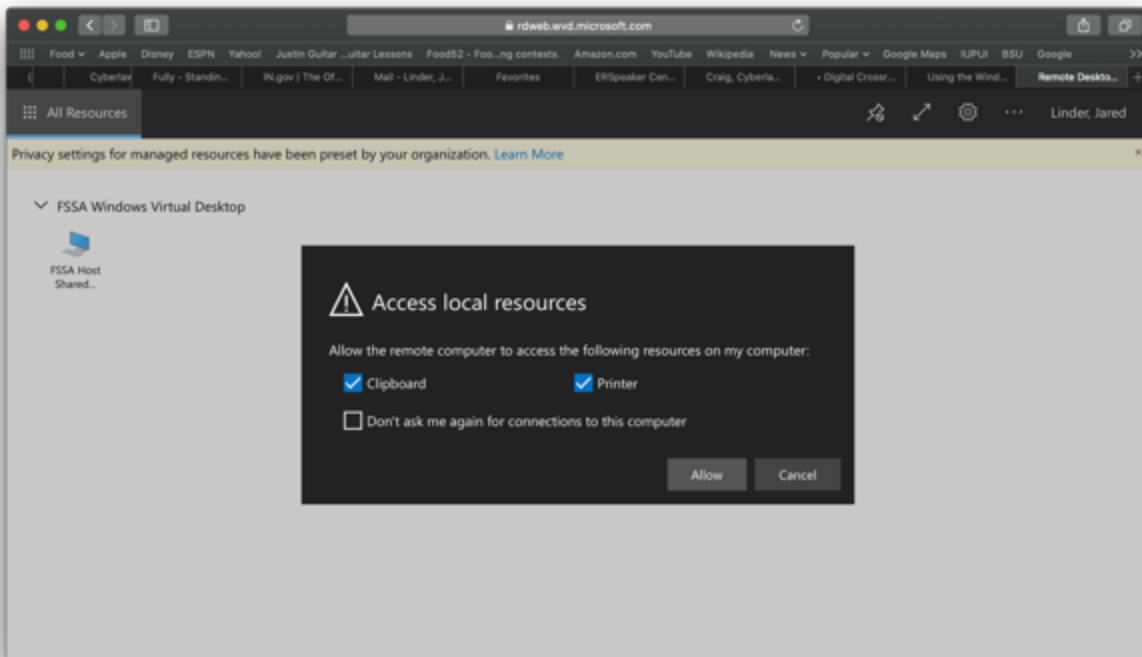
previously. That just means we need a second thing- like a text or a call- to verify who you are. Keeps out the bad guys).



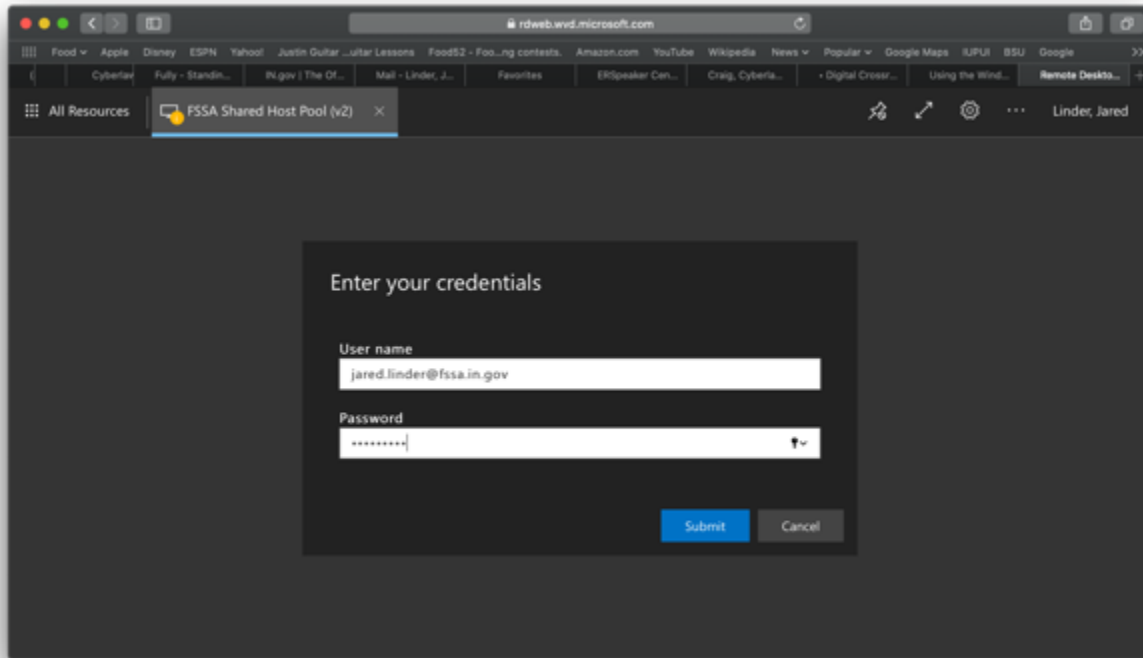
When you select your method of contact, either take the call or text the responding number back and you will see this screen, which is you being logged onto the state network. Great start, proud of you so far. You will see an icon under the FSSA Windows Virtual Desktop. Click that icon.



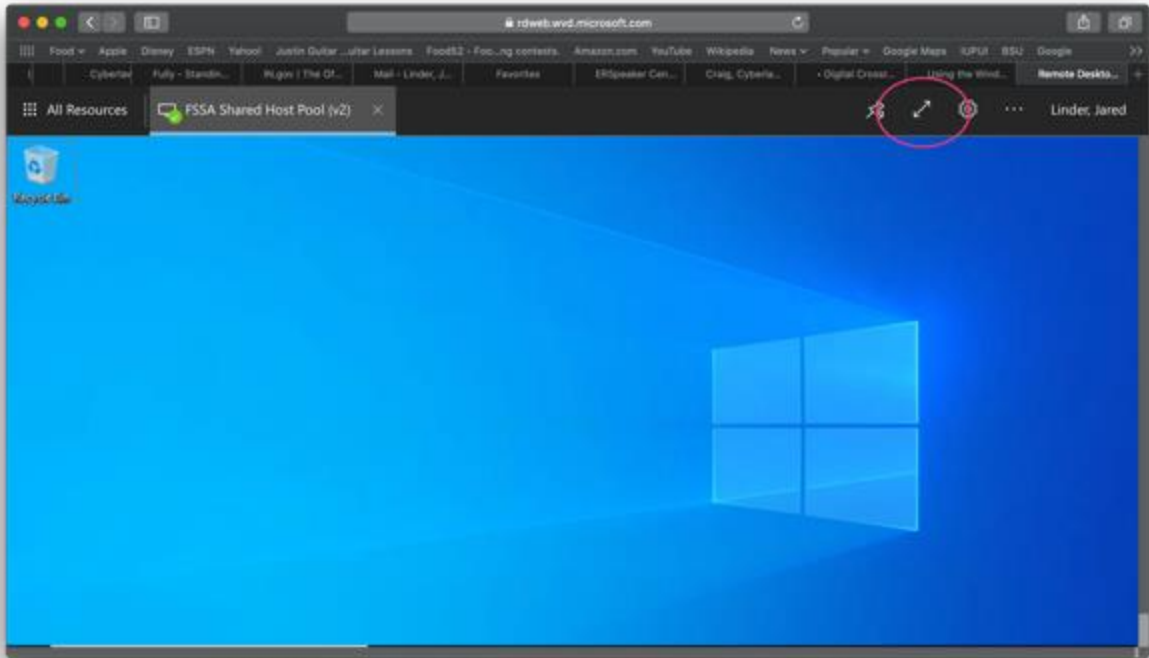
After clicking that icon, you will see this window pop up. It is asking if it can connect to your local printer. It is checked by default. Just click allow.



After you click Allow, you will get a new window pop up that asks you to Enter Your Credentials. The format for the user ID is your FSSA email. You should know your password because you just used it. Type and hit submit.

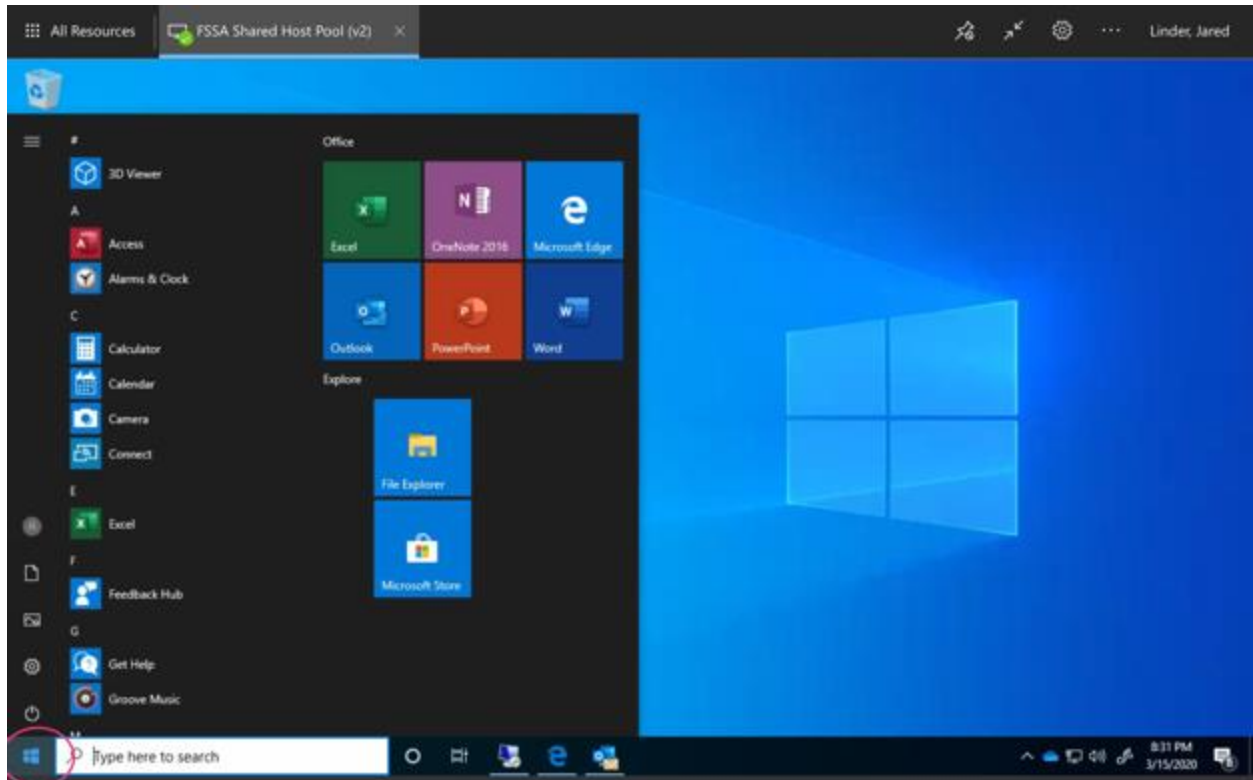


When you hit Submit, you should see this bright blue screen. This is your new Virtual FSSA Desktop. I recommend clicking that arrow on the top right that is circled in pink. That will make the screen full screen and easier to use. Trust and click it.



See? How much better is fullscreen? Way better. So, rules to talk about. This is just a license to a basic desktop. We've got several of these and none of them are tied to you permanently. That means don't save anything to the desktop. The minute you log out, work is gone. Save often and save to your network drives. We will discuss network drives in a few minutes.

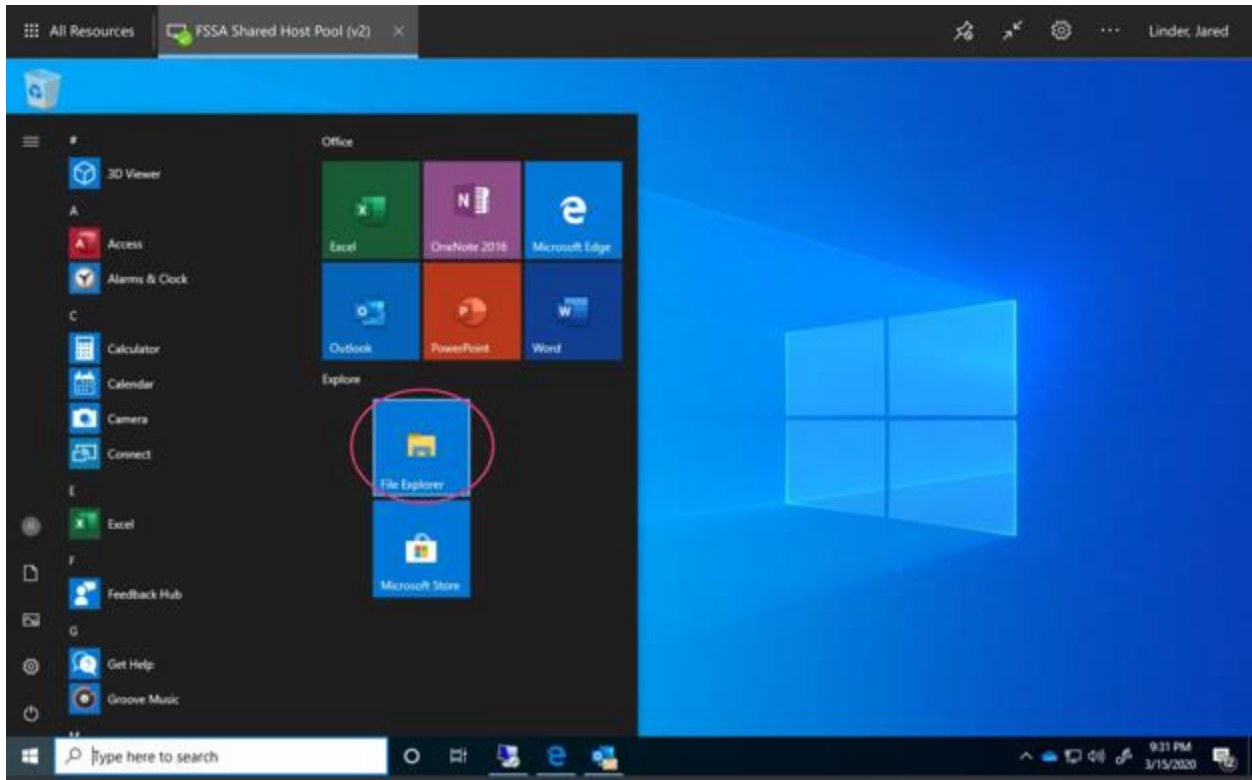
How do you use this? Just like your work computer, click the Windows icon on the bottom left and it will open the Windows menu. You are already now logged on so you can access any of those applications you need, including your Outlook. Note: Outlook will take a minute to load all your emails. If your mailbox looks like mine, have patience, it's working.



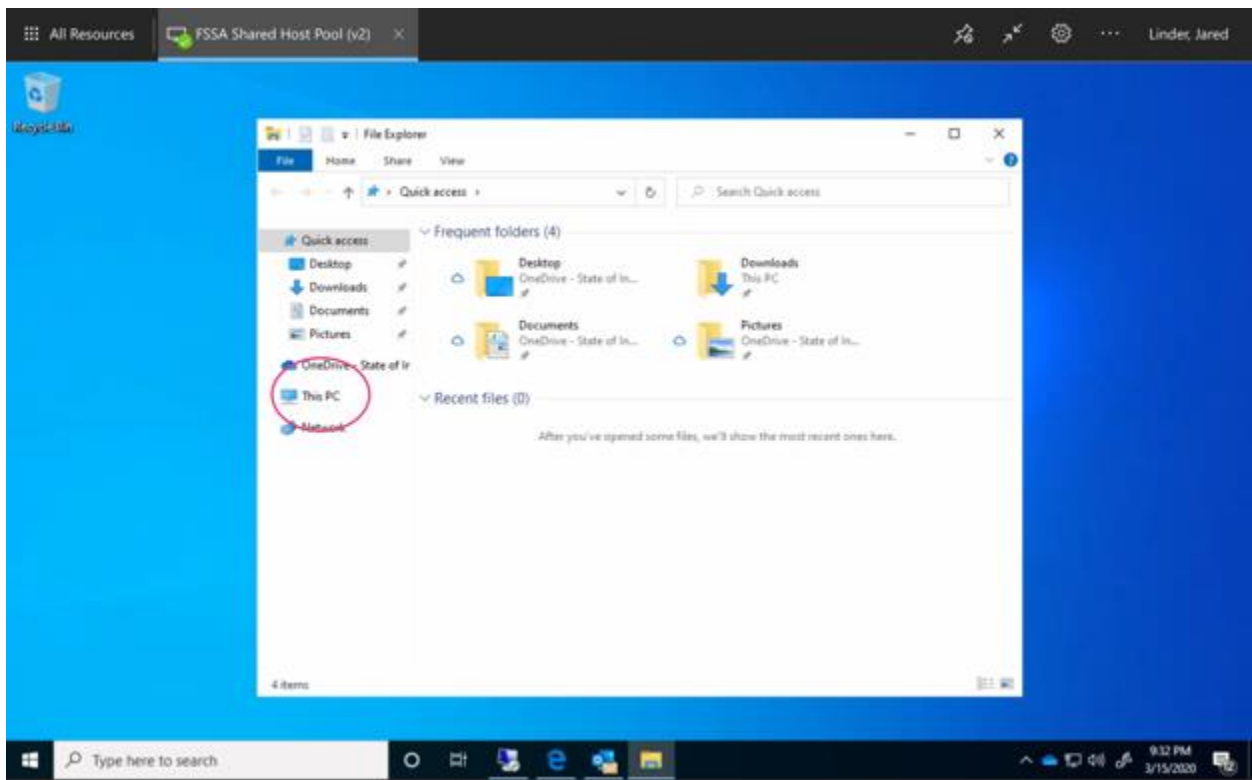
That's it. You did it. Now, let's find your files.

Your H drive and OneDrive are both visible on this virtual PC. Other network drives are available by either knowing the direct path (which can be challenging) or by just remoting in to your state machine (which I promise we will cover later).

To find your H drive, click the File Explorer icon shown in the screenshot below.



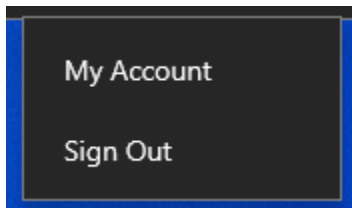
This will open a file explorer window as seen below. Navigate to This PC (which is weird but do it anyway).



This will then show all your available drives including your H drive. Currently, to reiterate, you will not see any additional shared drives other than your H drive at this time. There are other ways to do that. And, you can always save your files to OneDrive. We won't go into that in depth here, but OneDrive will synch files across any devices you choose to access the state network.

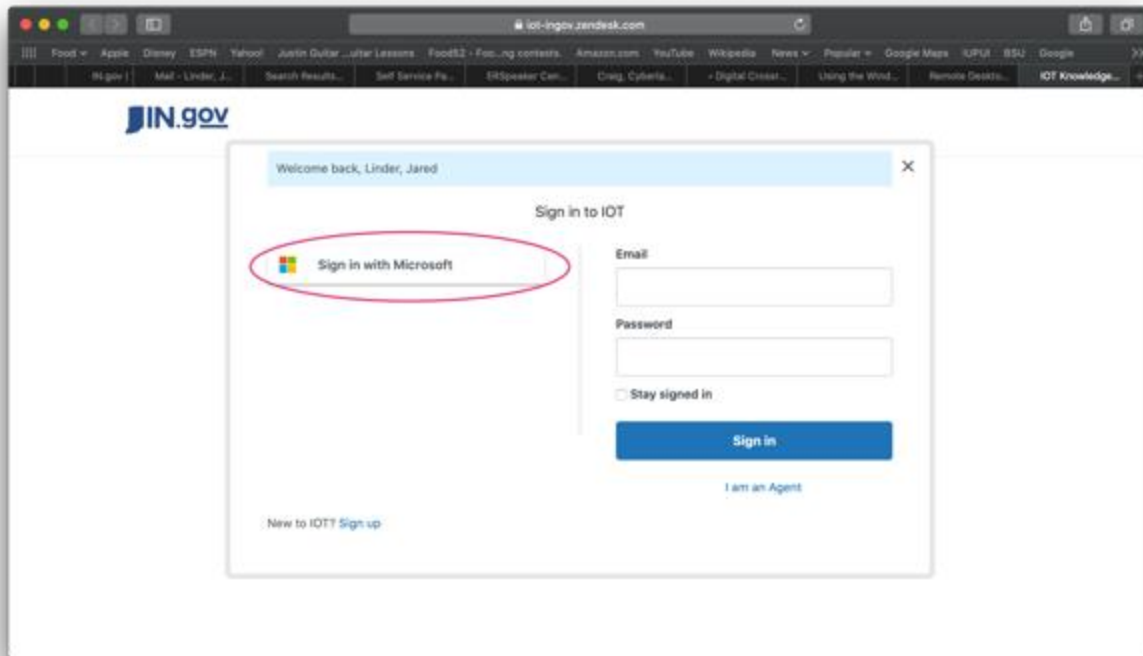


When you are finished click your name in the upper righthand corner and click Sign Out.



If you have any issues, help is always available. The first place to start is here: <https://iot-ingov.zendesk.com/hc/en-us/articles/360040521832-Using-the-Windows-Virtual-Desktop>

Note: when you go to that link, you will see the screen below. Don't just sign it. Click the highlighted Sign in with Microsoft button. Then just sign in as normal. I have no idea why, just trust me. The instructions there are very helpful and thorough.



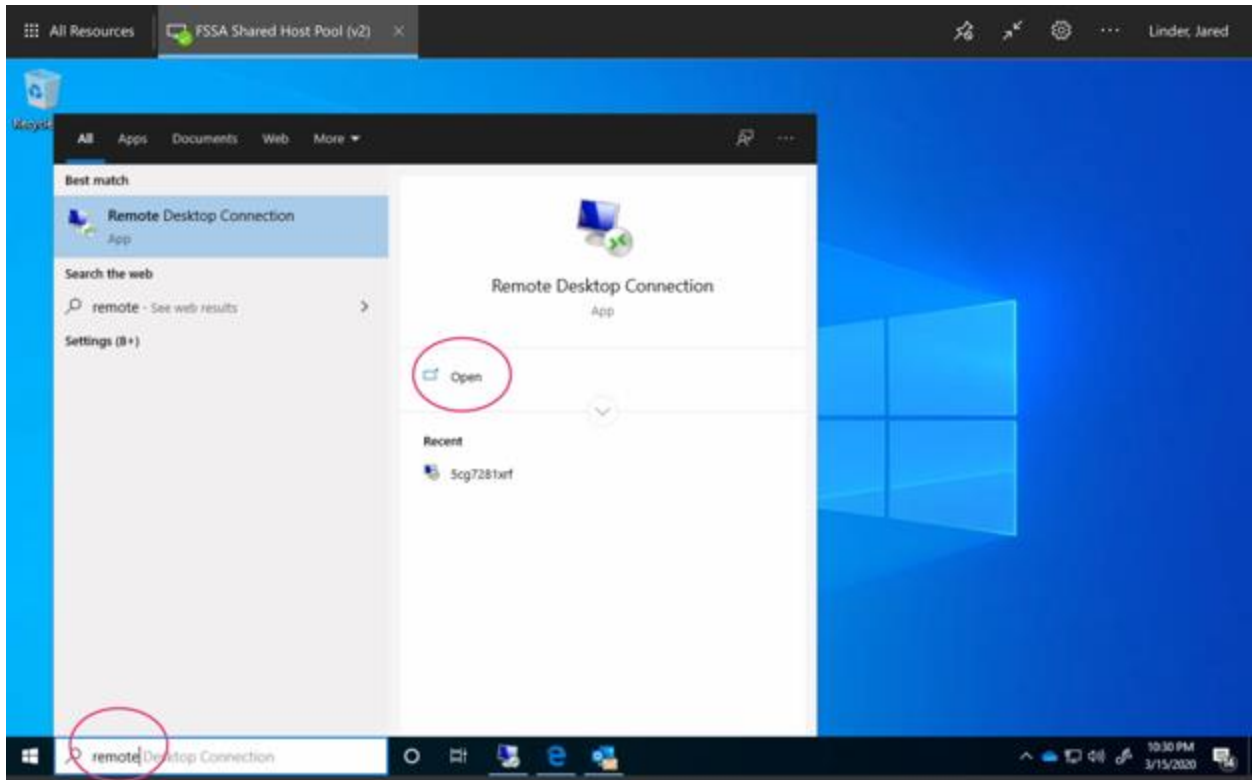
How to Remote in to Your State Computer

If you've previously logged into the new Virtual FSSA desktop environment but still need to then access your state computer to gain access to applications or files you need, this is the guide for you. We will show you how to do all that in a few easy steps.

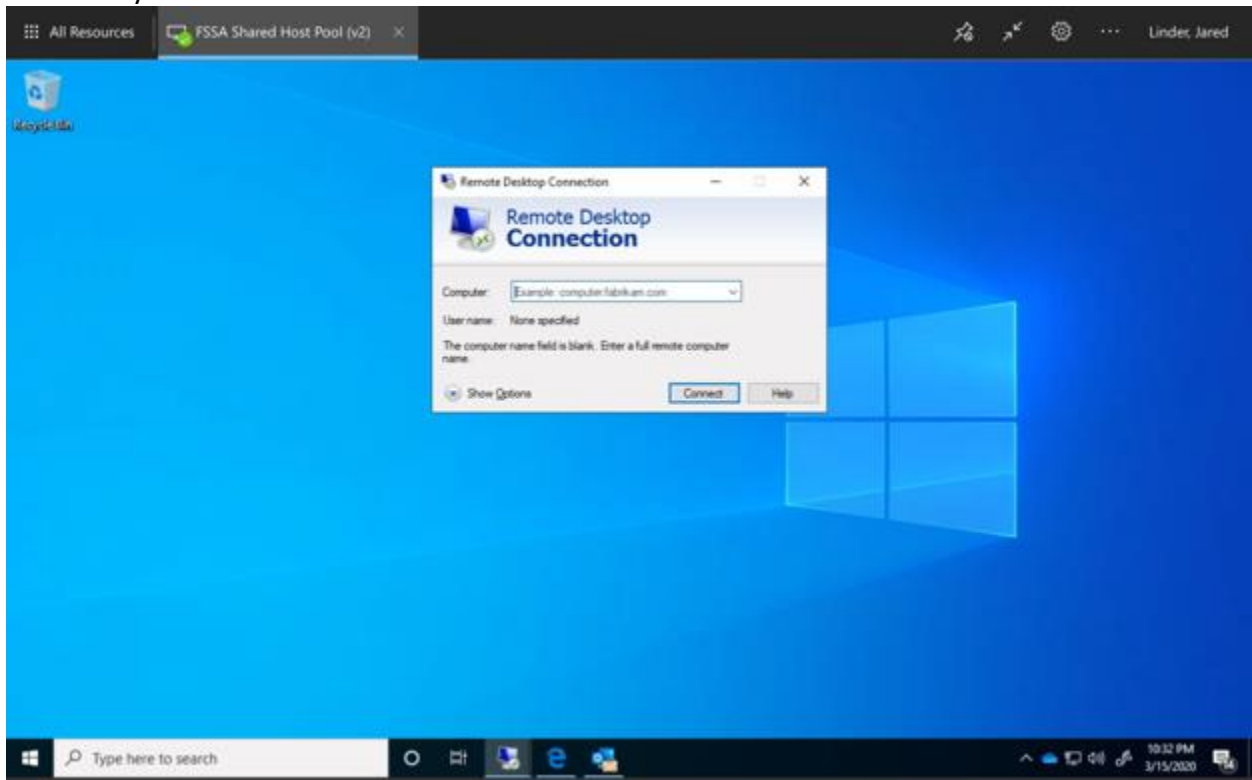
Note: this is important because in the event that you are working remotely and need to access your state PC, IOT prefers that users don't use VPN on their personal computers. This process allows staff to access state network assets while still ensuring we are adhering to IOT policy and security protocols.

Step one, make sure you are logged on to the new Virtual FSSA desktop environment. How to do that is covered in the **How to Access and Use the New Virtual FSSA** instructions. They are super good and well written according to the author.

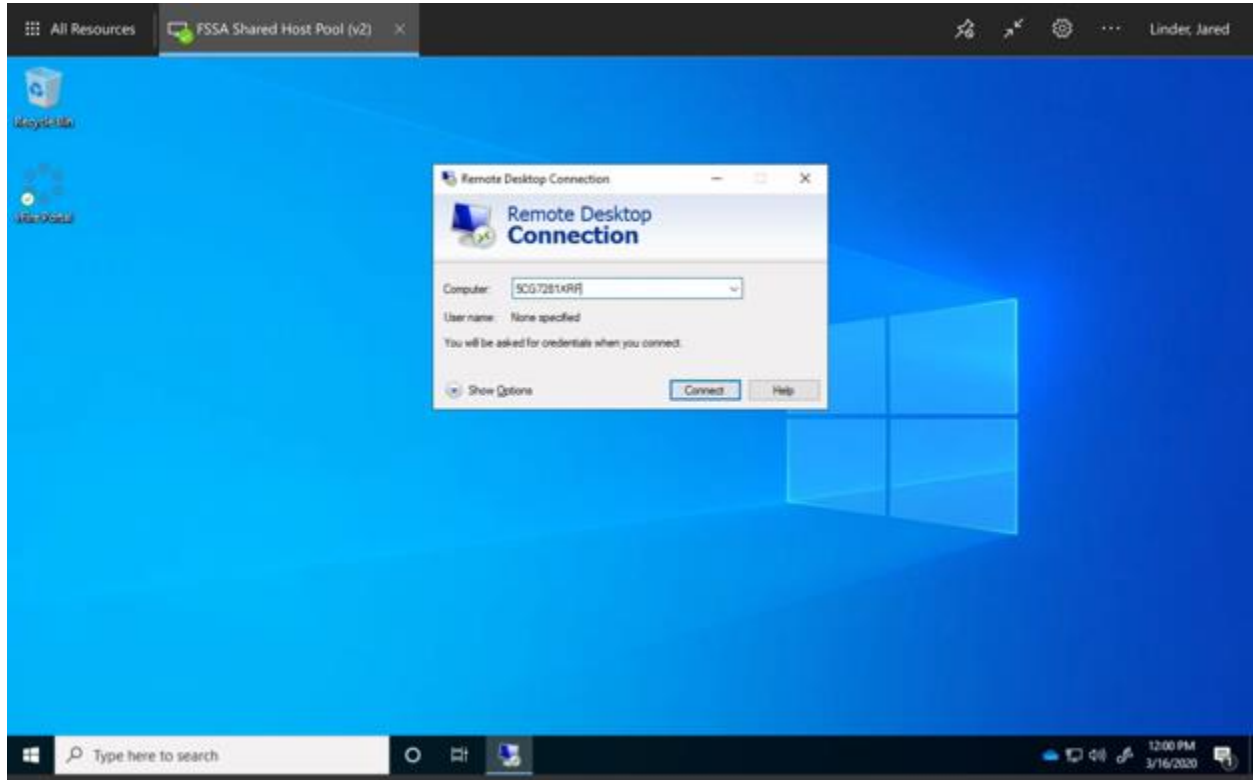
Once you are logged on, in the bottom left and search box type Remote. The Windows window will pop up and show the Remote Desktop Connection app. Open it by either clicking on it or clicking Open.



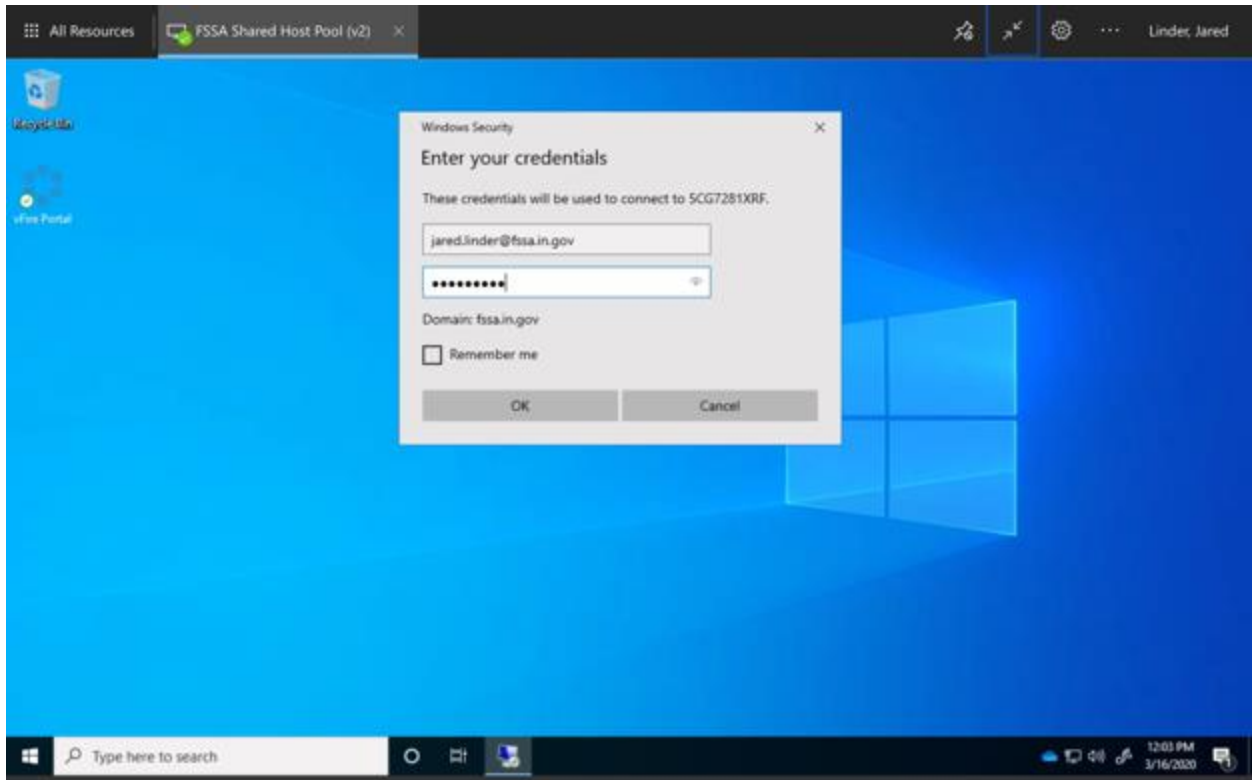
When you open the Remote Desktop Connection app, you will see the below window pop up. It will want your credentials.



You need to know your computer name. It is the Serial Number on the tag that is on the computer. We are working on a way to publish this and make it available, but today just write it down.



With computer name added. Next, enter your credentials. Use your FSSA email as your user name.



And, boom. Starting at my work laptop from my personal Mac.

