Accessing the Virtual Desktop ON Campus using NVDA

1. Turn on the computer and wait until it is fully loaded.
2. Start the pre-installed NVDA software by pressing the CTRL+ALT+N keys on your keyboard, and then press the Enter key.
3. A voice will begin to read the text on your screen.
4. Find the icon on your screen called, VMware Horizon Client, located at the bottom left corner of your screen, right above the Start Menu.
5. Double click on this icon.
6. Once you do this, you will be taken to a window where you will have to enter your username and password.
7. Your cursor will already be at the point where you can type in your UserID.
8. Type your UserID, then press the TAB key on your keyboard to enter the password.
9. To maintain security, the characters in your password will be heard as, "Star, Star, etc…"
10. After you have entered your password, press the ENTER key on your keyboard.
11. You will now be taken to another window where there will be an icon called, Accessibility.
12. Double-click on this icon.
13. This is meant to take you to the virtual desktop.
14. When you hear a voice saying, "Windows Log On," press the ENTER key.
15. Wait a few seconds as the computer loads the necessary software and prepares the virtual desktop.
16. You will know you are at the virtual desktop when you hear the screen reader again.
17. You will now have access to the Student Accessibility Software, such as Kurweil and ZoomText.
18. Please note that any work that is completed on the virtual desktop will NOT BE SAVED.
19. If you are working on these computers, it is advised to use a USB drive to save the data physically, or use a cloud storage service, such as Google