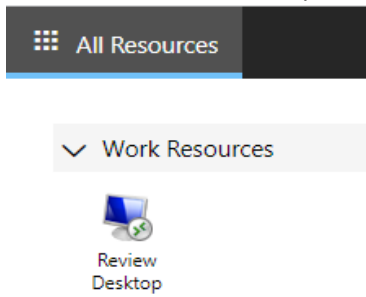# ACCESSING AND USING RDS

RDS is a remote desktop in a browser protected with multifactor authentication which can be accessed from anywhere. The following instructions will show you how to log in and utilize this system.
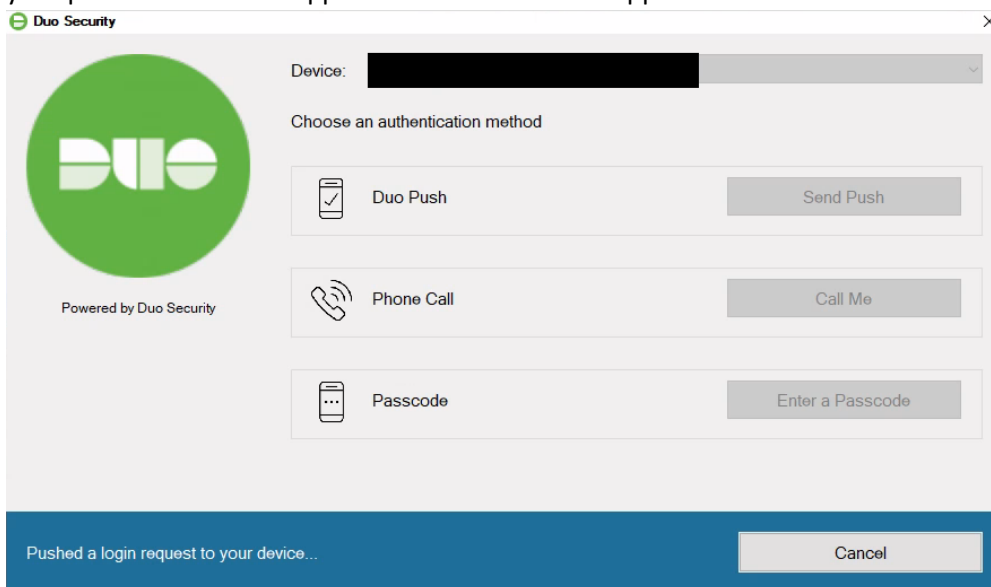
1. Go to https://rds.idedd-review.com using the Google Chrome, Internet Explorer, or Microsoft Edge browser.

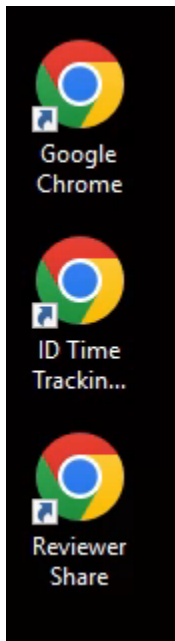2. Sign in with the username and password that has been provided to you.

3. Click the "Review Desktop" icon to launch the desktop.

4. You will be presented with the following screen. You should automatically receive a push notification to your phone via the Duo application which must be approved to continue.

5. You should then be logged into the RDS desktop. From the desktop, you can open the Reviewer Share folder, BMS Time Tracking, and Google Chrome by double-clicking the desktop icons.

6. To end your session, you can either close the browser tab, or right-click the Windows icon in the desktop and select "Shut down or sign out > Sign out".