

Student Instructions for Accessing AH Network Shares

Step 1: Request access

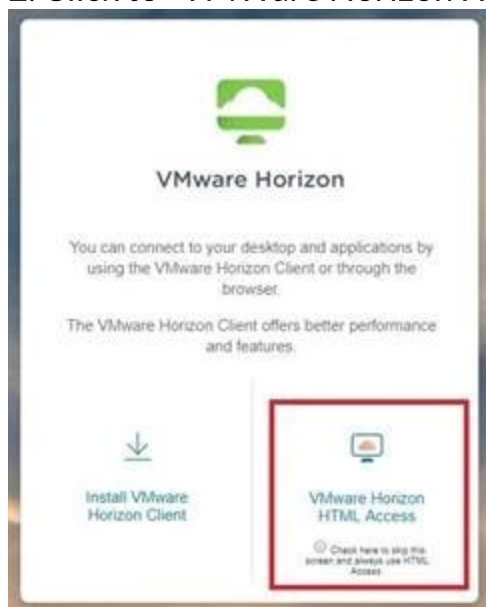
1. You will be accessing clinic files and reports using the "Student Virtual Desktop". This is a virtual computer that you connect to with your web browser that allows you to securely access AH secure network shares.

Please request access to the "Student Virtual Desktop" <https://ouhsc.edu/sde> before following the instructions below..

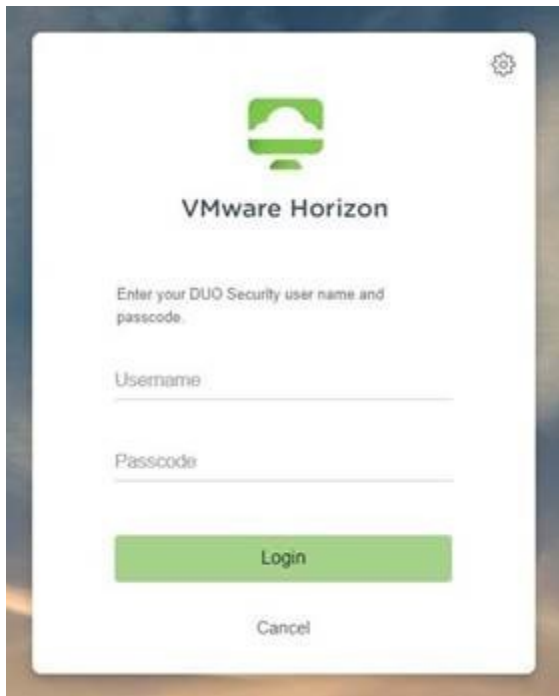
Step 2: How to setup your Student Virtual Desktop

How to connect to your Student Virtual Desktop after your access has been approved and setup. (You will receive an email).

1. In either the Firefox or Chrome. Browse to <https://mydesk.ou.edu>
2. Click to "VMWare Horizon HTML Access"



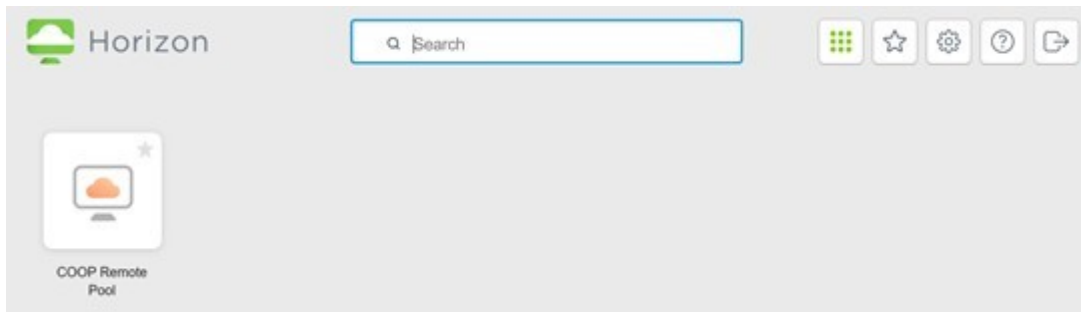
3. Login with your ouhsc credentials.



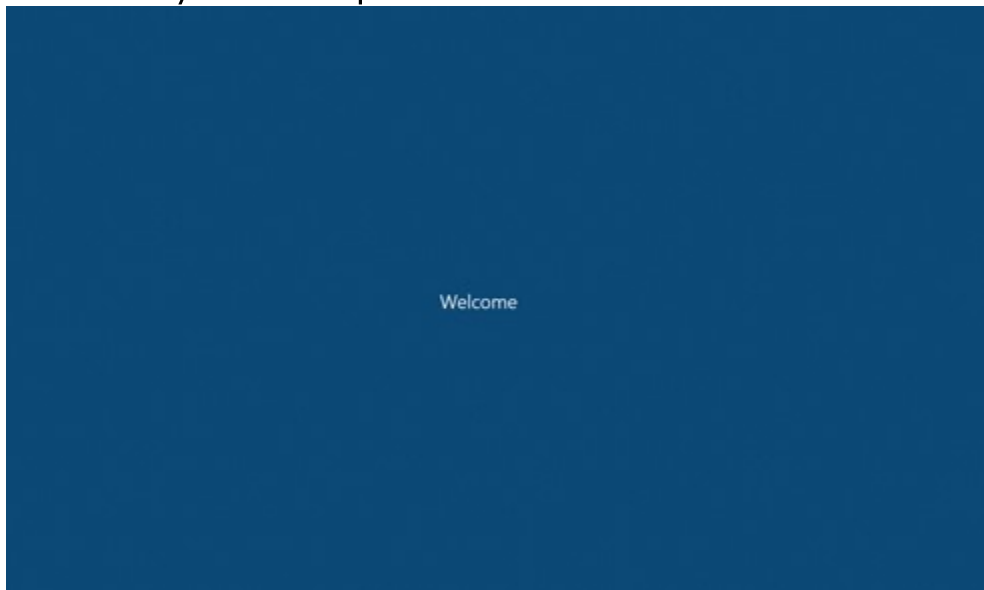
4. You will be prompted for a Duo Push notification on your device using the Duo mobile app . Accept it.



5. Once logged in, Select "OUVDI-Base" from the list of available virtual desktops. The "OUVDI-Base" only is available after completing the form at this location: [Please request access to the "Student Virtual Desktop" here before following the instructions below.](#)

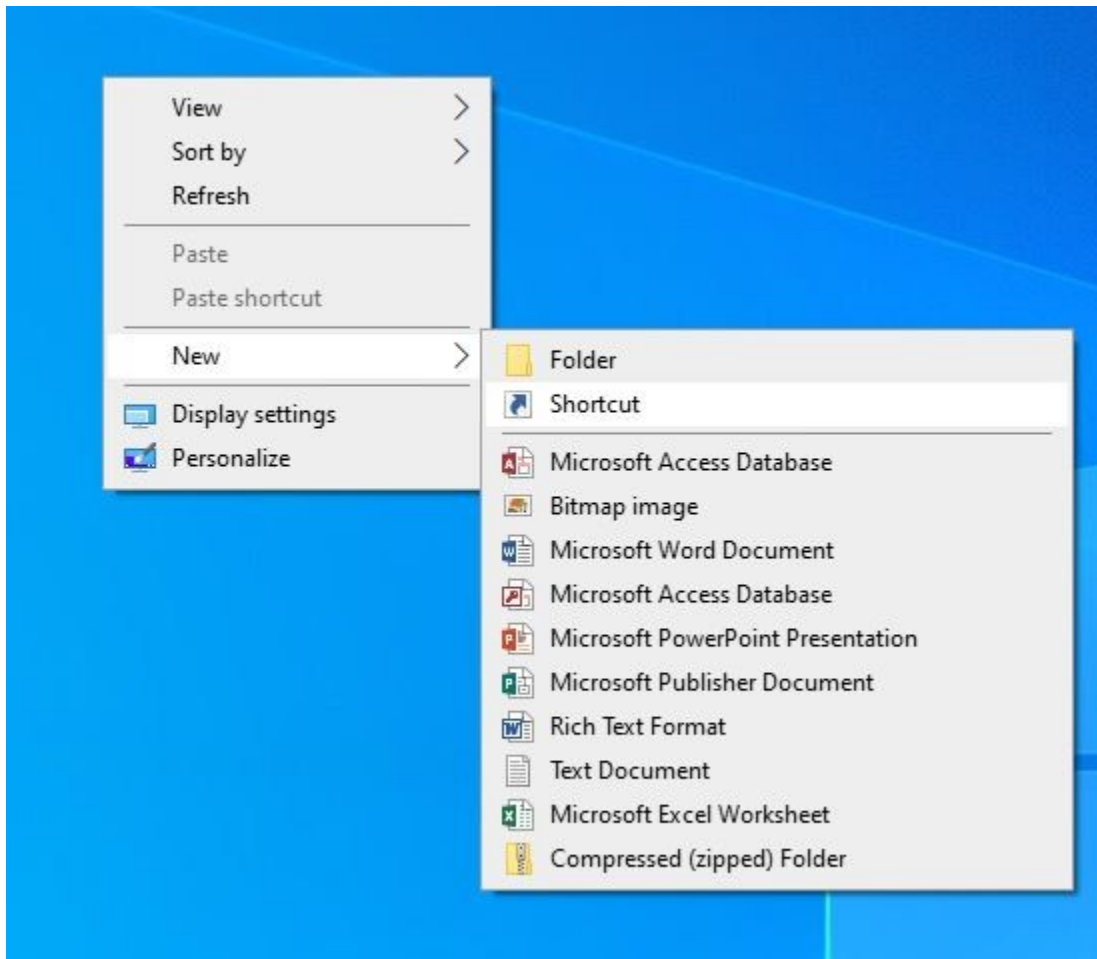


5. Wait for your desktop to load.



Your connected to your virtual machine! Now completed the rest of the first time setup:

7. Once your desktop loads, right click anywhere in the blue desktop background and choose "New->Shortcut"



8. In the location type your network address provided to you by your instructor.

9. Click Next and then Finish.

10. Repeat for any other network shares you may require.

Note: Your microsoft office applications can be found in the start menu.

Now let's setup your printers

1. Click the Windows Start button and click into the start menu search box: 2. Type: \\ahprint.hsc.net.ou.edu\

3. Enter Key or Click "ok"

4. Find the printer you want by name. The student printer for the clinic is AH-KeysClinic-Canon

5. Right-Click and choose "Connect"

6. Accept any driver install prompts.

7. Repeat for all printers you need.

Note: Some printers have PINS that must be entered in order for the print job to submit. Please contact your area manager for these.
