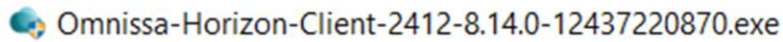


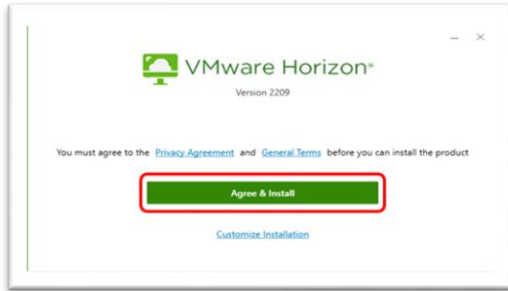
# VDI External Client Access from NON-NHS Device

OFFICIAL

1. Install the Ommissa Horizon client from [Here](#). This will produce an .exe file which you will be able to find in your downloads folder.



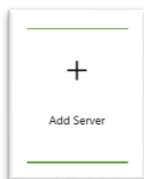
2. Double click on the exe file and select **Agree & Install**



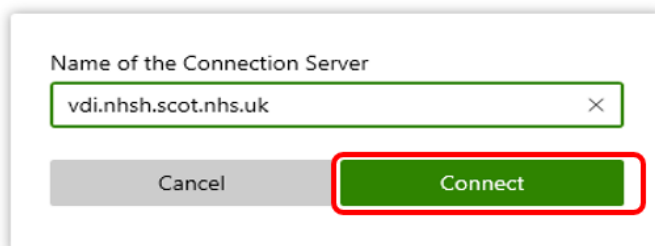
3. Once complete click on **Finish** and then **restart the PC**.
4. Open the VMWare **Ommissa Horizon Client** you have just installed from the **start menu** or **desktop**



5. Click on **Add Server**



6. Add the following into the **Name of the Connection Server** box - **vdi.nhsh.scot.nhs.uk** and select **Connect**

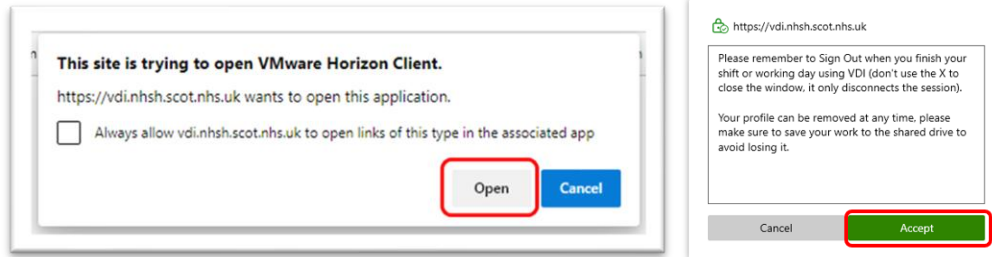


OFFICIAL

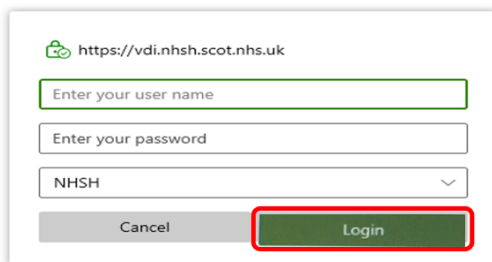
# VDI External Client Access from NON-NHS Device

OFFICIAL

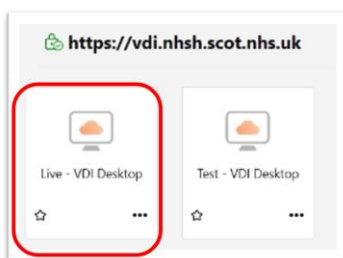
7. You may be asked to authenticate with your current M365 account. Following which, you will be presented with the below, select **Open**, then **Accept**.



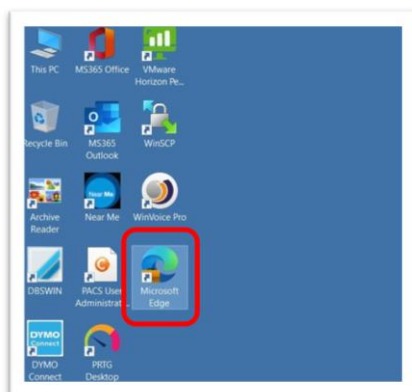
8. Once you have accepted you will be presented with the logon screen to access NESH systems. Enter your **NESH username** and **password** as provided by your eHealth Facilitator and select **NESH** from the lower dropdown box. Then click **Login**



9. You will then be presented with VDI desktop/s. Community Pharmacists should select **Live – VDI Desktop** by double clicking on the icon below. This will proceed to log you into a **NESH desktop**.



10. To open **Care Portal**, user should double click on the **Microsoft Edge** icon on the desktop.

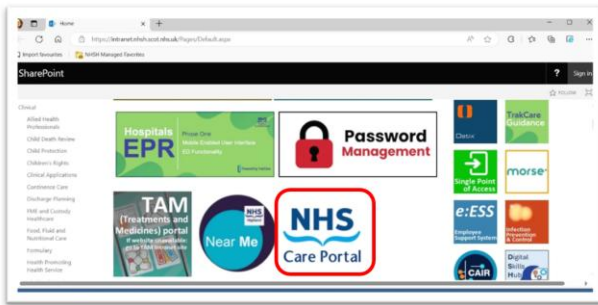


OFFICIAL

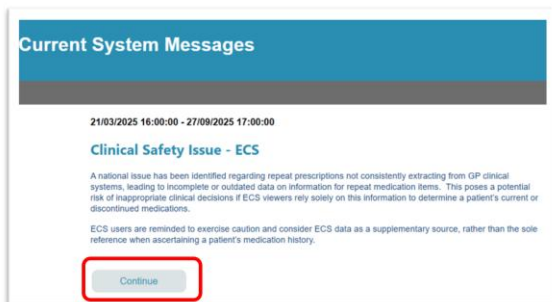
# VDI External Client Access from NON-NHS Device

OFFICIAL

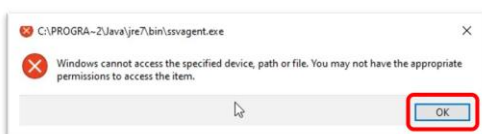
11. You will be presented with the NHS intranet, scroll down and double click on the **NHS Care Portal** nugget



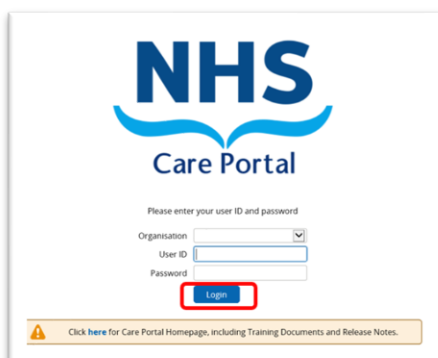
12. Currently you will see a system message as below, click **Continue**. Please note this can take up to 3 minutes to progress to the next screen



If the following message appears, click **OK** to continue



13. On the **Care Portal** login screen select your **Organisation** and complete your **User ID** and **Password** which will be provided to you by your **NHS Board**. Click **Login** to proceed.

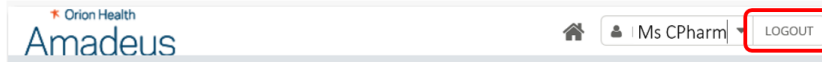


14. When finished using **Care Portal**, logout using the **Logout** button on the top right hand side and close down the browser containing Care Portal

OFFICIAL

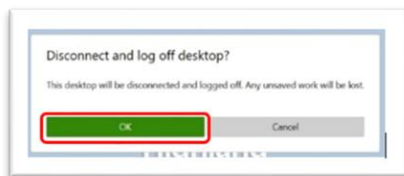
# VDI External Client Access from NON-NHS Device

OFFICIAL

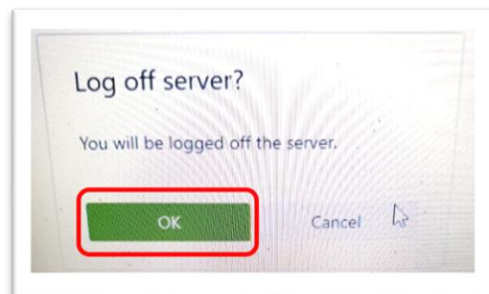
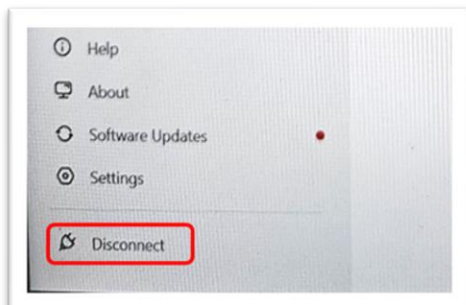


15. You must **fully** exit the VDI desktop when Care Portal is not in use.

To logout of the VDI desktop, click on the **3 ellipses** on the top right hand corner and select **Logoff Desktop**



16. Having closed down the VDI Desktop, you must now disconnect from the **Omnissa Horizon Client Server**. Select **Disconnect** from the bottom left and click **OK**.



OFFICIAL