

How to Log Into The Virtual Computer.

- Sign into Encryption using your encryption name and password. Please note: not everyone has an encrypted computer, if your computer is not encrypted please skip this step.
- The Novell sign in screen will pop up.
- Check “**workstation only**” on the Novell screen.
- Sign into Novell using your Novell username and password.

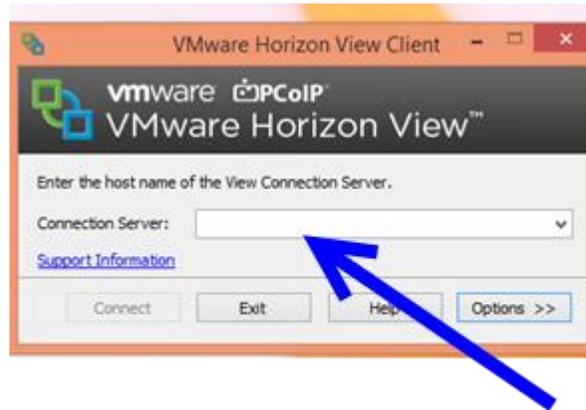
Your desktop will come up. Your desktop will look the same as when you logged off Friday. Please note, although it looks the same, you will not be able to use the items on your desktop. You must log into the virtual computer to be able to access all work related items.

Getting into the Virtual Computer

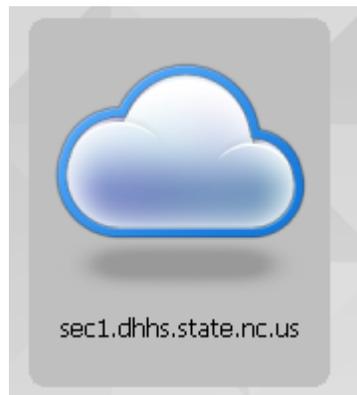
- Double click on the “VMware” icon on your desktop



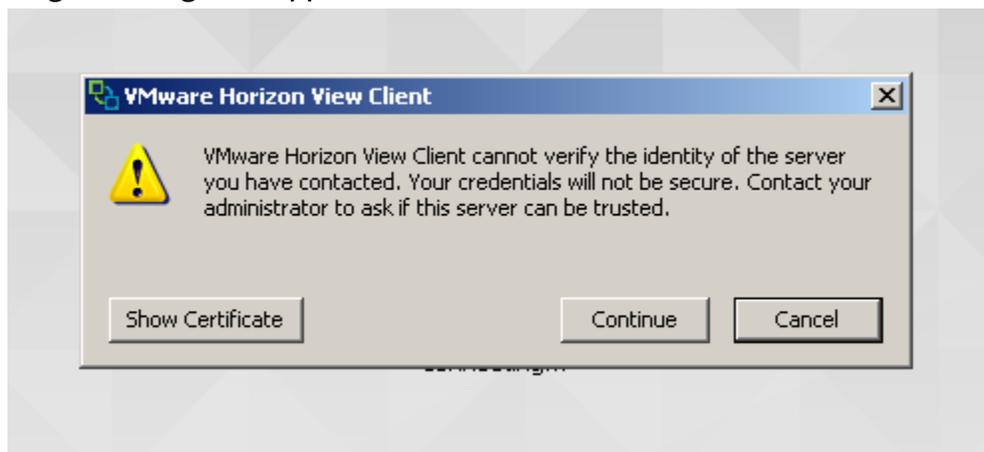
- In the box next to “Connection Server” type: <https://sec2.dhhs.state.nc.us> Please note: this will be the only time you will have to enter this, every other time this will be automatically entered.
- Click “Connect”



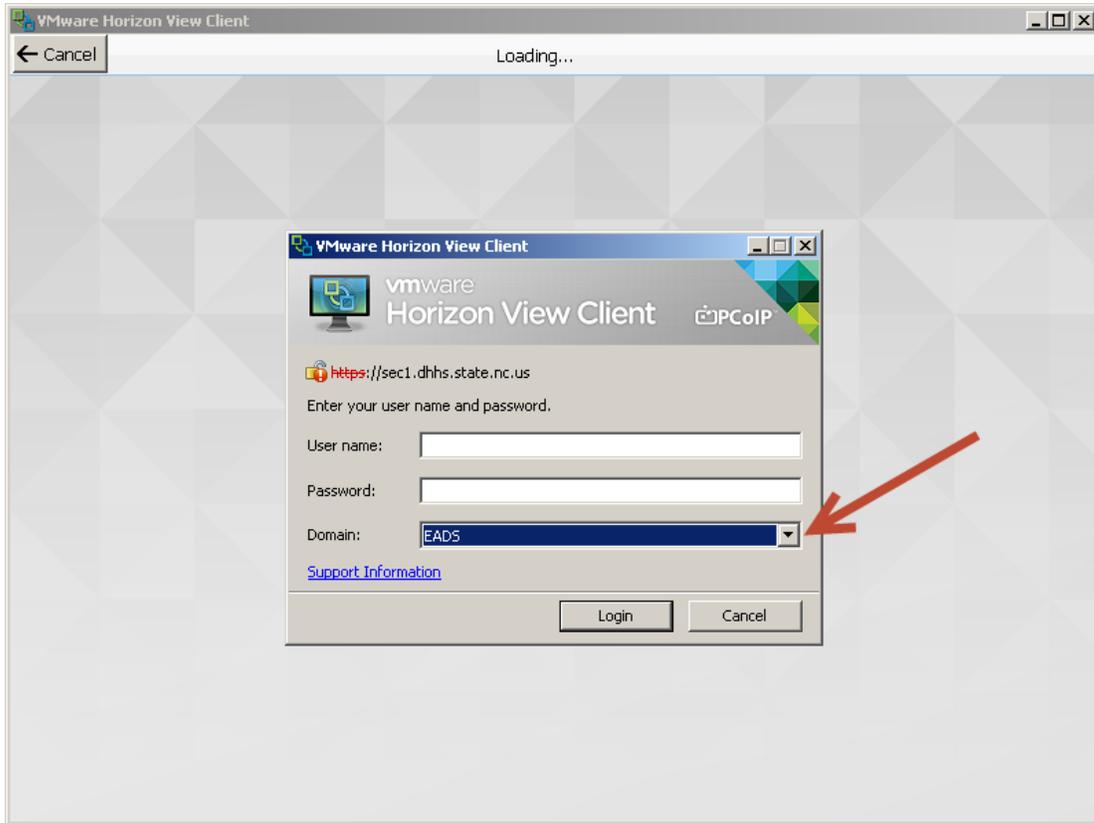
- A “cloud” will appear with the server name on it. Please note: depending on the version that was downloaded onto each computer the picture of the “cloud” may not look exactly the same as it does below. As long as it says “sec2.dhhs.state.nc.us” it is the correct server.
- Double click on the “cloud” server.



- The following “warning” will appear. Click “continue.”



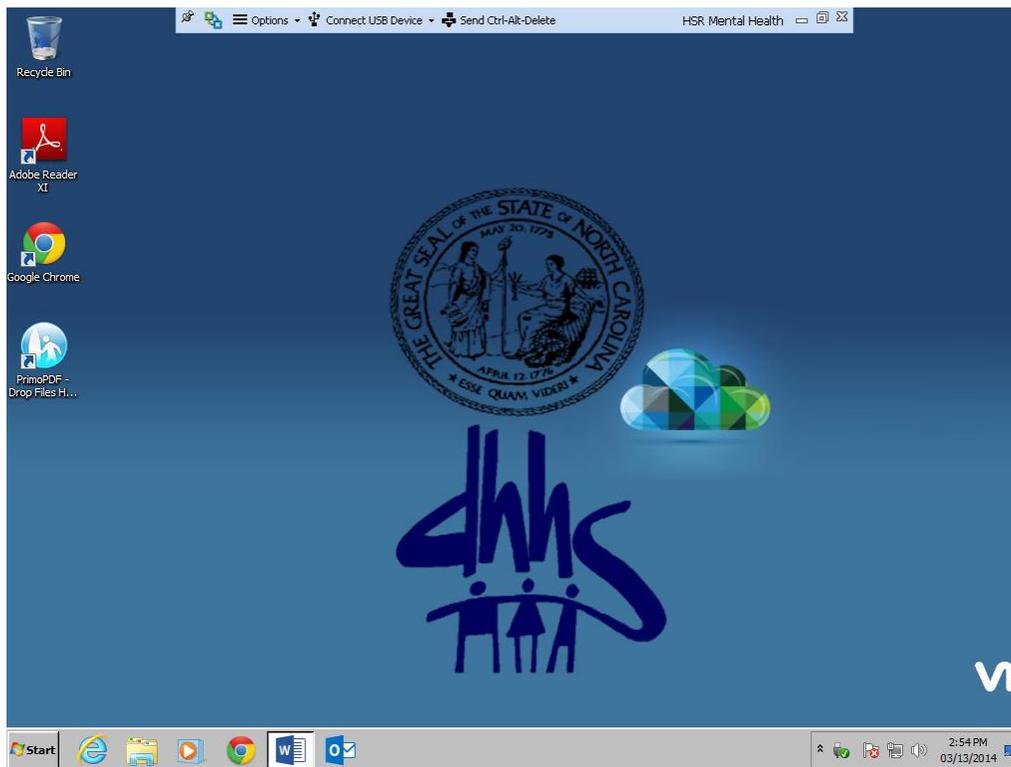
- Enter your NCID Username and password. Please note: this is the only time you will have to enter your NCID Username, every other time you log in it will be auto populated. You will always have to enter your password.
- Check the drop down box next to “domain” to ensure it says “EADS.” Please note: this is the only time you will have to check to see if it says “EADS” once you log in correctly under “EADS” it will be auto populated.
 - If it says “EADS:” Click “Login
 - If it does not say “EADS:” Click the arrow so the drop down box appears. Highlight and choose “EADS.”
 - Click “login”



- A “computer screen” will appear with your section name on it. Please note: depending on the version that was downloaded onto each computer the picture of the “computer screen” may not look exactly the same as it does below. As long as it says “HSR <yoursection>” it is the correct screen.
- Double click on the “computer screen.”



You will then be entered into your new virtual computer desktop. All desktops will look the same at first. See the picture below.



To get to programs, documents, drives click the “start” button. All programs will appear in a list. You can then “pin” shortcuts to your desktop as you desire.