

# BAAN - Access from Terminal Server

## Introduction

*Instructions how to access BAAN production and BAAN test environments from via terminal server session.*

## Resources

*The following documents can be used for reference and to provide to end-users:*

- [First Time Login Instructions](#) - A Google Document with detailed instructions for first time login to the new Baan client.
- [Baan TS Client Instructions Germany - First Login](#) - A Google Document with detailed instructions for first time login to the new Baan client for **Germany** users (includes a step for regional settings!)
- [QUICK Guide - Baan TS Login Instructions](#) - A PDF document for a single page (front/back) print-out help sheet for a quick reminder during the early use phase.
- [Baan TS Client - Full Instructions](#) - A thorough document for the Baan TS client including first time login instructions; B2Win printing; exiting hung sessions; customize profiles.

## Resolution

*To access BAAN via terminal server:*

1. Open Internet Explorer and enter in the address bar:  
For Baan Prod enter <https://AppOne.cytec.com/rdweb>  
For Baan Test enter <https://AppOneDev.cytec.com/rdweb>  
  
OR go to Favourites > BAAN (the folder may be at the bottom of favourite links) > and click on either BAAN Prod or BAAN Test.
2. The web login page below will launched. Login with your Solvay (EUA) account and password in the format EUA\username. To remember the username click the radio button next to This is a private computer.  
[blocked URL](#)
3. You may see this screen on your first logon to the new terminal server.  
If you do, check the **Don't ask me again.....** box and click **Connect**.  
[blocked URL](#)
4. As you are logged in, you will receive the following prompt. Read it and click OK.  
[blocked URL](#)
5. Applications page will display with your applications. Click on the **Baan Prod** icon to launch BAAN application.  
[blocked URL](#)
6. Select one of the available BAAN connections:  
[blocked URL](#)

*First time users will have to make a setting change:*

1. **Click empty row** to highlight it as below. Then click on **Tools** and **Options** on the menu.  
[blocked URL](#)
2. Select **Public** radio button and click **OK**.  
[blocked URL](#)
3. Your Baan applications will now be available to use. You're done.  
[blocked URL](#)