



ENERGY IT SERVICES

Remote Access: Using CloudSpace

This guide provides instructions on how to access DOE applications with a CloudSpace virtual desktop.

Choose your CloudSpace login experience

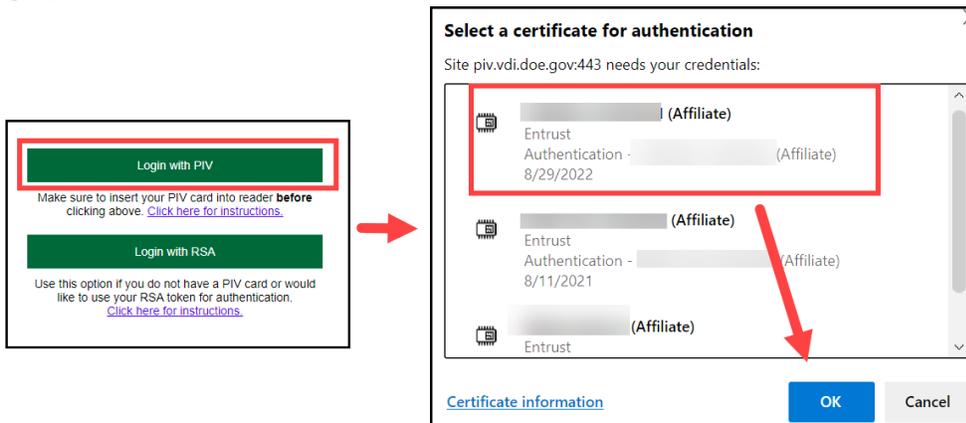
- [Access CloudSpace with a PIV card.](#)
- [Access CloudSpace with an RSA token.](#)

Instructions

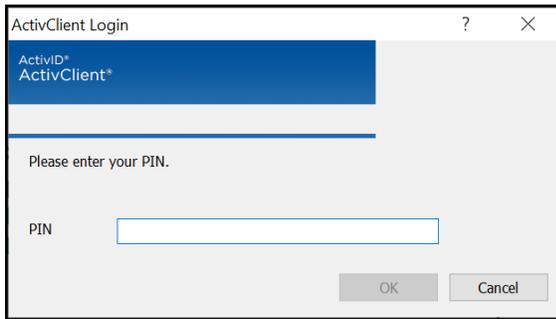
Log in to CloudSpace with a PIV card

NOTE: You need to know the PIN that is associated with your PIV card to log in to CloudSpace. If you do not remember your PIN, you will need to visit your closest [DOE badge office](#) or a [GSA USAccess credentialing facility](#) to reset the PIN. This action cannot be completed remotely.

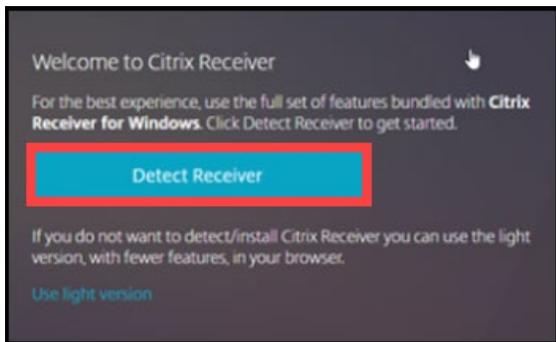
1. Ensure your PIV card is inserted into a card reader (internal or external). If you don't have a card reader, call the EITS Service Desk at **301-903-2500** or toll free at **866-834-6246**.
2. Navigate to <https://Desktop.VDI.doe.gov>.
3. Select **Login with PIV**. Select a certificate for authentication that includes **your name**. Click **OK**.



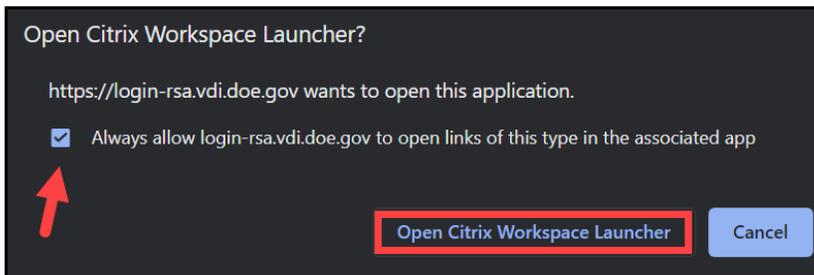
4. Enter your PIV card **PIN** and click **OK**.



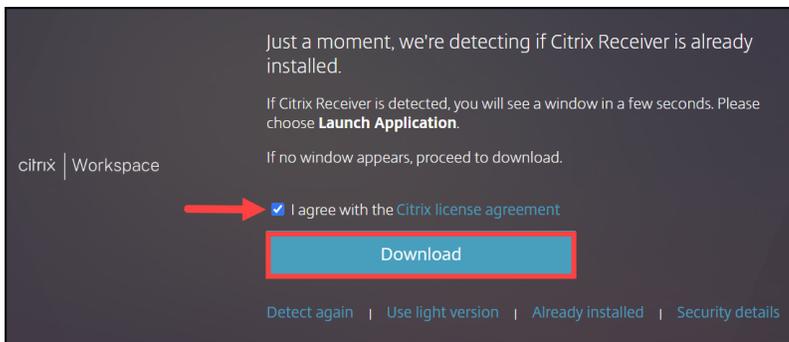
5. Select **Detect Receiver**.



a. If Citrix Receiver is already installed: Select the **checkbox to always allow login**, and select **Open Citrix Workspace Launcher**.

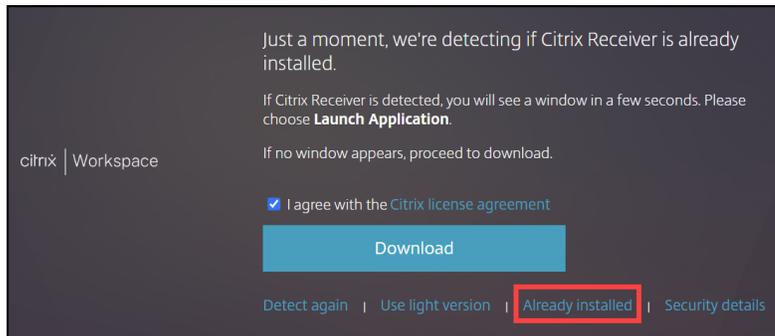


b. If Citrix Receiver is not already installed: Select the **checkbox to agree to the Citrix license agreement**, and click **Download**. Follow the download prompts.

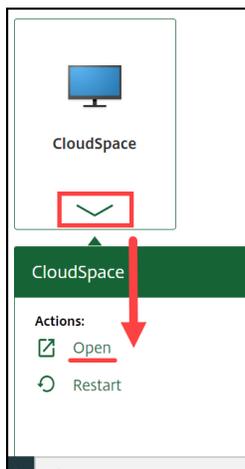


NOTE: If you are not taken to the screen illustrated in Step 6 below, repeat Step 5 and select **Already installed**.

If you need assistance, please call the EITS Service Desk at **301-903-2500** or toll free at **866-834-6246**.



6. Select **CloudSpace** and click **Open**.



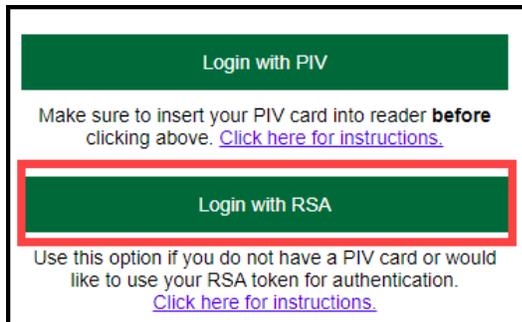
Help

If you need assistance, please call the EITS Service Desk at **301-903-2500** or toll free at **866-834-6246**.

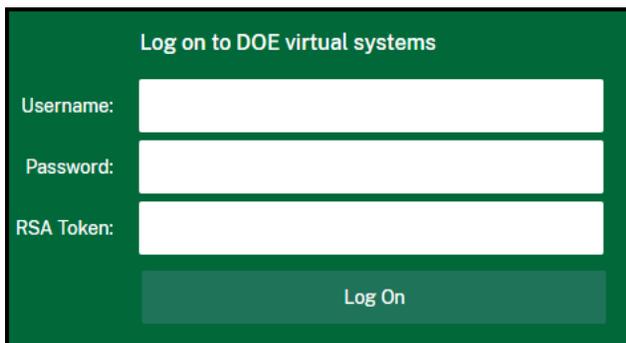
Log in to CloudSpace with an RSA token

NOTE: You need to know your RSA PIN to log in to CloudSpace. If you do not remember your RSA PIN, call the EITS Service Desk at **301-903-2500** or toll free at **866-834-6246**.

1. Navigate to <https://Desktop.VDI.doe.gov>.
2. Select **Login with RSA**.



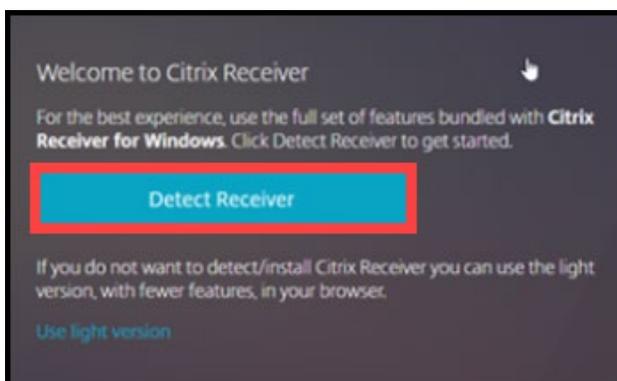
3. Enter your **username**, your **DOE network password**, and **PIN** and **RSA token number**. Click **Log On**.



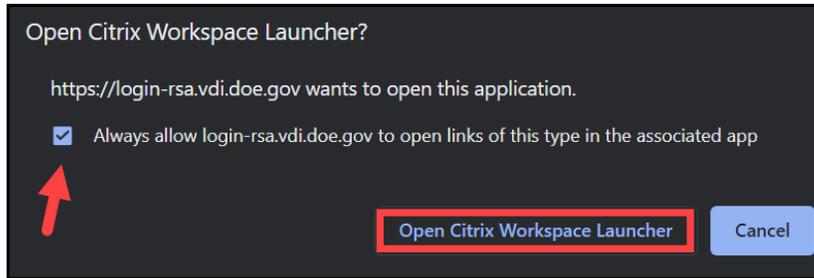
A screenshot of a login form titled "Log on to DOE virtual systems". It features three input fields: "Username:", "Password:", and "RSA Token:". Below the fields is a green "Log On" button.

4. Select **Detect Receiver** for the most robust CloudSpace experience.

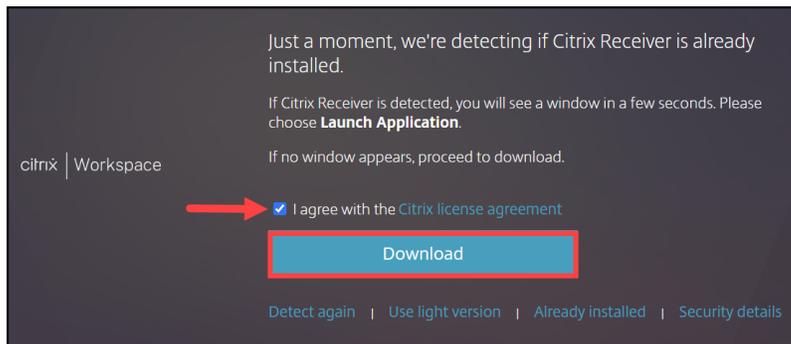
NOTE: You can select the light version of Citrix Receiver if you prefer not to install Citrix Receiver, however, the light version has reduced CloudSpace functionality.



- a. If Citrix Receiver is already installed: Select the **checkbox to always allow login**, and select **Open Citrix Workspace Launcher**.

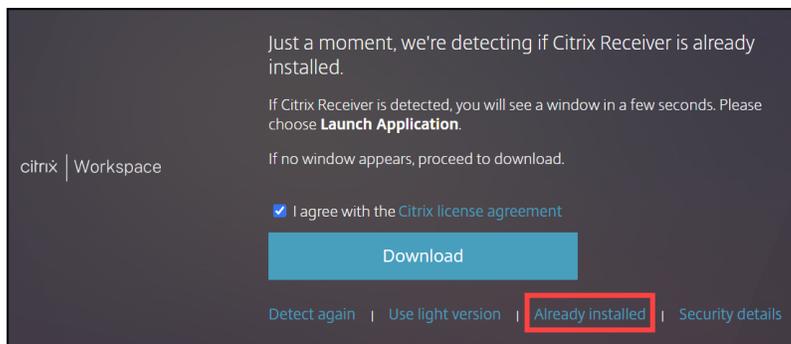


- b. If Citrix Receiver is not already installed: Select the **checkbox to agree to the Citrix license agreement**, and click **Download**. Follow the download prompts.

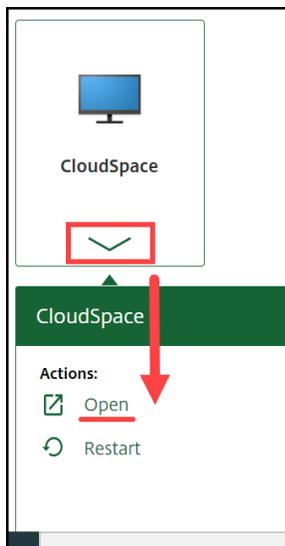


NOTE: If you are not taken to the screen illustrated in Step 5 below, repeat Step 4 and select **Already installed**.

If you need assistance, please call the EITS Service Desk at **301-903-2500** or toll free at **866-834-6246**.



5. Select **CloudSpace** and click **Open**.



Help

If you need assistance, please call the EITS Service Desk at **301-903-2500** or toll free at **866-834-6246**.