### **Virtual Application and Desktop User Guide**



## INTRODUCTION

This Getting Started Guide provides you with instructions on how to access Lilly's Virtualization environment for Published Applications and Virtual Desktops remotely.

#### **PREREQUISITES**

To access Lilly's Virtualization environment remotely, you must have completed the following before attempting to connect:

- You have a Lilly issued System ID (and associated password).
- You have successfully registered for the <u>myPassword@Lilly</u> (Ping) service with your Lilly issued System ID.
- You have been enabled with the Remote System Access entitlement within Beeline by your Lilly Sponsor.
- The application(s) or desktop(s) that you are trying to access have been published and you have been granted access by the application or desktop pool steward.
- You have installed the latest version of the <u>Citrix Workspace</u>. (Note: The installer will require administrative privileges on the PC.)
- You have requested & been granted a Lilly Home Drive

# CONNECTING TO LILLY'S VIRTUALIZATION ENVIRONMENT

Once the above prerequisites have been completed, follow these steps:

- 1. Launch your browser and navigate to <u>virtual.lilly.com</u>
- 2. On the Virtualization 2.0 Login page, enter your Username (Lilly System ID) and Password
- 3. Select Login



4. Upon successful input of your Lilly credentials, you will be required to authenticate using Lilly's MultiFactor Authentication service (PingID).

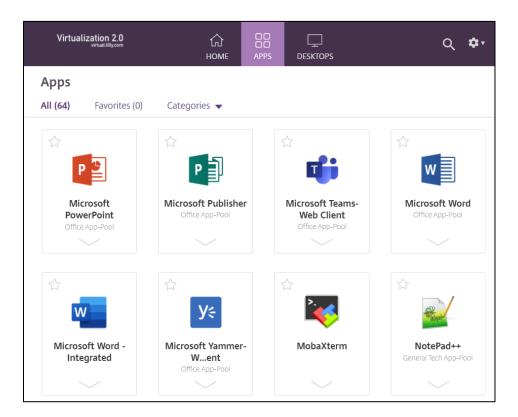
5. Upon successful authentication, you will be taken to the following screen. Select option to **Detect Receiver** (for Windows or Mac depending on your PC).

**Note:** This step is critical to best user experience. Do not use light version

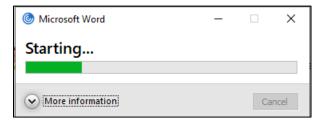


6. You will be presented with your "Home" screen which may initially be empty. Click on the Applications tab to see the Published Application(s) that are available to you. You may also have a Desktop tab that will show you your available desktop(s). The icons that you see will vary depending upon your individual access permissions.

**Note:** You may click the Star near in the upper left corner of an application/desktop icon add the Application or Desktop as a Favorite.



7. Click on the appropriate application icon to launch your application. Below Pop-up may appear:



8. After 10 to 20 seconds, your application should launch and be available for use.

## ADDITIONAL INFORMATION

If you require additional assistance connecting to Lilly's Virtualization environment remotely, contact your Lilly Sponsor. Alternatively, you can contact the <u>Lilly Service Desk</u> via phone or open an incident directly using Lilly's <u>self-service portal</u>.