Accessing New Student Files 2017

Instructions for Mac or Off-Campus Users

1) From your browser go to vdi.trinity.edu

2) Select the "VMware Horizon View HTML Access"

3) On the next screen Log on using the Network Credentials (not your e-mail credentials)
MAKE SURE AND CHANGE THE DOMAIN TO TRINITY

This will log you on to Trinity Virtual Desktop.
4) Double Click on the Amber Screen

“Preparing your Desktop” may take several minutes. Please be patient.
5) Click yellow “sun” icon for **Perceptive Content**:

Log in using TU username & password:
6) Click the drop-down menu next to Documents and choose REGR All Documents:

You should see all student documents in the system. In order to select the necessary student use the “Quick Search” drop down and choose by Student Name-> starts with-> and then enter student last name (or last name, first).

You can also search using Student ID-> starts with-> student id (with leading zero)
Clicking on row will produce document for viewing. To maximize the window hit F7. When finished viewing hit red X to close out window and move on to next document.
Viewing Annotations

College transcripts will have annotations called “Sticky Notes” detailing credit decisions. Click on the yellow square to read comments. The credit given will show on the student’s transcript on Tigerpaws.
Exiting the system:

Each visit to the document imaging system takes up a “token” that is released only when you disconnect. To exit go to “file” in upper left corner and choose “close”. Be sure to then “disconnect” from the system.

For problems accessing this system please contact the ITS-Helpdesk at ext 7409.