FROM OUTSIDE THE OFFICE

1. From any Internet Browser, go to vdi.winstead.com.
2. Log in using your network user name and password.

Note: You will get an informational alert like this:

```
This is the first time you are connecting to
vwdirect.okta.com from this browser
```

1. Click Configure factor.
2. Choose your phone type (iPhone, Android, or Windows mobile device):

```
Select your device type
  ○ iPhone
  ○ Android
```

3. Install the Okta application on your mobile device.

```
Install Okta Verify
```

4. Launch the application on your mobile device and select Add an account. The Okta application will open the camera on your phone.
5. Return to the browser on your computer and click the Next button.
6. Place your phone near the computer screen in order to scan the QR code on your browser.

7. If you wish to set up SMS (text) Authentication, click Setup. Otherwise, click Finish.

8. Click "Click here" to complete the login process. (See image on the next column)

9. Choose the option below:
Remote VDI  
Okta Verify  
2 Factor Authentication

Note: You may get an informational alert like this:

3. Check the box titled “Do not challenge me on this device again” to “trust” the computer. Once trusted, the computer will not require 2FA again.

10. Check the box stating you agree to the Citrix License Agreement.

11. Choose the option below:

- **Detect Receiver** – If this is a company issued machine or Citrix has already been installed.
- **Use Light Version** – If this is a public machine and/or you do not have administrative access to install applications to the computer.

12. If VDI does not launch automatically, click on the VDI icon.

Logging In Remotely

1. Using any Internet Browser, go to vdi.winstead.com
2. Log in using your network user name and password.
3. If VDI does not launch automatically, click on the VDI icon.

**Resetting/New Device**

If you have a replacement phone/device you will need to contact the Support Center to have the old phone/device removed before the new one can be registered. Once the old device has been removed, you will need to follow the steps in Setting Up Okta Verify.