## Access RDS Web Portal (Windows)

- 1. Open a web browser Google Chrome OR Internet Explorer
- 2. Browse to <a href="https://ras.wtbyhosp.org/">https://ras.wtbyhosp.org/</a>
- 3. Logon to the Microsoft Sign in page with your Waterbury Hospital long user account:

**Note:** You do <u>not</u> need an email to logon to our portal. Your Network AD account is your "long username" that you will enter at this Sign in page

- b. username@wtbyhosp.org
- c. Enter Waterbury network password

Microsoft	
Sign in	
Email, phone, or Skype	
No account? Create one!	
Can't access your account?	
Sign-in options	
	Next

4. Proceed with verifying your logon with the Multi factor authentication prompts

## 5. Enter Domain\user name as: whhc\_nt\your network user ID

## Password: Your Waterbury Network Password

Password:
Security Warning: By logging in to this web page, you confirm that this computer complies with your organization's security policy.
Sign in

To protect against unauthorized access, your RD Web Access session will automatically time out after a period of inactivity. If your session ends, refresh your browser and sign in again.

6. Click on any app you would like to access



 You may be prompted to open a file that downloads when you click on that icon. Please go ahead and open it. You can also right click and select "Always open Files of this type" so it doesn't keep prompting you



8. Click Connect and it may ask you again for credentials. Please put your Waterbury Credentials as whhc\_nt\username.



9. Please be sure to **Sign out** to properly when done.

