

# 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. (<https://portal.parthos.org/>)
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.

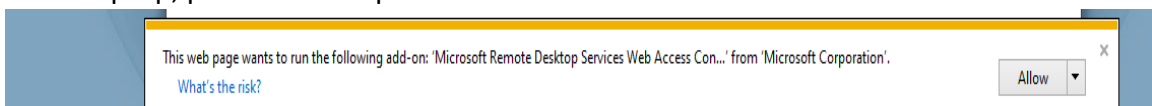


Image 1

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).

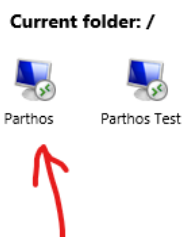


Image2

9. Click on connect (see image 3).

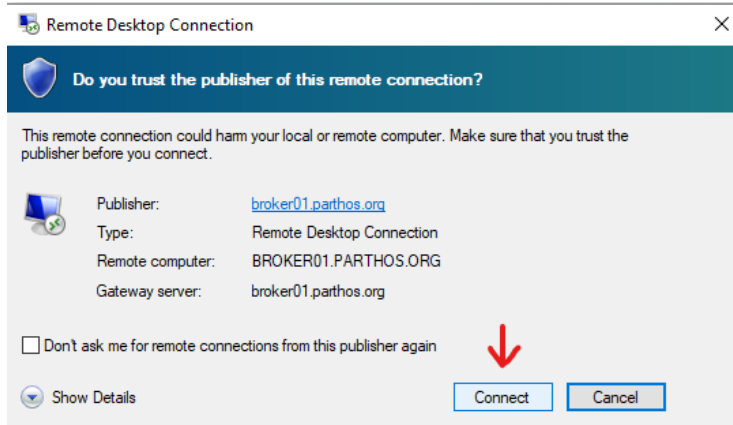


image 3

## 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)

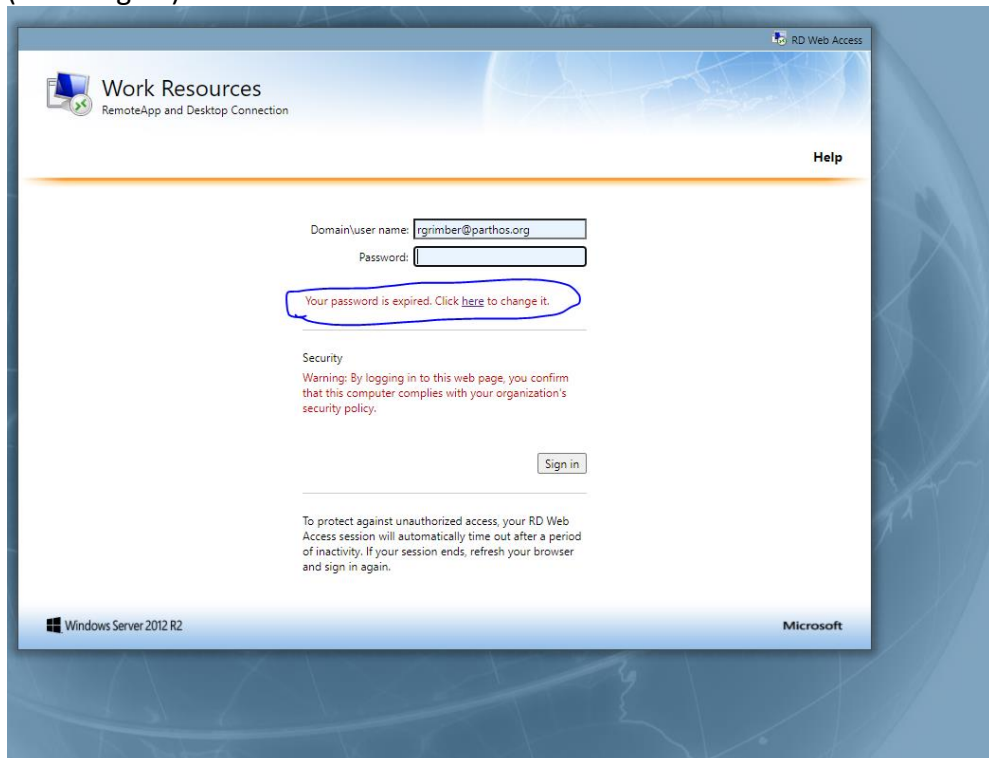


image 4

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

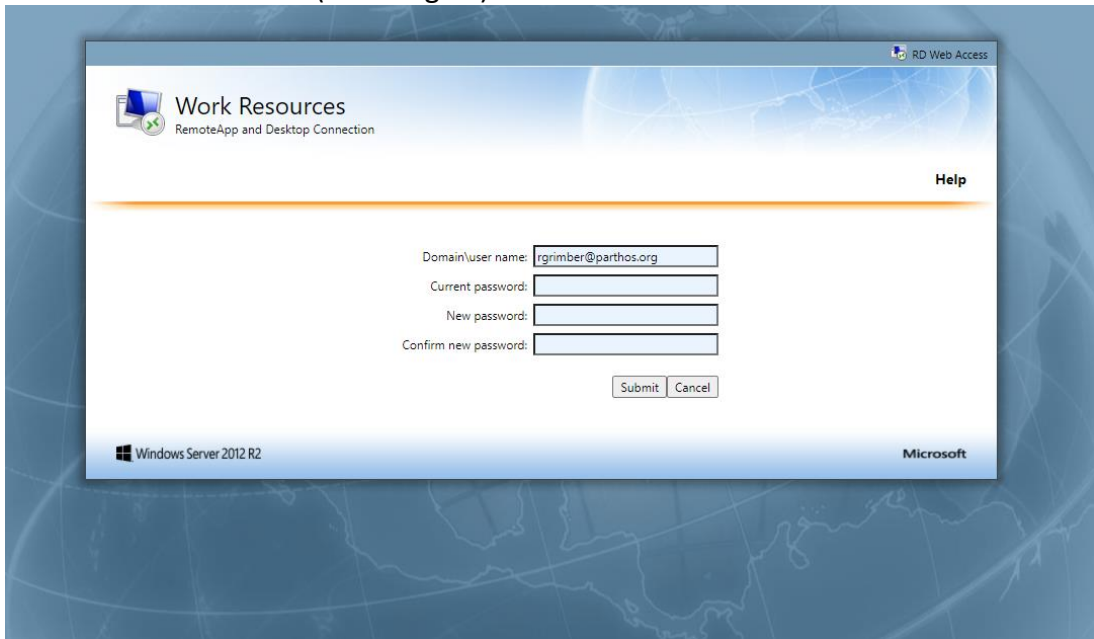


image 5

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

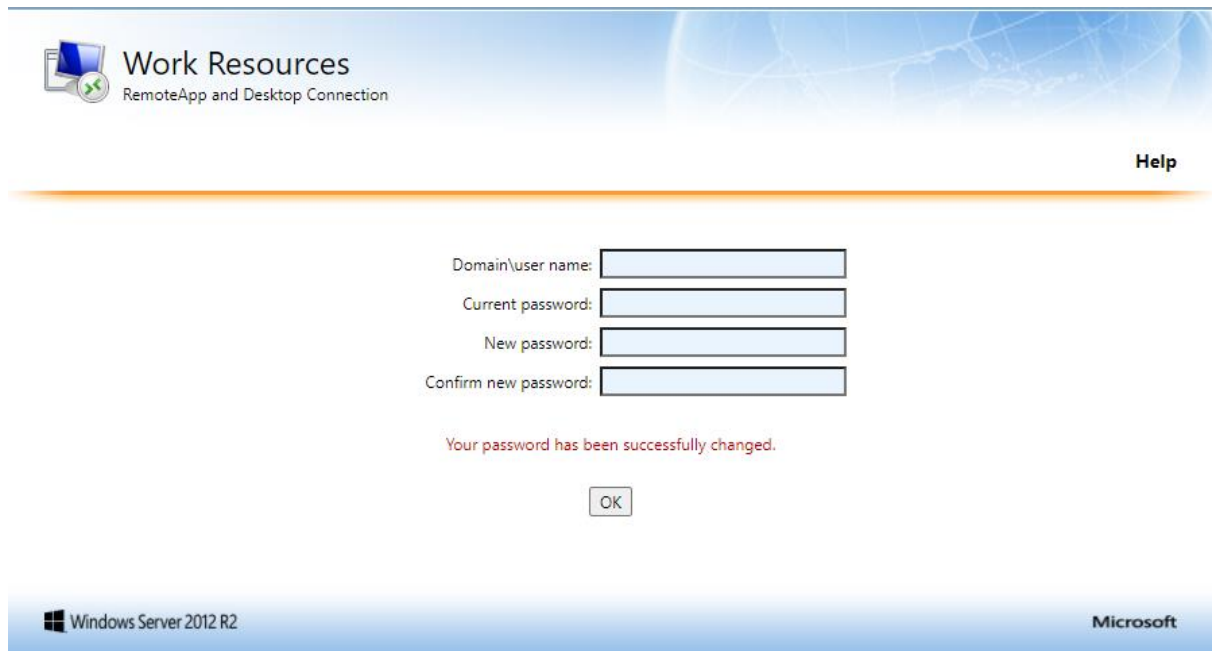


image 6

7. Now you can login with your new password.  
[RDS](#) login

## 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.