What You Need to Log In to COSA Workspace 2

Ways to login into COSA Workspace 2

WORKSPACE Login from Browser 3

Horizon View Client Login Interface 4

Launching Your Workspace Applications or COSA Desktop 5

WHAT YOU NEED TO LOG IN TO COSA WORKSPACE

If you're logging in for the first time, here are things you need to have:

1. COSA's Windows Account.
2. Access to Workspace applications.

   If you log in and could not see any of your applications, please, contact ITSD Service Desk at (210) 207-8888 Option 1.

3. VMware Horizon View Client.
   - Many Workspace applications and Virtual Desktop will require that you install on your device VMware Horizon View Client. Click this link for *Step-by-Step guide to installing VMWare-Horizon-Client and logging in*
4. Internet Access using supported browsers. Supported Browsers to Access Workspace App Portal:
   - Internet Explorer 8 or later n Native browser
   - Mozilla Firefox (latest)
   - Google Chrome (latest)
   - Safari (latest)
   - Google Chrome on Android devices
   - Safari on iOS devices

***Note**: Viewing Workspace pages with Internet Explorer 8 might not display all elements on the page correctly. For best viewing users should upgrade to a newer version.*

WAYS TO LOGIN INTO COSA WORKSPACE

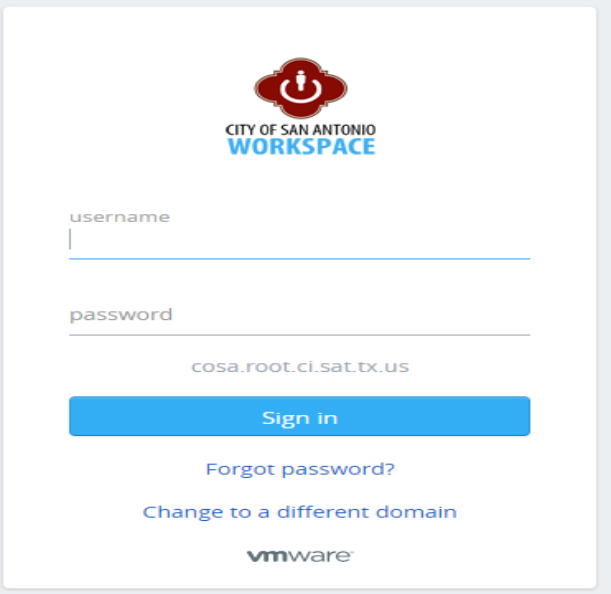
Two interfaces to use in connecting to your Workspace applications and Virtual Desktops are:

1. **VMware Horizon View Client** installed on your device
   - From the VMware View Client on your device, double click 'View.Sanantonio.gov' to open the login interface
2. **Internet Browser** WORKSPACE
   - From the CosaWeb EASi page (https://www.sanantonio.gov/easi), Click on WORKSPACE
   - From https://workspace.sanantonio.gov

***Tip:** The VMware Horizon Client connection route offers better performance and features. You're strongly recommended to utilize your VMware Horizon Client on your device to access Workspace.*

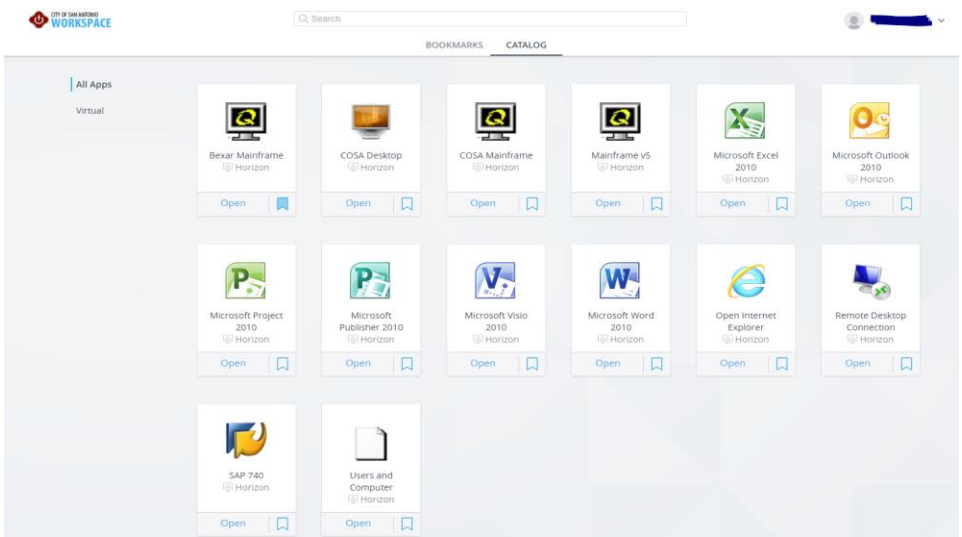
WORKSPACE LOGIN FROM BROWSER

- From the CosaWeb EASi page (https://www.sanantonio.gov/easi), Click on WORKSPACE
- From https://workspace.sanantonio.gov
- Use your Windows account and password to log in.



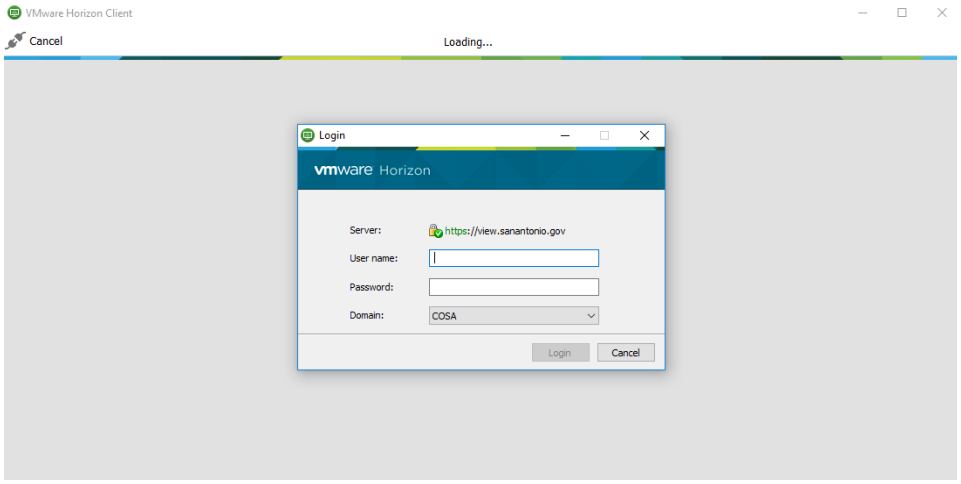
When you log in through Workspace, you will be presented with your catalog of applications that you have access to, like the picture below.

If you don't see your applications, please contact ITSD Service Desk at (210) 207-8888, Option 1.

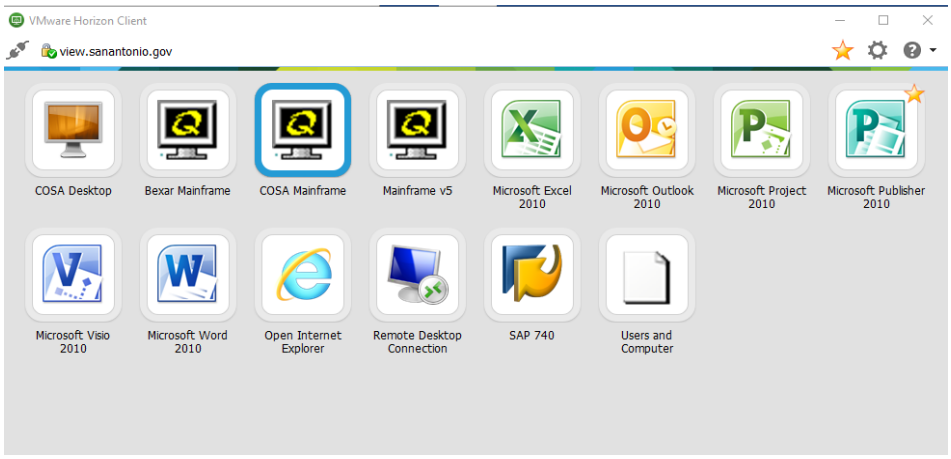


HORIZON VIEW CLIENT LOGIN INTERFACE

- Open VMware Horizon View Client on your device's desktop, double click 'View.Sanantonio.gov' to open the login interface
- If you don't have VMware Horizon View Client installed on your personal device; click this link for Step by step guide for installing the VMware Horizon Client
- If you have any issue installing VMware Horizon Client , please contact ITSD Service Desk at (210) 207-8888.



VMware Horizon View Client presentation interface will contain all the applications you're authorized to access.



LAUNCHING YOUR WORKSPACE APPLICATIONS OR COSA DESKTOP

Now that you successfully logged into Workspace, it's time to connect or launch applications and Virtual Desktops that you are authorized to use.

TWO WAYS TO LAUNCH AN APPLICATION OR VIRTUAL DESKTOP:

OPTIONS	ACTIONS
Workspace (Browser Interface)	• Click on the 'Open' tab of the application Or • Double-click the application's icon and click on **Launch** from the context menu
VMware Horizon View Client	• Double-click the application's icon Or • Right click the application icon and select **Launch**