SUMMARY:

This document contains instructions on how to remote into a computer from outside the hospital. Please be aware in order to obtain VPN access a SARF (System Access Request Form) must be submitted so that access can be granted and can take up to 5 days for the permissions to be given. Below are the steps to follow when trying to access a computer at the University Of Chicago Hospital. Please be aware that we do not support personal computers or company provided computers that were not given by UCMC. We only provide direction on how to install the AnyConnect Secure Mobility Client. If you run into any issues installing the application, then you will need to get your IT support that supports the computer provided to assist with the installation.

STEPS:

1) Bring up an internet browser and go to the website https://webvpn.uchospitals.edu. You will get the following screen below.


2) You will then need to log in with your UCHAD credentials. Once you login it will identify if your workstation already has AnyConnect Secure Mobility Client installed and then it will either install the client or just connect to our network. You will see a little lock next to the time in the lower right hand corner. If you see a lock then that means you are connected to our network.
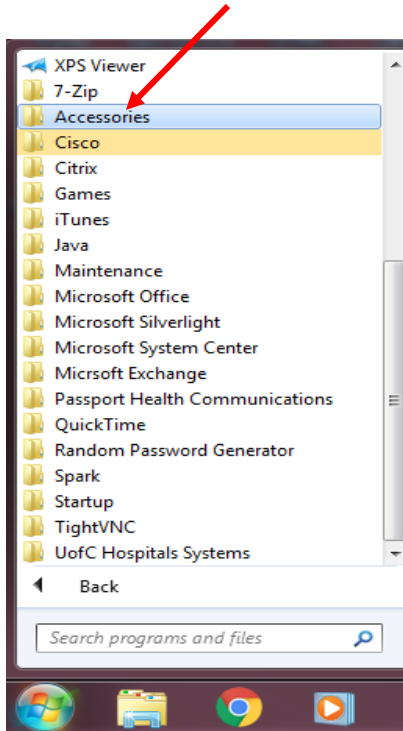
3) Once connected to our network you will then need to use Remote Desktop Connection that is part of windows. To access Remote Desktop Connection you will need to select the **<u>start button</u>** in the lower left hand corner.
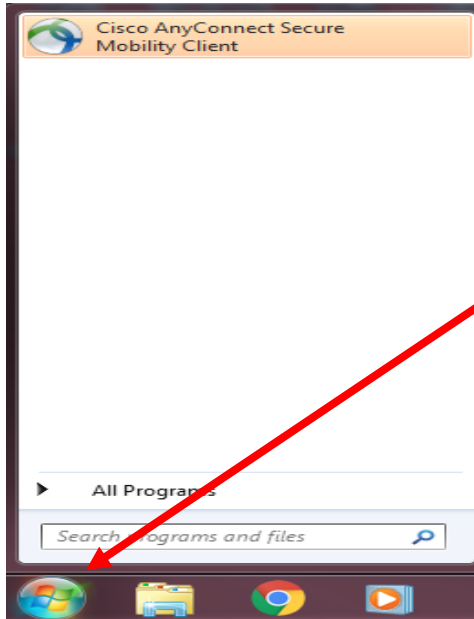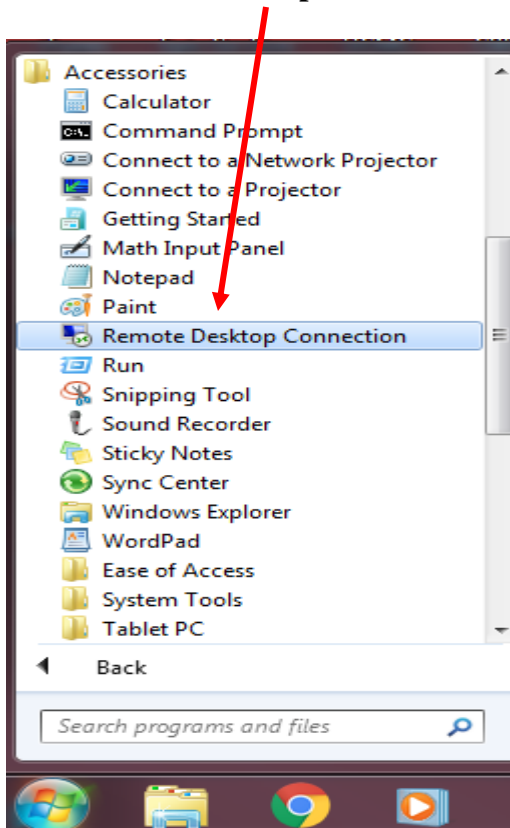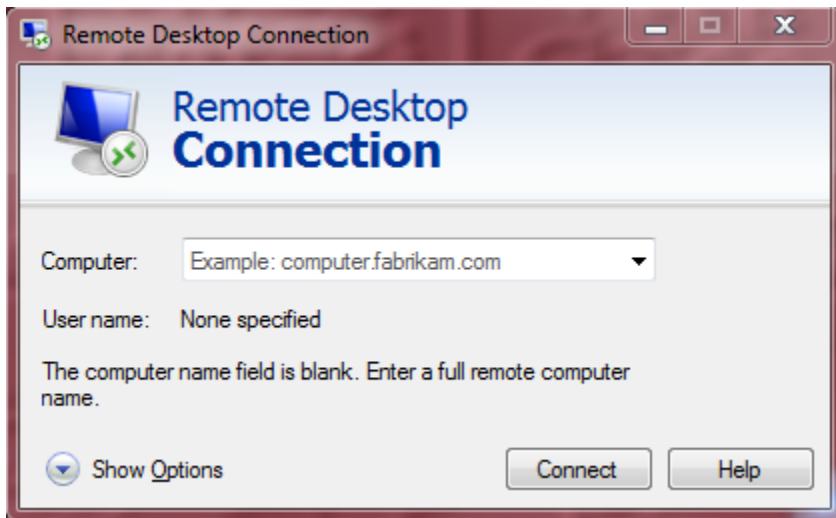

4) Select **All Programs**.
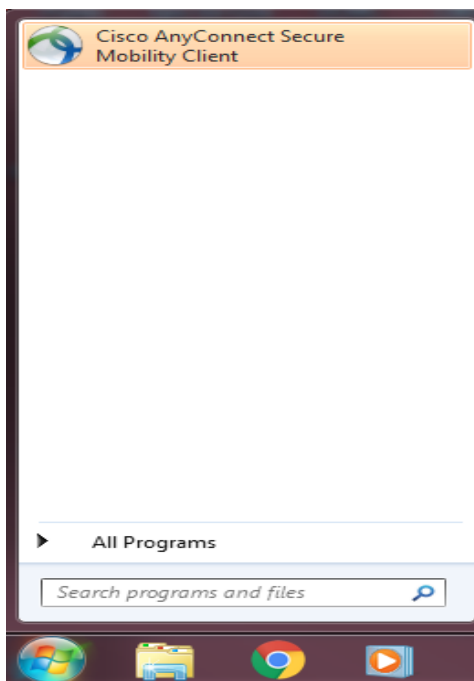
5) Select the **Accessories folder**.

6) Select **Remote Desktop Connection**.

Document Version 1

7) The following window will come up below. Here is where you will put the IP address of the computer you are trying to remote into.

8) Click connect and it will connect you to the workstation you have remote access to and you will then see the Windows logon screen as if you were in front of the computer here. You will then need to logon with the same user and password you used to log into VPN.

Document Version 1
Revised: [09/11/2012]