

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 <u>DOE badge office</u> or a <u>GSA</u> <u>USAccess credentialing facility</u> 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 <u>https://Desktop.VDI.doe.gov</u>.
- 3. Select Login with PIV. Select a certificate for authentication that includes your name. Click OK.

	Select a certificate for authentication	×
	Site piv.vdi.doe.gov:443 needs your credentials:	
Login with PIV	Entrust Authentication - (Affiliate) 8/29/2022	Î
Make sure to insert your PIV card into reader before clicking above. <u>Click here for instructions</u> . Login with RSA Use this option if you do not have a PIV card or would like to use your RSA loken for authentication. <u>Click here for instructions</u> .	(Affiliate) Entrust Authentication - (Affiliate) 8/11/2021	
	(Affiliate) Entrust	~
	Certificate information OK	Cancel

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**.

	Just a moment, we're detecting if Citrix Receiver is already installed.
	If Citrix Receiver is detected, you will see a window in a few seconds. Please choose Launch Application.
citrix Workspace	If no window appears, proceed to download.
	✓ I agree with the Citrix license agreement
	Download
	Detect again Use light version Already installed Security details

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

CloudSpace	
CloudSpace	
Actions: Open Restart	

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 <u>https://Desktop.VDI.doe.gov.</u>
- 2. Select Login with RSA.



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

Log on to DOE virtual systems		
Username:		
Password:		
RSA Token:		
	Log On	

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.

	Just a moment, we're detecting if Citrix Receiver is already installed.
	If Citrix Receiver is detected, you will see a window in a few seconds. Please choose Launch Application .
citrix Workspace	If no window appears, proceed to download.
	I agree with the Citrix license agreement
	Download
	Detect again Use light version Already installed Security details

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**.

	Just a moment, we're detecting if Citrix Receiver is already installed.
	If Citrix Receiver is detected, you will see a window in a few seconds. Please choose Launch Application.
citrix Workspace	If no window appears, proceed to download.
	I agree with the Citrix license agreement
	Download
	Detect again Use light version Already installed Security details

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**.