



菲臘牙科醫院
The Prince Philip Dental Hospital



Application for Remote Desktop Connection



Application form (PPDH1041)

For Applicant

- Download application form from [IT Support System](#);
- Complete every area of Part I of the [Application Form](#); **and**
- Read all the terms and conditions in
 - [Section E6 of the Human Resources Manual](#);
 - [Guidelines on Blocking the Websites containing Pornography, Inappropriate & Offensive Material](#);
 - [Guidelines on Third Party's Remote Access to Computer Systems and Network of PPDH](#);
 - Guidelines on the Use of Hospital's Windows, Email Accounts and Remote Desktop Connection



Application form 1041



For IT Office

- Provide a token for generating a One-time Password (“OTP”) to the applicant.

For Applicant

- Go to the website for remote access [VMware Horizon](#);
- Follow the necessary steps as mentioned in the [User Guide](#) (“Remote Access in VDI System);
- Should the applicant lost the security token for generating the OTP caused by his/her own negligence, he/she would be required to pay the cost of the said device (HKD\$300) to the Hospital.





IMPORTANT!!!!!!!!!!!!

For Applicant

- When using the desktop connection services outside the Hospital building, the Hospital employees should adopt the Virtual Private Network (“VPN”), i.e. the encrypted connection between a personal computer and the internet through a network service provider, but **NEVER apply any untrusted or open connection or use public workstation** so as to mitigate the security risk.
- Comply with all the provisions in [all IT guidelines](#), particularly paragraphs 4 to 7 in [Section E6 of the Human Resources Manual](#).





菲臘牙科醫院
The Prince Philip Dental Hospital



Removal of the Remote Access Connection

Points to remember



For Applicant

- Return the security token back to IT Office **within two working days** upon tendered the removal request.

For IT Office

- Disable the email accounts of the departed Hospital staff members **within two working days** upon receipt the notification from General Office;
- Complete and sign Part IV of the Application Form [1041](#).

