Using vmware Horizon to access BU online systems

**Step 1** – click on [https://horizon.bournemouth.ac.uk](https://horizon.bournemouth.ac.uk)

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

![Screen shot of VMware Horizon HTML Access](image1)

**Step 3** – click **Accept** link below

![Screen shot of VMware Horizon Accept](image2)
**Step 4** – log in with your BU credentials, changing BOURNEMOUTH to STAFF, and click on Login

![Login Screen]

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

![Desktop Login]

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](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**