Minimum System Requirements:
1. Internet Access (in your home, at a hotel, etc.)
2. Internet Browser
   o Internet Explorer version 8 or higher recommended. (Windows computers).
   o Note: If you wish to use the Firefox browser, make sure it is updated to the latest version available from http://www.mozilla.com.
3. Computer should have the latest patches and updates downloaded and installed.
5. Most recent version of Java. This can be updated at http://www.java.com.
6. Download and install Citrix Receiver (if OneChart access is required). This can be downloaded from https://net.unmc.edu/eserv (select ITS, software downloads) or http://www.citrix.com/downloads/citrix-receiver.html. Select the appropriate version for the operating system your computer uses.

User Requirements:
1. Entrust Grid Card or Entrust Token
2. Requested and approved for access to the secure site.
3. If you do not have the above – contact the ITS helpdesk at 402-559-7700

To Access Campus Resources using Secured Remote Access:
1. Launch the internet browser.
2. Access the following website:

   If you are affiliated with:  Use this website:
   University of Nebraska Medical Center  https://secure.unmc.edu/unmc
   Nebraska Medicine  https://secure.unmc.edu/tnmc

   NOTE: Do not use old bookmarks. Old bookmarks that are in this format:
   https://secure.unmc.edu/dana-na/auth/url_1/welcome.cgi may create problems accessing Secure Remote Access.
3. Enter your computer logon and password.
4. Select the Realm or Access Choice (dropdown) based on the organization you are affiliated with:
   University of Nebraska Medical Center  UNMC-Full Access
   Nebraska Medicine  TNMC-Strong
5. Click the Sign In button.
6. You will be prompted for one of the following:
a. If you have an **Entrust Grid Card**: Four (4) coordinates from your grid card. Match the row/column coordinates you are given and enter the character that appears in each row/column match.

b. If you have an **Entrust Token**: Number that currently appears on the Entrust Token. Press and hold the button on the token until the number appears.

7. Click the **Sign In** button.

8. The Windows Secure Application Manager will download, install and launch.
   a. The first prompt you will see is the installation of the Active/X Control and junipersetupclient.cab. Click **Install**.
   b. You may see another prompt asking you if you want to download, install and/or execute the Secure Application Manager – click the **Always** button.

9. The Secure Remote Access home page will appear where the following sections will display:
   a. The **Web Bookmarks** section will have some default links, and may also have links to clinical applications.
   b. The **Files** section will display the home directory (if one is assigned for you).
   c. **Client Application Sessions** – Windows Secure Application Manager will appear.
   d. **Terminal sessions** – this is used for accessing your office computer remotely. Your office computer must be set up to allow remote usage. You must also set up a bookmark on the Secure Remote Access home page that will allow you to access your office computer.

**Client Application Sessions** – The Windows Secure application manager will launch automatically upon successful logon to Secure Remote Access. The presence of a blue icon in the system tray will indicate that this is running. Should this accidentally get closed, you can restart it by clicking the start button next to the Windows Secure Application Manager will restart the application.

**Working with the Secure Remote Access Home Page**

**Terminal Sessions** - This is used to access your office computer using Remote Desktop. Your office computer must be set up in order to use Remote Desktop.

1. **Activating the Remote Desktop Feature and Identifying the Computer (you want to connect to remotely- normally this is your office computer on campus)**
   A. This can be done by going to Start > Control Panel > (or Start > Settings > Control Panel). Click “System”.
   B. Click on the “Remote” tab.
   C. Check the box to “Allow users to connect remotely to this computer”
   D. Make note of the “Full Computer Name” listed in the “Remote Desktop” portion of the same screen.
   E. Users must be in a computer’s Remote Desktop Users list in order to have Remote Access to a computer. Any user that is a member of a computer’s Administrators Group also automatically has Remote Access to a computer (even if they are not listed in the Remote Desktop Users list). **By default, most users are already an Administrator on their OWN computer so this step may NOT be required.**
   F. Obtain the Computer Name or IP address this computer.
      o Computer Name: Right Click the “Computer” icon. Select Properties. Scroll down and locate the “Full Computer Name”. Make note of the full computer name as you will need this later.
2. IP Address: Launch the internet browser and access this URL: http://whatismyipaddress.com/. Make note of this as you will need this later. Adding a Link to the Secured Remote Access Home Page to access Remote Desktop

A. Click the Add a terminal session link, at the right
B. The Session Type should show Windows Terminal Services. Click the drop down arrow to change the session type if this does not appear.
C. Type in a bookmark name and description.
D. In the settings section, add the computer name OR IP address of your office computer.
E. Select a screen size by using the drop-down box.
F. Select a color depth by using the drop-down box. Color depth of 32-bit is recommended.
G. Scroll down the screen to the bottom half of the screen.
H. In the Session section – you can enter your Active Directory (computer) logon and/or password. If you enter your computer logon, it must contain the domain and user name you use on campus – such as unmc_domain\jdoe, or Olympus\jdoe. Note: If you enter your password in this step, you will need to change your password in this location each time your password changes. Recommended: Do not enter your password here – just enter it when prompted when you log in to your remote desktop session.
I. Click the Add button at the bottom.
J. The default screen will appear.
K. You can now click on the link to your office computer.
L. If you’re prompted for your username and/or password – enter those at this time.
M. Enter the username and password you use when you are in the office.
N. Click the Red X in the upper right hand corner to disconnect.

Web bookmarks – to add a web bookmark to this section – you will need to know the web site you want to access and the address (URL) of that website.

a. Click the Add a Bookmark button. The button appears as a + sign.
b. Next – complete the bookmark name.
c. Fill in the description
d. Add the URL (web site address)
e. Check the “Open bookmark in a new window” box. (Note: Not placing a checkmark in this box will open the bookmark in the same browser window.)
f. Click the Add Bookmark button.
g. Add other bookmarks as you wish. Depending on what sites you add, you may still be required to log on to these sites if a logon is normally required.

Files

To add shared directories from your department or workgroup – you must know the following items:

- The server where your files are located, and
- The name of the folder or file you want to add
- You must have access to those folders that you wish to use. If the folders you are adding are those that you use in the office, this will already be in place.
Click the “Add a Windows directory” link or the Windows files link:

1. Type in two backslashes (\), the server name and the folder name in the box near the browse button.
2. Click the Browse button.
3. Add a description if desired.
4. Click the “Bookmark Current Folder” link.
5. Click the “Add Bookmark” button.

When you’re done….Click the Sign Out button on the far right side of the home screen (icon looks like a door). Once your browser window shows that your session has ended, you can close your browser.

Please contact ITS Helpdesk at (402) 559-7700 or by email at helpdesk@unmc.edu with any problems or questions.