Change Long Password from Personal Device over VPN Using VDI (Off Site)

Acronym List

eHS   eHealth Saskatchewan
SHA   Saskatchewan Health Authority
VDI   Virtual Desktop Infrastructure

Review History

Reviewed by	Review Date	Reason

Version History

Version	Implemented by	Revision Date	Approval	Reason
1.1	KBA – Nikki Zwirsky	May 27, 2021		Create for fSunrise Password Change

Important Pre-Requisites

- Before starting the process, please ensure you know your long password as it will be asked for in the process.

  NOTE: If you do not know your long password, please contact the **eHealth Service Desk** at **1 888-316-7446** to have your password reset and use that password in this process.

- This process assumes you already had your personal device (laptop or workstation) setup to connect to VDI and know how to connect to your fSunrise VDI from it.

- These instructions **do not apply** to people who access VDI from an SHA provided laptop or workstation.

Connect to VDI over VPN

1. Log In to Cisco VPN

   a. Right click on the **Cisco AnyConnect** icon in taskbar (bottom right corner).

   b. Click on the icon to connect and enter **vpn.ehealthsask.ca** if not populated.

   c. Click **Connect** and enter your Sunrise login credentials (*Username: sunrise\username*).

2. Connect to fSunrise VDI

   a. Connect to the fSunrise VDI website.

   NOTE: If unable to connect successfully, close the browser and reopen. If still unable to connect, wait 5 minutes to reconnect.

b. Logon using Sunrise login Credentials (*Username: sunrise\username*) and click **Log On.**

c. Once logged in, select the appropriate VDI *(i.e. 'SHR Win7 – Non-persistent')*.

[Return to first page](#)

Change Long Password

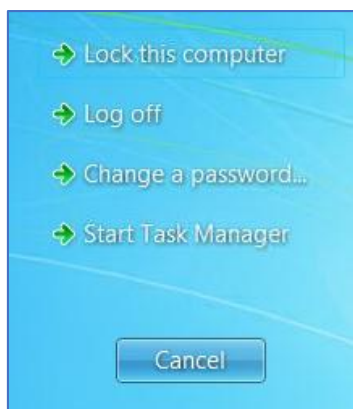1. From the VDI desktop, click the **arrow** at the top of the screen to show the toolbar.

   NOTE: Click on the arrow in order to hide / unhide the toolbar.

2. From the toolbar, click the **Ctrl-Alt-Del** button**.**

3. Choose **Change a password** from the following options:

4. You will now see the **Change Password** screen.

5. To change the password:

   a. Type in the default password into the **Old Password** field.

   b. Type in a new password of your choice into both the **New password** and **Confirm password** fields.

      NOTE: Password needs to be 8 characters with at least 1 upper case, 1 lowercase and 1 number (or special character).

   c. Press the **Enter** key or click the **right arrow** button to submit password changes.

   d. You should receive a password change confirmation.

Return to first page

Update Imprivata Single Sign On Passwords

If you have Imprivata Single Sign on to store your credentials for applications, the next time you try to open those applications, the login will fail and you will see the following message briefly in the lower right.
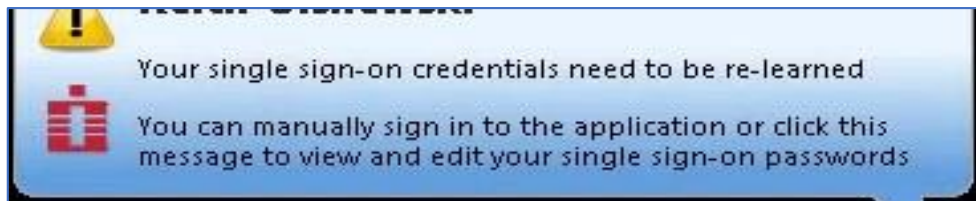
1. Manually log into the application with your AD credentials and new long network password to save the new credentials to be entered automatically in the future.

NOTE: For some applications, Imprivata will open a new Window for you to enter your credentials.