



University of
Dayton

UNIVERSITY OF DAYTON ADVANCEMENT IT

Access Desktop Pool VDI
FoxIt PDF Editor

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Version Number 1.0



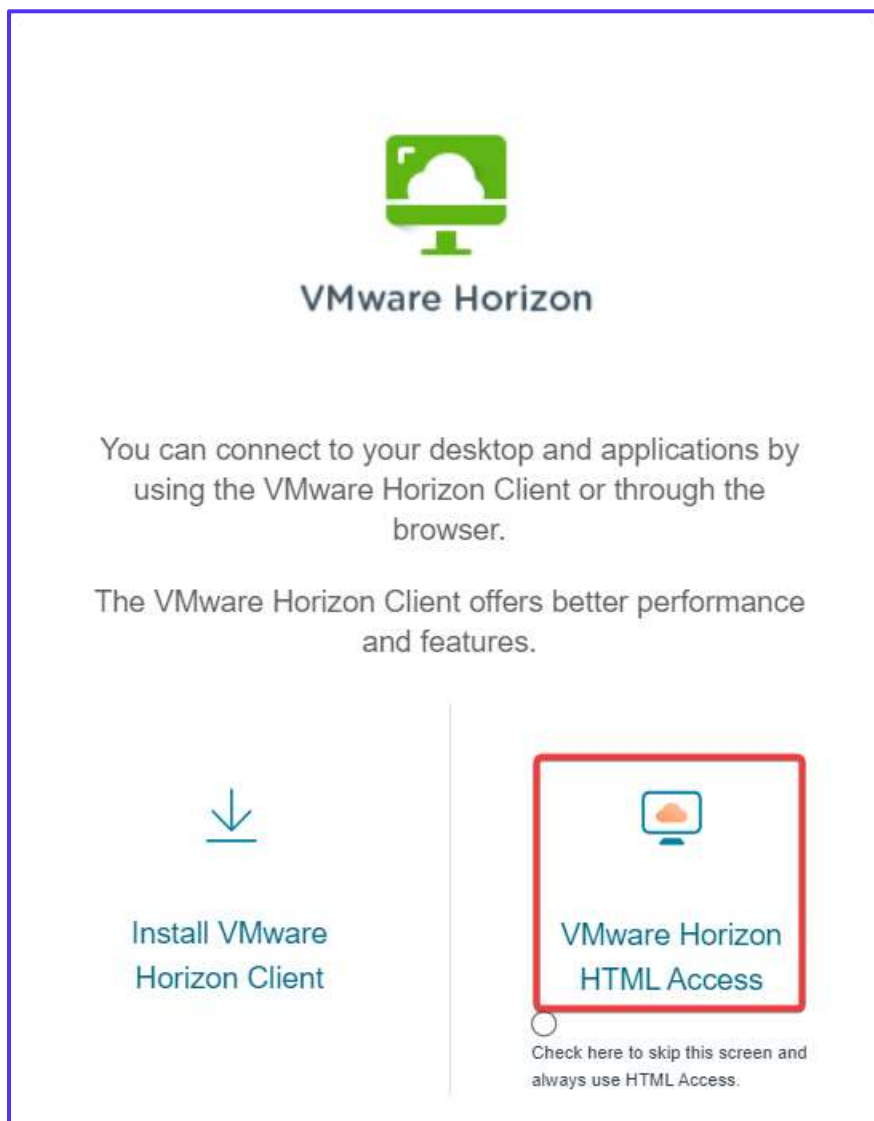
Purpose

This guide provides instructions on how to access the Desktop Pool VDI through VMWare Horizon (or, if using the web interface, by vdigateway.udayton.edu see the image below). Rather than using one of our Adobe licenses for Acrobat Pro, you can use the licensed version of FoxIt PDF Editor. This allows you to use an electronic signature to sign documents as well as edit PDF documents, combine multiple documents into one, and much more.

There is a wealth of information on using the features of FoxIt PDF Editor available at their website: <https://www.foxit.com/support/tutorial.html>.

NOTE: If you do not have the “Desktop Pool” VDI option available, you will have to put a TDX ticket in to UD IT to request that it be added as an option.

This will show you the process of accessing the VDI and getting FoxIT up and running.



Once you have selected **VMWare Horizon HTML Access**, you will be taken to the login screen, similar to Step 3 below.



VMWare Horizon Client

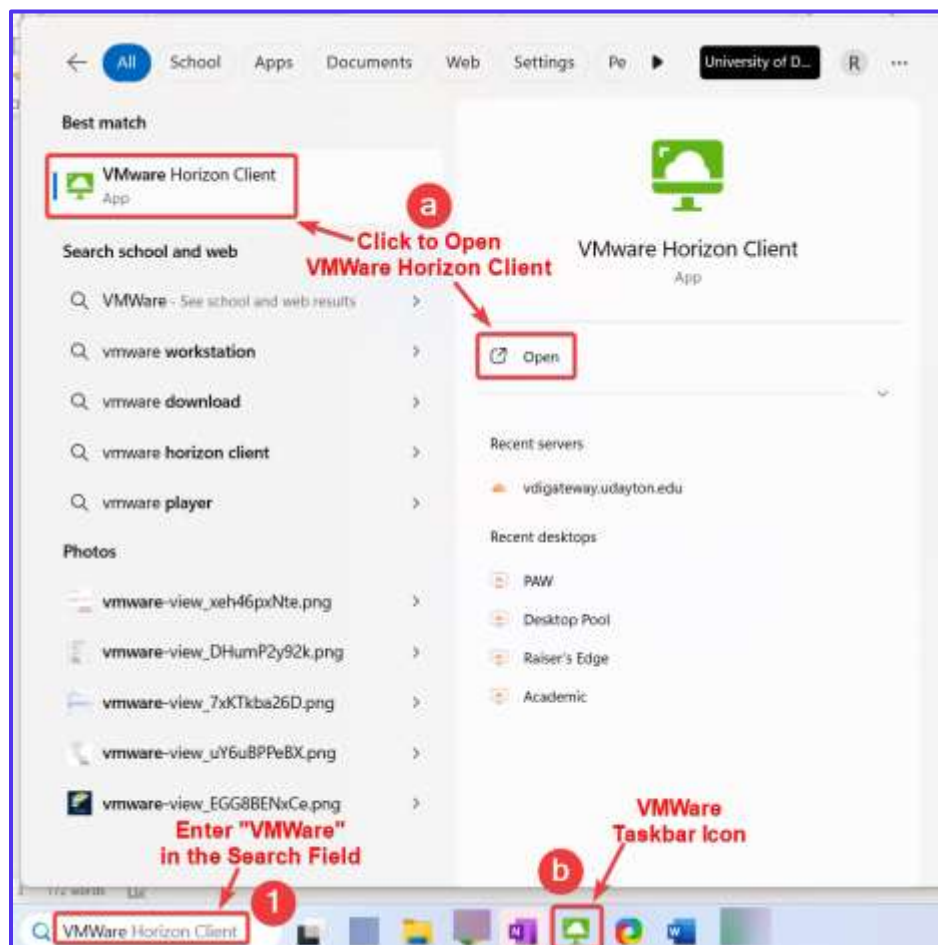
There are two ways to access the VMWare VDIs: VMWare Horizon Client app or the vdigateway website. If you have used Raiser's Edge since the move to Affinaquest, you should be familiar with how to access VMWare.

IMPORTANT!!! Make absolutely certain that any documents that you want to work with are on Box. Once you are logged in to the VDI, be sure to log in to Box when it comes up.

1. In the Search field in the lower-left corner next to the start button, search for "VMWare" (without the quotes). Alternatively, if you have the following icon on your desktop, double-click it:

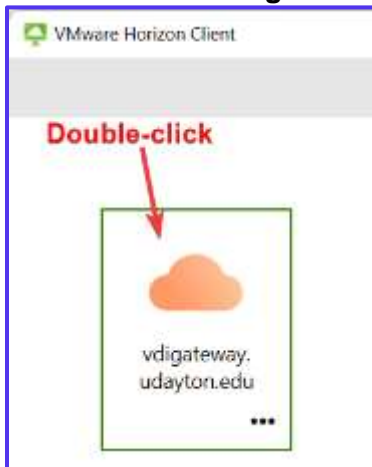


- a. Click the **VMWare Horizon Client** link in the *Best Results* section of the search window or click **Open** in the right column
- b. If there is a green VMWare icon in the taskbar, click it





2. Double-click the **vdigate.udayton.edu** option (which should be the only option available)



3. Enter your UD username and password in their associated fields.
4. Click the **Login** button once it turns green

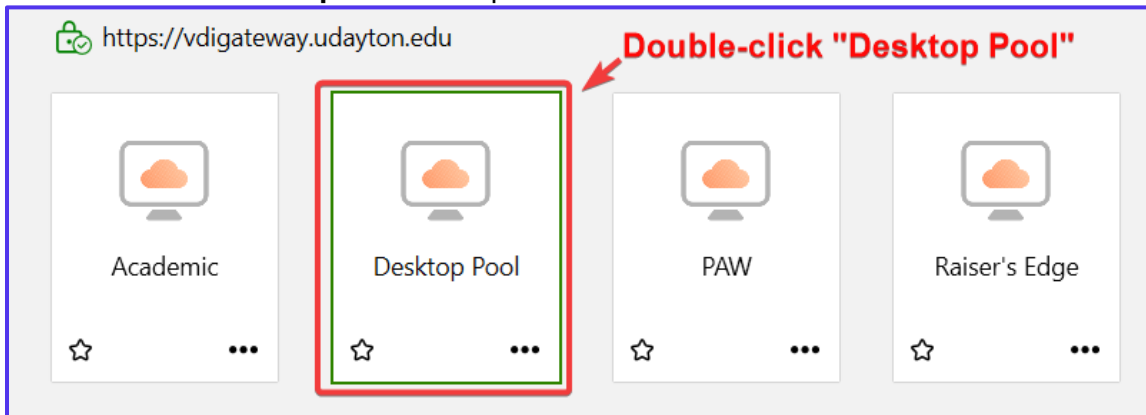
The screenshot shows the login page for 'https://vdigateway.udayton.edu'. It prompts the user to 'Enter your University of Dayton Username and Password.' There are two input fields: 'Username' and 'Password'. A red circle with the number '3' is placed over the 'Username' field. Below the input fields are two buttons: 'Cancel' and 'Login'. A red circle with the number '4' is placed over the 'Login' button. The entire form is enclosed in a blue border.

5. Enter the number corresponding to how you receive a two-factor authentication request ("1" sends the push to your phone)
6. Click the **Login** button

The screenshot shows the Duo two-factor login page for 'https://vdigateway.udayton.edu'. It prompts the user to 'Enter a passcode or select one of the following options:'. There are three options listed: '1. Duo Push to XXX-XXX-3777', '2. Phone call to XXX-XXX-3777', and '3. SMS passcodes to XXX-XXX-3777'. Below the options is a text input field for the 'Passcode or option (1-3)'. A red circle with the number '5' is placed over the input field. Below the input field are two buttons: 'Cancel' and 'Login'. A red circle with the number '6' is placed over the 'Login' button. The entire form is enclosed in a blue border.

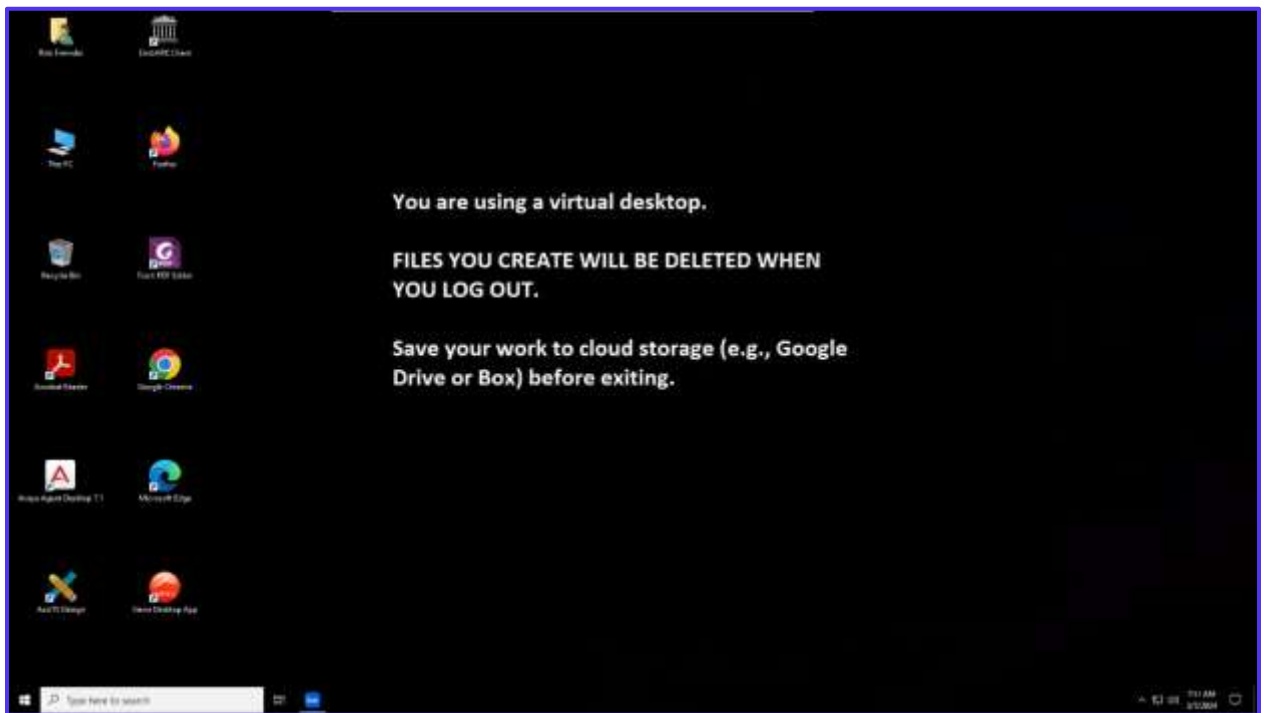


7. Double-click the **Desktop Pool** VDI option



NOTE: Your options of available VDIs will likely not look like this. You should have “Raiser’s Edge” and “Desktop Pool.”

8. Log in as you would your laptop or the Raiser’s Edge VDI with your UD username and password.
9. Once logged in, you should see a screen similar to the one below. Make sure you log in to Box when the login window comes up.

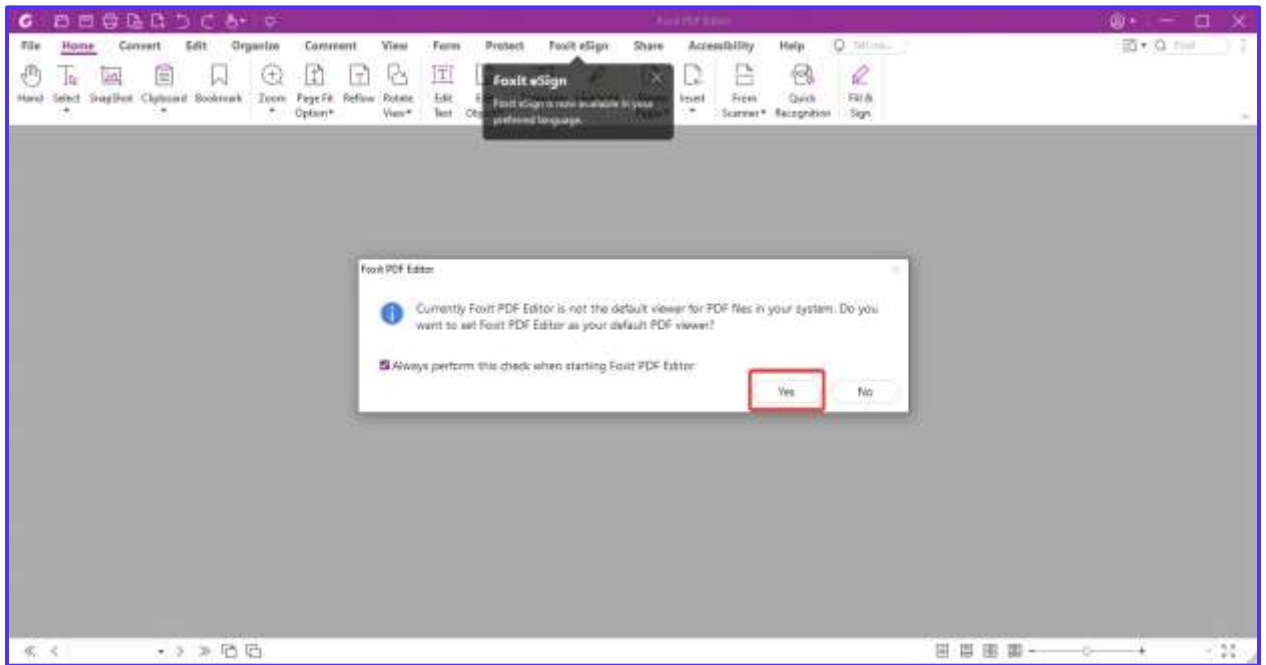


10. Double-click the FoxIt icon on the desktop to open FoxIt PDF Editor

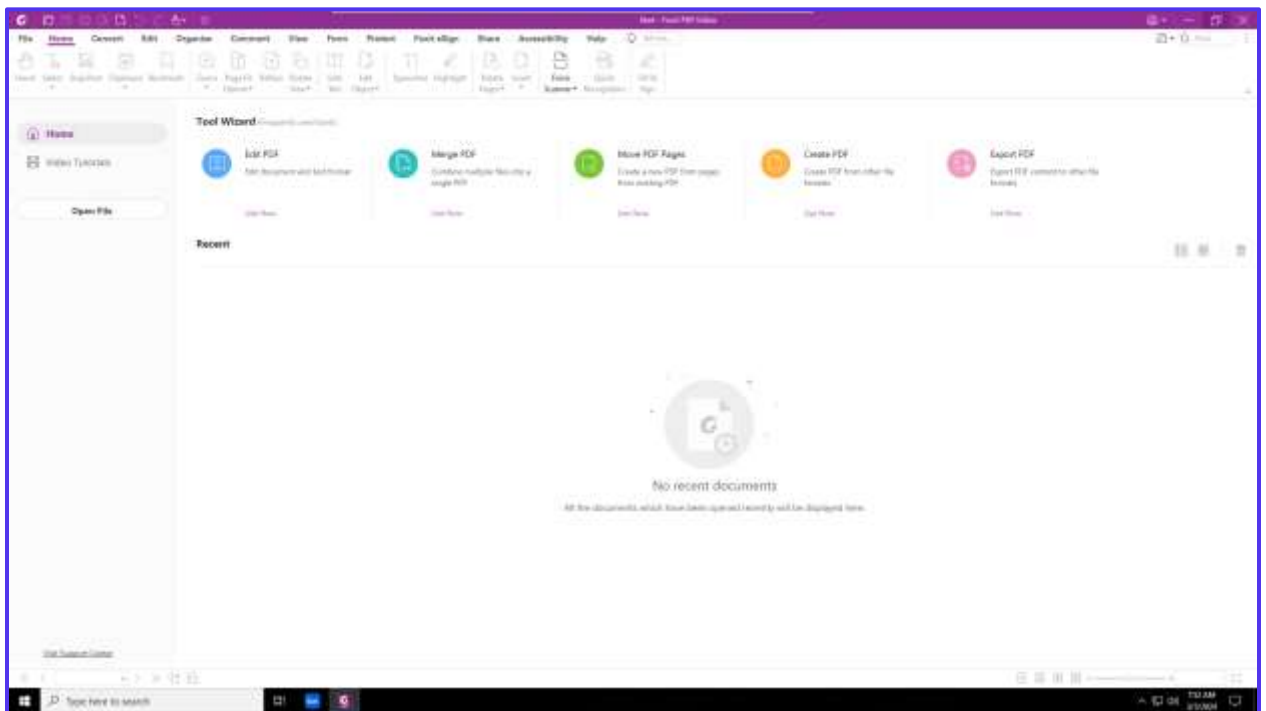




11. Select **Yes** at this screen



The FoxIt screen will look similar to the following:





Approvals

Version	Date	Author	Comments	Status
1.0	3/5/2024	Fremder	Document created	Final