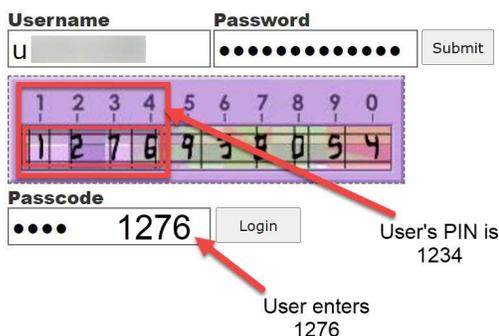


Logging into Citrix Applications with PinSafe

1. Navigate to <https://workspace.quintiles.com>. This will take you to the xDesk login screen.
2. To log in, you will enter the following credentials, then select Login:
 - a. Username: Your domain username, also referred to as a QID or UID
 - b. Password: Your Domain Password.
 - c. Passcode: Explained in detail below. Please note, the four-digit number you type into the passcode field will be different each time you logon to xDesk.

The passcode you enter will be the corresponding numbers you see below your four-digit PIN. If you're not able to read the numbers in the captcha window, press submit on your credentials while leaving the passcode field blank to change the captcha window.

Ex. - In this example the user's four-digit PIN number is 1234. The numbers that the user will type into the Passcode field are 2760.



The screenshot shows a login form with three main sections: Username, Password, and Passcode. The Username field contains 'U' and the Password field is masked with dots. A 'Submit' button is to the right of the Password field. Below these is a captcha window with a grid of numbers. The first row contains numbers 1 through 0. The second row contains numbers 1, 2, 7, 0, 9, 3, 4, 0, 5, 4. A red box highlights the first four numbers (1, 2, 7, 0) in the second row. A red arrow points from the number 4 in the first row to the number 0 in the second row. Below the captcha is the Passcode field, which contains '1276' and a 'Login' button. A red arrow points from the '1276' in the Passcode field to the text 'User enters 1276'. Another red arrow points from the text 'User's PIN is 1234' to the number 4 in the first row of the captcha.

Please Note: Your 4-digit PIN will lock out after three failed attempts. If login issues persist, please contact the Global IT Service Desk.