

NexCloud Login Experience: Windows App Migration Checklist

Overview

A simplified checklist to prepare, transition, and get back to work quickly and confidently.

Why This Matters

We're upgrading how you log in to NexCloud by moving from the NexCloud login launcher to Windows App.

This change improves security, reliability, and performance - while your day-to-day workflows remain the same.

Before Your Migration (Now until migration window)

Set your team up for a smooth transition by completing these steps in advance:

☐ Confirm & Securely Store NexCloud Login Credentials

- Reach out to your Practice Administrator or Practice IT to confirm your NexCloud login credentials. If you do not know your NexCloud password, now is the time to reset it.
- Confirm NexCloud credentials are securely stored and accessible in a password manager.

*Current instructions for resetting password via NexCloud Launcher can be found here: [NexCloud Launcher Password Reset](#)

Important to note: Your saved NexCloud login launcher credentials (auto-filled username/password) will not carry over to the Windows App and you will have to manually enter your credentials when logging into the Windows App.

☐ Install the Windows App

- Reach out to Practice Administrator or Practice IT to download and install the **Microsoft Windows App** on all devices used for NexCloud access.

Completing this step now will help ensure you're more prepared for your migration window. More info can be found here: [Get started with Windows App to connect to devices and apps](#)

☐ Prepare for Profile Changes

- Save or note:
 - Quick Pins / favorites
 - File shortcuts
 - Printer setup

Note: Some settings will not transfer automatically and will need to be recreated after migration

☐ **Check Required Tools**

- Install the latest TSScan client on your workstation. Latest TSScan version - <https://www.terminalworks.com/remote-desktop-scanning/downloads>
- Ensure NxTsAdd-in is installed and updated. Latest is available on - <https://www.nextech.com/client-support>

☐ **Communicate with Your Team**

- Ensure all users are aware of the change and know how to access NexCloud credentials.

☐ **Get Help Early**

- Please reach out to your **Client Success Manager (CSM)** or contact **Nextech Support** directly.

During Your Migration (Take Action)

Follow these steps during your assigned migration window:

☐ **Log in Using the Windows App**

- Use the **Windows App** to access NexCloud
- Log in with your existing credentials

☐ **Recreate Your Setup**

- Rebuild:
 - Quick Pins
 - File shortcuts
 - Printer configurations

☐ **Confirm Everything Works**

- Validate access to:

- Windows App
- Stored NexCloud Credentials
- Printing
- Scanning
- Telehealth (if currently available)
- Word Merge
- Credit card readers

☐ **Confirm End-to-End Workflow**

- Test your daily login and logout processes from start to finish

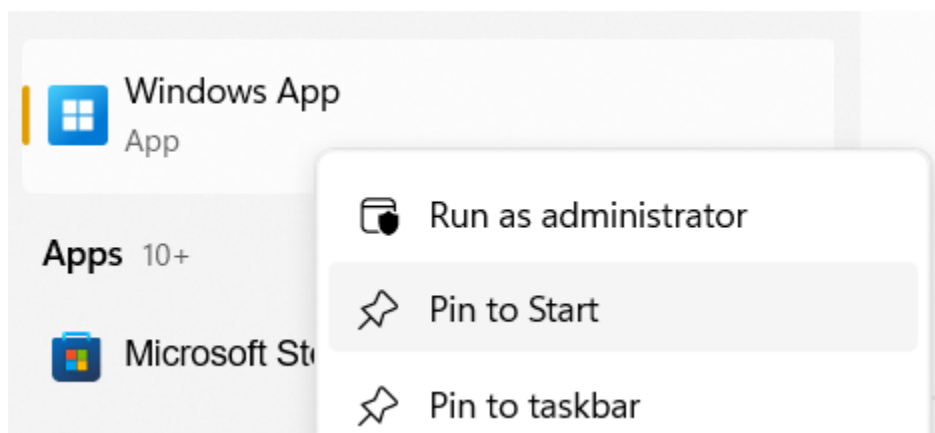
☐ **Use Backup Access if Needed**

- The current NexCloud Launcher will remain temporarily available during the transition window for support needs

Migration Window Ends

☐ **Stop using the Old NexCloud Launcher Login Method**

- Stop using the NexCloud login launcher
- Pin the Windows App to Start menu or taskbar



Key Reminders

- **Only your login method is changing**—NexCloud functionality remains the same

- **Passwords are the biggest risk area**—confirm early to avoid delays
 - Some settings (like Quick Pins) must be manually reconfigured
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Need Help?

Your Nextech team is here to support you throughout the transition.

Please reach out to your Client Success Manager (CSM) or contact Nextech Support directly.