1.) Open Internet Explorer
   a. Type in the following address: https://rds.osisonline.org
   b. The following screen will appear:

   c. If you have a yellow bar across the top of your screen then, right click on the yellow bar and choose “Run Addon”.

   d. Log in with your OSIS username and password (Example: osis\johnm)
   e. Then enter your password.
2.) You may receive the following error message on Windows XP. If not proceed to STEP 3.

![OSIS Remote Access](image1)

**ActiveX control not enabled**
The Remote Desktop Services ActiveX Client control is not enabled. You must enable this ActiveX control before you can access RemoteApp programs through RDS Web Access.

To enable the ActiveX control, click the warning message on Internet Explorer Information bar, point to Add-on Disabled, and then click Run ActiveX Control. When you do this, you may see a security warning. Make sure the publisher for the ActiveX control is Microsoft Corporation before you click Run.

If the Internet Explorer Information bar does not appear, you can enable the ActiveX control by using the Manage Add-ons tool on the Tools menu of Internet Explorer. If you are unable to do this, please contact your network administrator.

![Add-on Disabled](image2)

a. To resolve this issue click on the Balloon pop-up or the Gear with the exclamation mark and that will open up the window listed in STEP 2b.
b. Click Microsoft RDP Client and then choose **Enable**. Repeat this process for each item listed as “Microsoft RDP Client Control”.

![Microsoft RDP Client Control](image)
3.) The following screen will be displayed after successful log in.
4.) Choose your appropriate practice and select **Connect**.
   a. You will receive the following screen:

   ![Remote Desktop Connection](image)

   - **Publisher:** Unknown publisher
   - **Type:** Remote Desktop Connection
   - **Remote computer:** OSIS_RDS.osis.is.local
   - **Gateway server:** rds.osisonline.org

   Allow the remote computer to access the following resources on my computer:
   - [ ] Clipboard
   - [x] Printers

   Changes to these options apply to this connection only.

   ![Connect](image)

   ![Cancel](image)

   ![Yes](image)

   ![No](image)

   b. Click **Connect** and the following screen will appear:

   ![Remote Desktop Connection](image)

   - **The identity of the remote computer cannot be verified. Do you want to connect anyway?**

   - This problem can occur if the remote computer is running a version of Windows that is earlier than Windows Vista, or if the remote computer is not configured to support server authentication.

   - For assistance, contact your network administrator or the owner of the remote computer.

   ![Yes](image)

   ![No](image)

   c. Click **Yes**.
d. A Logon Screen will be displayed, follow the normal log in process.
5.) **RemoteApp Programs Tab**
   a. Some users will have the option to access applications via the RemoteApp Programs tab. These are applications that can be launched directly without signing into the Terminal Server.
   b. When you click the Remote App Programs tab a list of applications will appear. (These applications are based off of permissions; these will vary for each user.)

6.) Single Click on the application that you want to launch.
   a. Click **Connect** to continue.
7.) You will then be prompted to log in. Please ensure that you log in using OSIS\<USERNAME>, Where <USERNAME> is your windows log in.

![Image of Windows Security login screen]

8.) Your application will now open. If you have any problems with accessing an application or need assistance, please contact the OSIS Help Desk at 513-677-5919 between the hours of 7 am to 8 pm M-F.