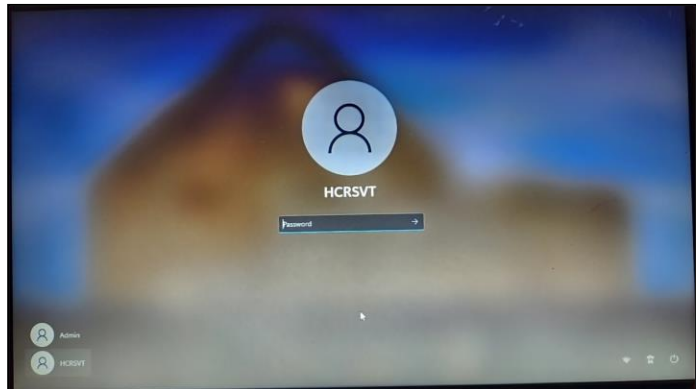


HCRS Laptop User Guide

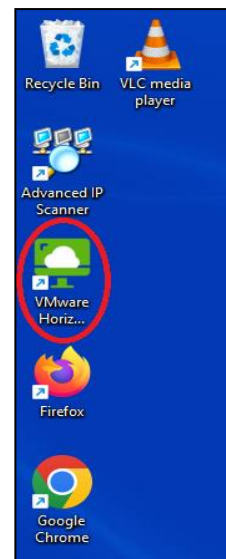
Logging onto an HCRS Laptop

To login to an HCRS laptop you must use the **HCRSVT** account. The password for this account is **H@rsV7**



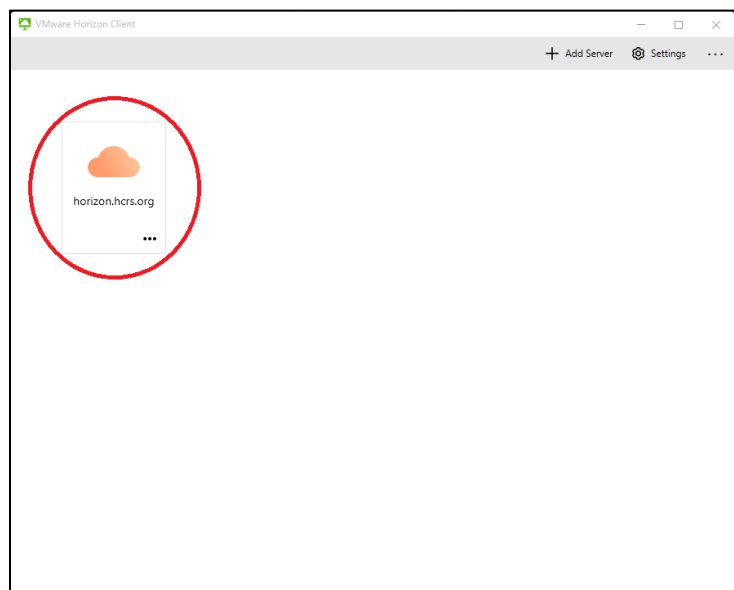
Logging onto Horizon

Open VMware Horizon, you will see the icon (circled in red in the image) on your desktop. Double click on the icon to open Horizon.

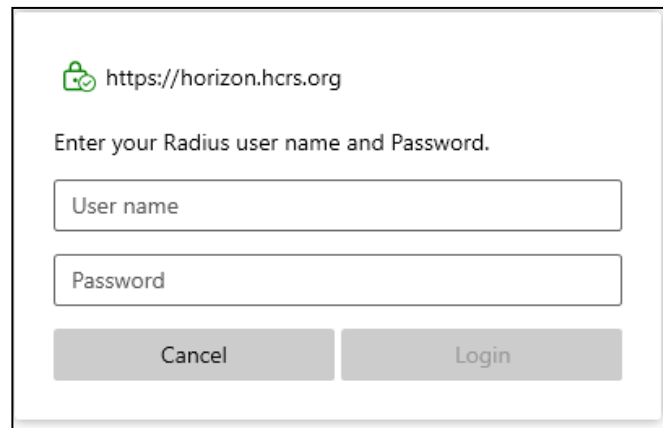


Once Horizon opens, double click on the box labeled horizon.hcrs.org.

NOTE: if you do not see this, click Add Server in the top right and use the address horizon.hcrs.org.



To log in, use your HCRS username (no @hcrs.org) and standard password to access a desktop computer.



https://horizon.hcrs.org

Enter your Radius user name and Password.

User name

Password

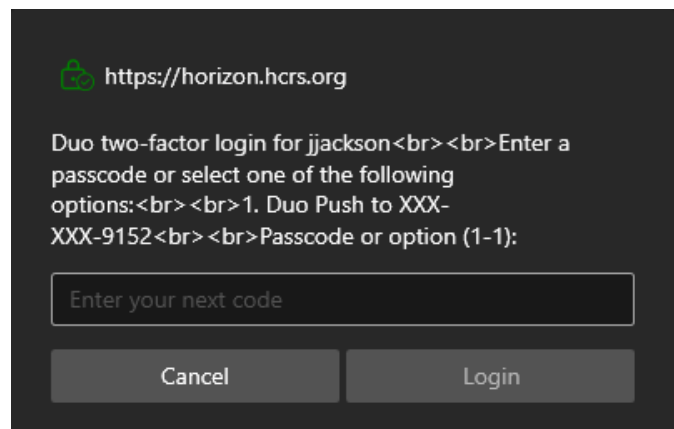
Cancel Login

You must then authenticate with Duo.

If you have a FOB: the number on the fob is your next code, type this in, and click login.

If you have an HCRS cellphone: Put the option number corresponding with the desired number in the next code box, then accept the push notification on the phone.

For example, in the instance images above you would put the number 1 in for the next code and click login. You will then get a notification on your phone, when it comes through, accept the request.



https://horizon.hcrs.org

Duo two-factor login for jjackson
Enter a passcode or select one of the following options:
1. Duo Push to XXX-XXX-9152
Passcode or option (1-1):

Enter your next code

Cancel Login

Logging Out of Horizon

Logging out of Horizon is as easy as clicking these triple dots circled in the image on the right.

Then Clicking Logoff.

