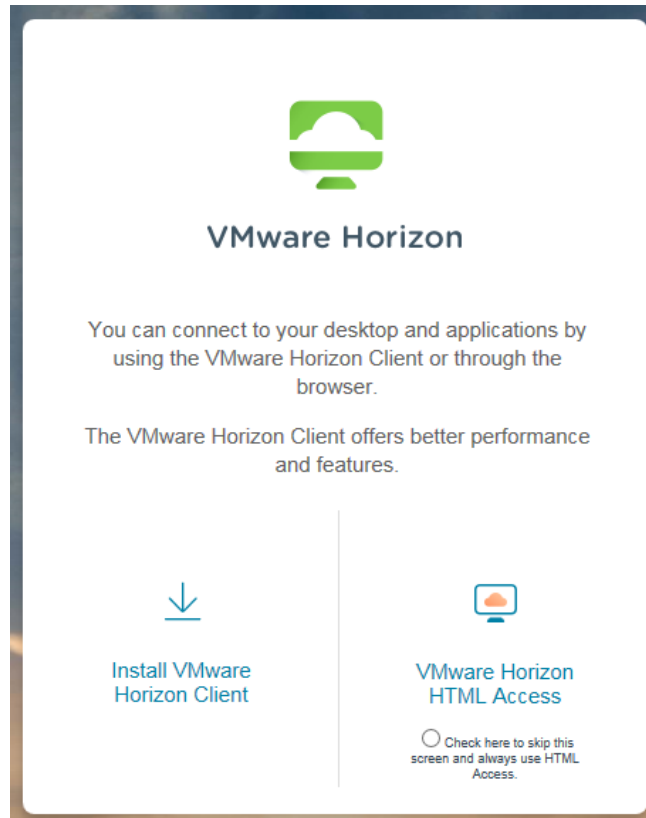


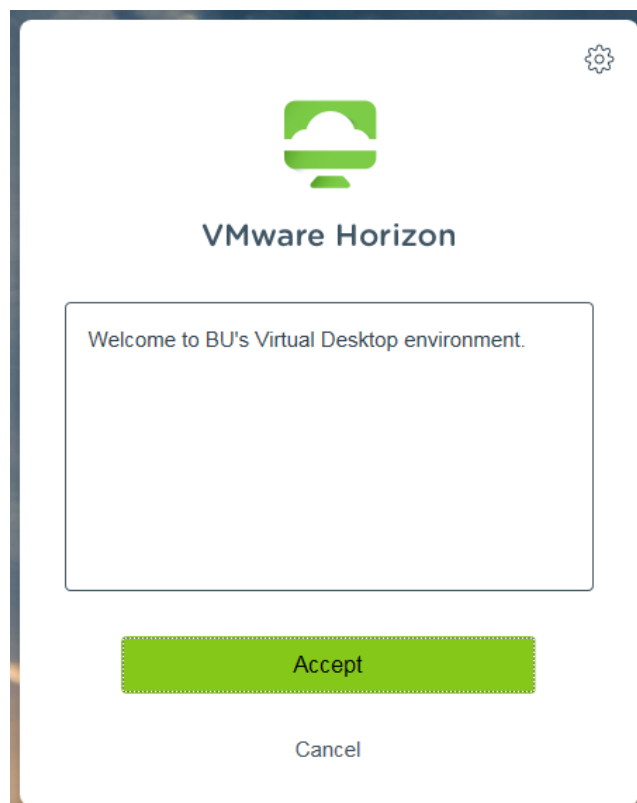
Using vmware Horizon to access BU online systems

Step 1 – click on <https://horizon.bournemouth.ac.uk>

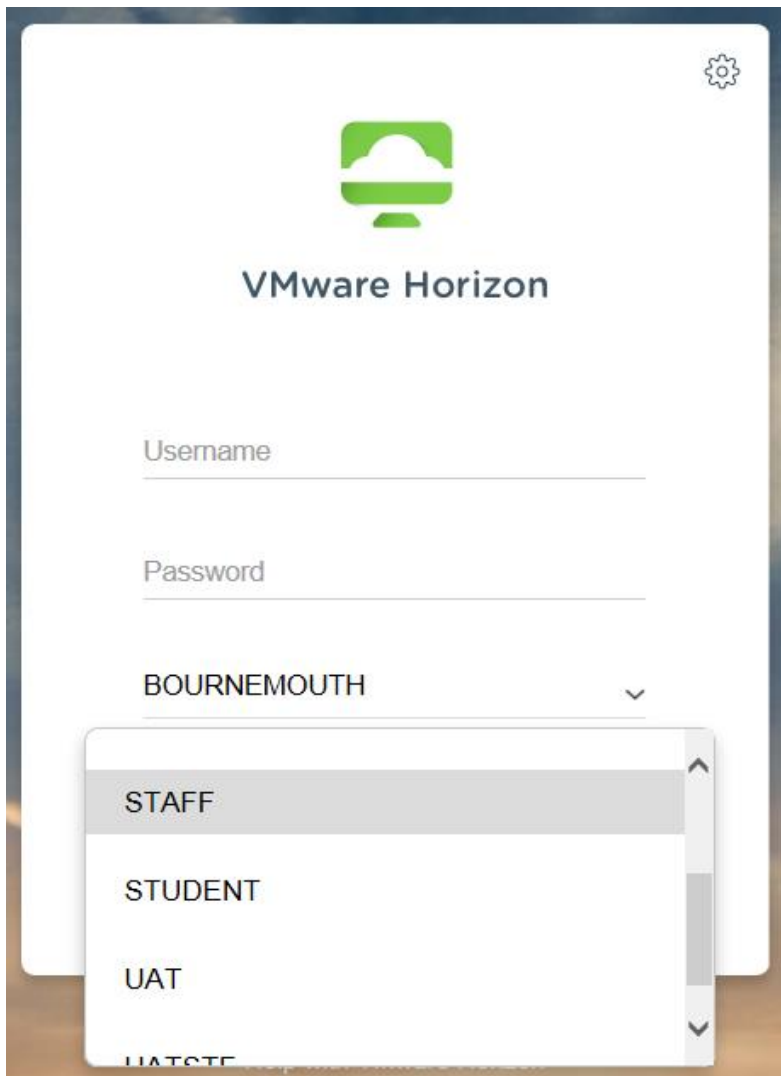
Step 2 – click on **VMware Horizon HTML Access** link bellow



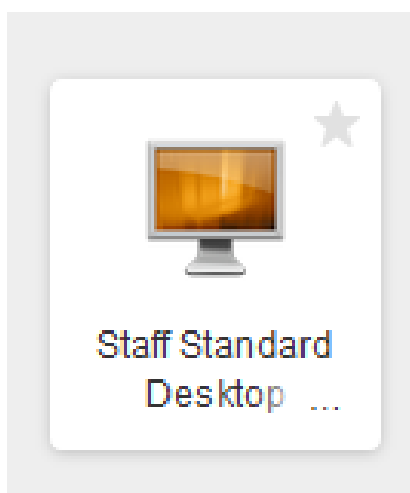
Step 3 – click **Accept** link below



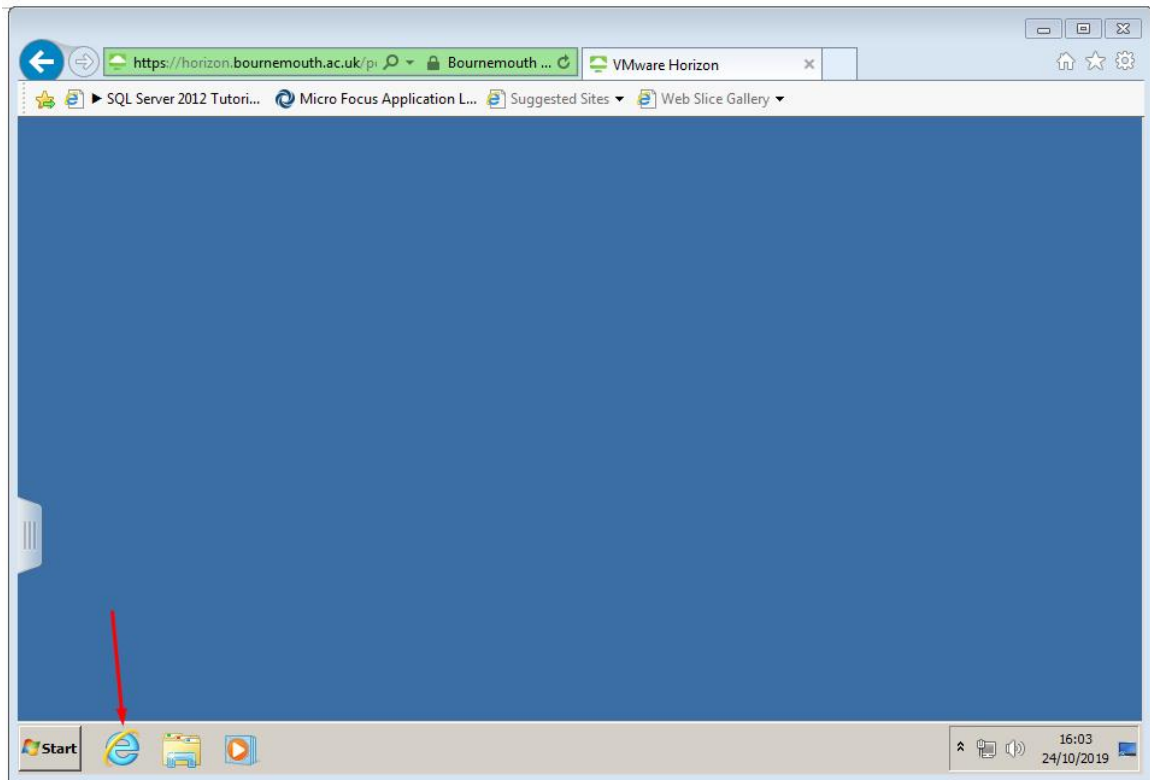
Step 4 – log in with your BU credentials, changing BOURNEMOUTH to STAFF, and click on Login



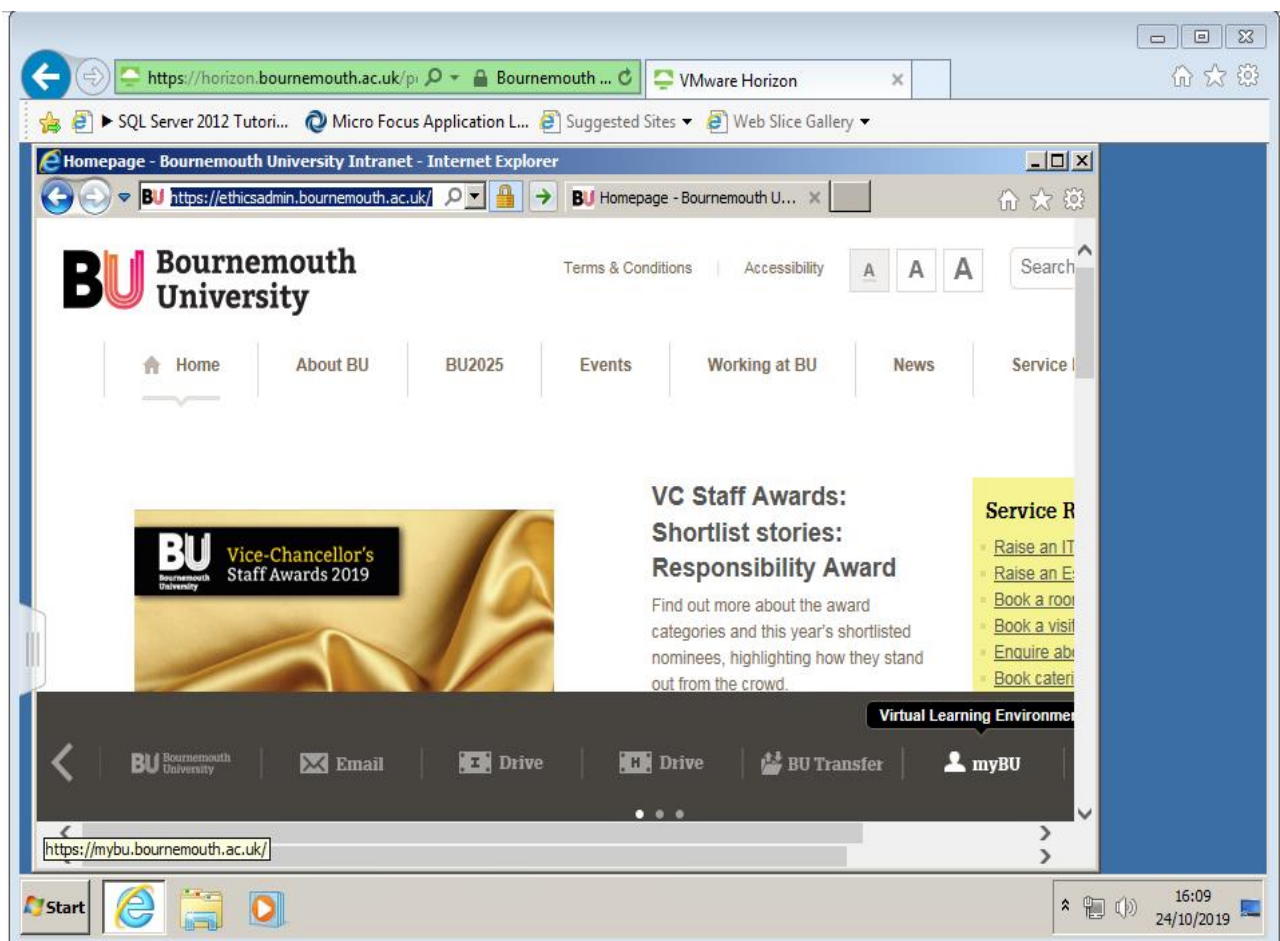
Step 5 – click Staff Standard Desktop to login to your Virtual Desktop



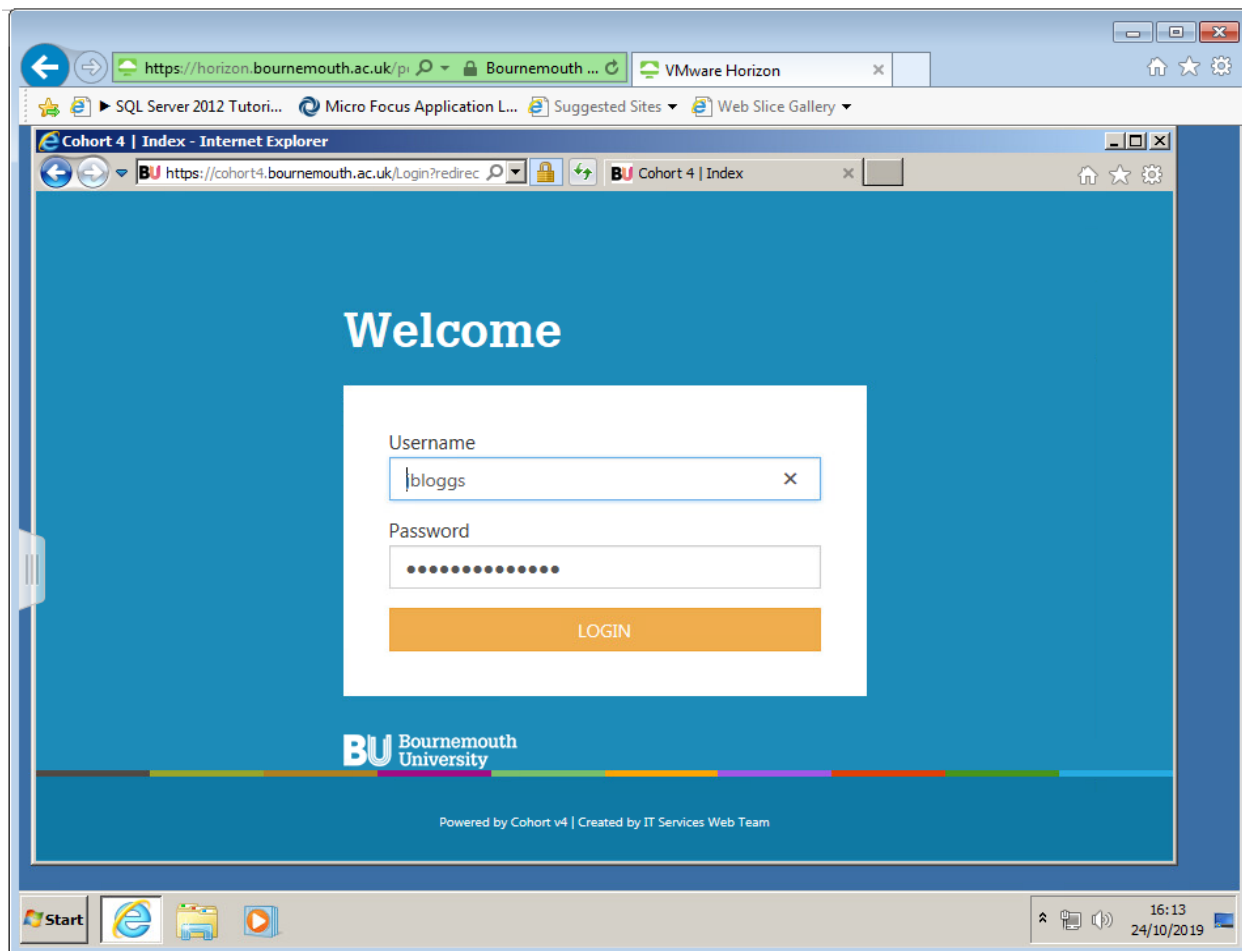
Step 6 – After clicking on Staff Standard Desktop above, please wait until the Windows is properly opened and it looks like the screen below:



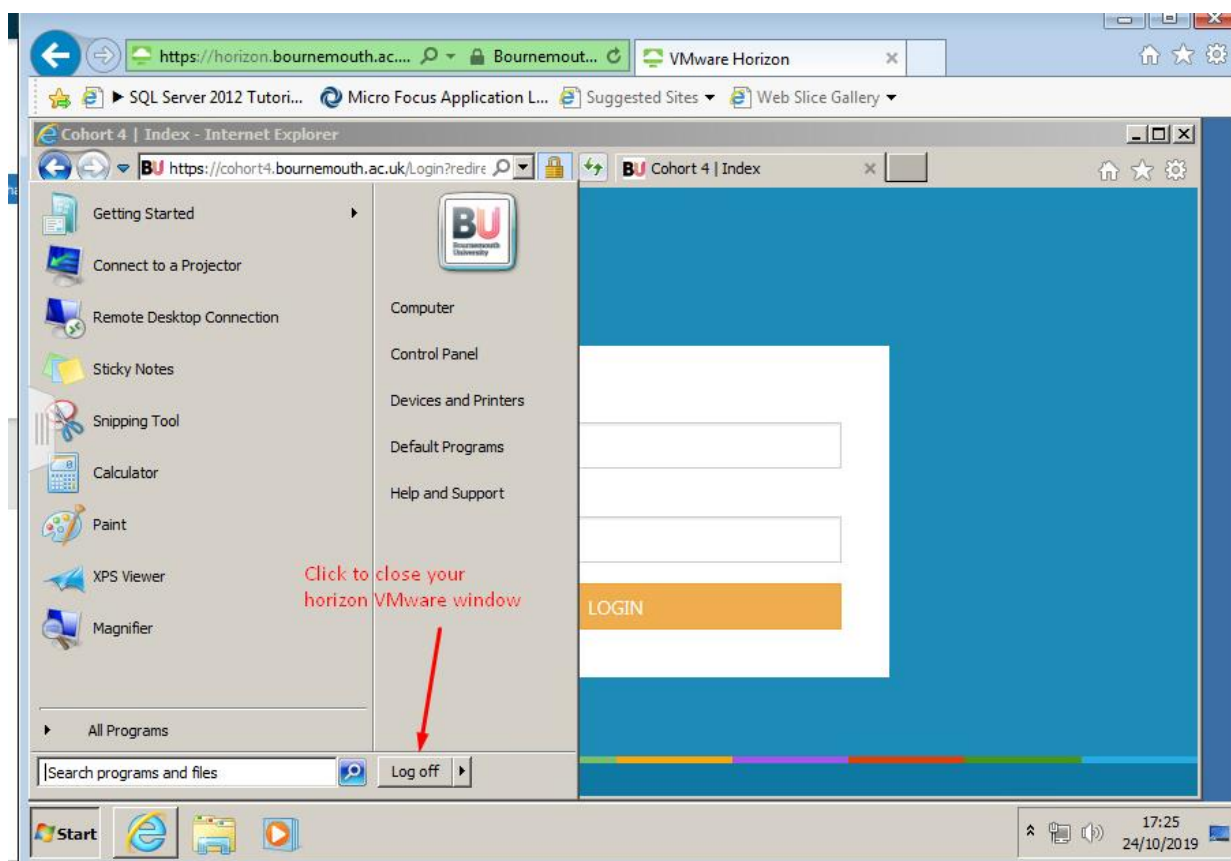
Step 7 – Open a window browser (IE) as indicated with the red arrow above and update the web address with <https://ethicsadmin.bournemouth.ac.uk> as shown below and hit return carriage on keyboard.



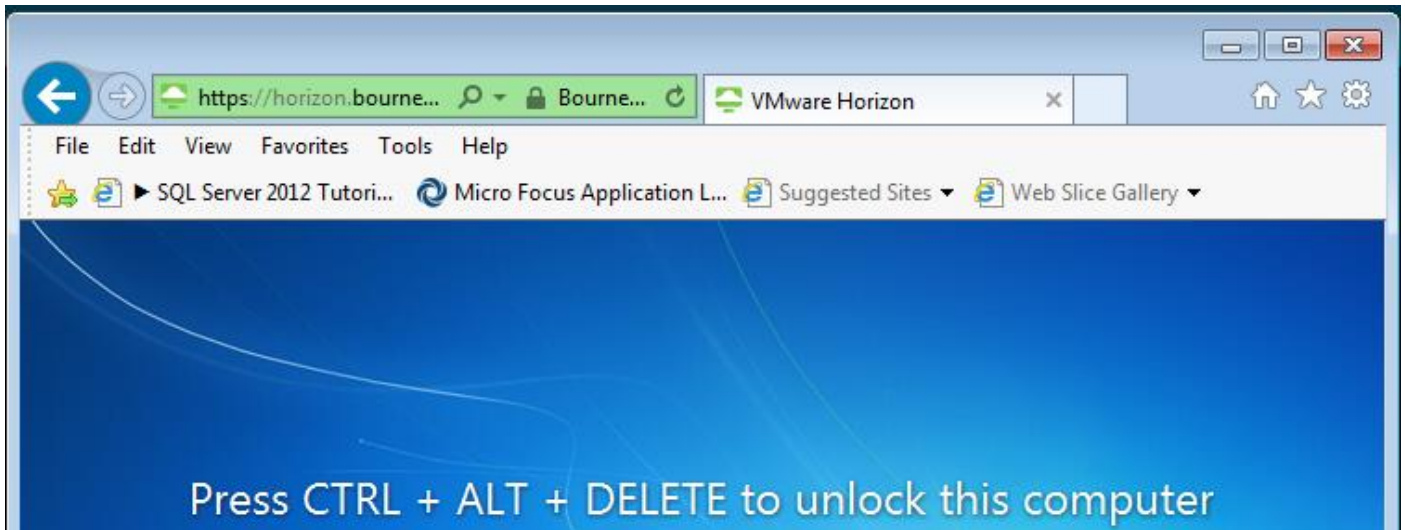
Step 8 – log in to the ethics admin system with your **BU** credentials



Step 9 – logout/log off from horizon VMware: click on **Start**, then on **Log off** as show below.



Step 10 – In case, your virtual desktop/session in horizon is locked as shown below. If you do the following as shown below “Press CTRL + ALT + DELETE to unlock this computer” it won’t work as it will try to lock your computer (laptop or desktop).



Firstname Lastname (STAFF\xxx) is logged on.

Instead, please use this: **Press CTRL + ALT + INSERT**

