Manual RDS

Table of contents

RDS login	1
RDS Change password	2
RDS on thin client	4

RDS login

To use RDS, we recommend using Internet Explorer. Logging in for the first time requires some extra steps (these are also described in this manual). This manual is written for Windows 10, other Windows versions will have similar operations.

- 1. Open your browser. (RDS works best in Internet explorer or Microsoft Edge.)
- 2. Navigate to the Parthos Portal. (<u>https://portal.parthos.org/</u>)
- 3. Click on login in the 'RDS' block.
- 4. Click on "Allow" (see image 1). If you have already logged in to the computer / laptop, proceed to step 5.

This web page wants to run the following add-on: 'Microsoft Remote Desktop Services Web Access Con' from 'Microsoft Corporation'. What's the risk?	×	2
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Image 1

- 5. In the field "Domain \ user name: type your Parthos email address.
- 6. Enter your password in the "Password:" field .
- 7. Click on "Sign in".

If this appears on your screen: "Your password has expired. Click here to change it. " Please proceed to: RDS Change password

8. Click on the "Parthos" icon (see image 2).

Current folder: /



9. Click on connect (see image 3).

퉣 Remote	Desktop Connectio	on	>	<
D o :	you trust the publi	sher of this remote connect	tion?	
This remote publisher be	connection could har fore you connect.	m your local or remote computer.	Make sure that you trust the	
	Publisher:	broker01.parthos.org		
- CS	Туре:	Remote Desktop Connection		
F	Remote computer:	BROKER01.PARTHOS.ORG		
(Gateway server:	broker01.parthos.org		
🗌 Don't ask	k me for remote conne	ctions from this publisher again	\checkmark	
Show D	Details		Connect Cancel	
image 3	3			

RDS Change password

- 1. There's a possibility that you have to change your password because it either:
 - Your password Has expired.

- It's your first time logging in on RDS.

(see image 4)

0		Help
		-
	Domain\user name: rgrimber@parthos.org	
	Your password is expired. Click <u>here</u> to change it.	
	Le la	
	Security Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.	
	Sign in	
	To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.	P
Windows Server 2012 R2		Microsoft



2. Once you've clicked on 'here', which is underlined, it will redirect you to a different screen (see image 5).

		RD Web Access
RemoteApp and Desktop Connection		Bessel
		Help
Domain\user n	ame: rgrimber@parthos.org	
Current passw	word:	
Confirm new passw	word:	<
	Submit Cancel	
Windows Server 2012 R2		Microsoft
A LA AL	5 8	- And

image 5

- 3. First fill in your current password.
- 4. Fill in a new password <u>twice</u> (this can't be the same as before).
- Click on Submit.
 it'll show you it has successfully been changed (see image 6).
- 6. Click on OK.

Work Resources RemoteApp and Desktop Connection		
		He
	Domain\user name:	
	Current password:	
	Confirm new password:	
	Your password has been successfully changed.	
	OK	
Windows Server 2012 R2		Microso

7. Now you can login with your new password. <u>RDS login</u>

RDS on thin client

The first time logging in you'll be prompted to change your password.



This is a thin client.

Logging into a thin client:

- 1. On the front of the thin client is a power button. Press it to power it on.
- 2. When the thin client is booted it will show a login screen.
- 3. Type in the bar "Domain\user name:" your Parthos email address.
- 4. Type in the bar "Password:" your password.
- 5. Press enter.
- 6. If it's your first time logging in or your password has expired, you get a popup where you have to change your password.
- 7. Fill in a new password **twice** (this can't be the same as before).
- 8. Click on OK.

If the username and password are correct, it will boot you into our RDS system.