

Remote Access Quick Start

There are two options to access VMWare Horizon Remote Desktop

Option 1 (Recommended): Install the Horizon Client

The installation of the client allows for multiple screens to be used and is required for printing. This option should also be used by those that have performance complications with the browser method.

1. Open web browser and go to <https://remote.vdi.medcity.net>
2. Select **VMWare Horizon Client**
3. Select **GO TO DOWNLOADS** next to the option that matches your computer type (ie: Windows, MAC, etc).
4. Select **DOWNLOAD NOW**
5. Once downloaded, double click on the download and follow the prompts for installing the client. Reboot when prompted.
6. Once rebooted, open the **VMWare Horizon Client** and select **Add Server**
7. Enter **remote.vdi.medcity.net** and select **Connect**
8. Select the desktop for the **MidAmerica Division** to open the remote web address.
9. Once this opens, it will prompt you to login using your HCA 3-4 ID and password.



Option 2: Web Browser (no install needed)

This option provides quick and easy browser-based access into HCA Healthcare's remote solution for physicians and office staff without installing a client/application on a workstation. **This option lacks additional features such as printing.**

1. Open web browser and go to <https://remote.vdi.medcity.net>
2. Select **VMWare Horizon HTML Access** and login using your HCA 3-4 ID and password.

Need to Know

- Restart is required for Windows and MAC
- VMWare is not compatible with Safari web browser. MACOS users will need to use Chrome.

Call our Service Desk at 816-276-4357 for 24/7 assistance!

How to Properly Bookmark or Favorite the Portal Address

The HCA Portal must be manually saved as a favorite in your browser or on your desktop. If you just add the website to your favorites or save the link when you visit, you will have issues logging in. Please follow the tips below for saving the website for future access.

WINDOWS - DESKTOP SHORTCUT

- Right-click on the desktop & click New > Shortcut
- Type <https://remote.vdi.medcity.net> into the location box.
- Enter a Shortcut Name into the name field (ex. HCA Portal)
- Click Save

GOOGLE CHROME – BOOKMARK

- While in Chrome, press CTRL+D (Command+D on Apple/Mac)
- Enter a Shortcut Name into the Name field (ex. HCA Portal). Click Edit.
- Type <https://remote.vdi.medcity.net> into the URL field
- Click Save

MICROSOFT EDGE - BOOKMARK

- While in Edge, press CTL+D from any website, even about:blank
- Enter a Shortcut Name into the Name field (ex. HCA Portal)
- Click OK
- Press CTRL+B
- Find the shortcut name you just created. Right-click on it & choose Properties.
- Type <https://remote.vdi.medcity.net> into the URL field.
- Click OK.

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