

Remote Access Portal

(myRemoteAccess.humber.ca)

Quick Reference Guide

Layout

Use the myRemoteAccess.humber.ca portal to securely connect to tightly controlled corporate resources from off campus.

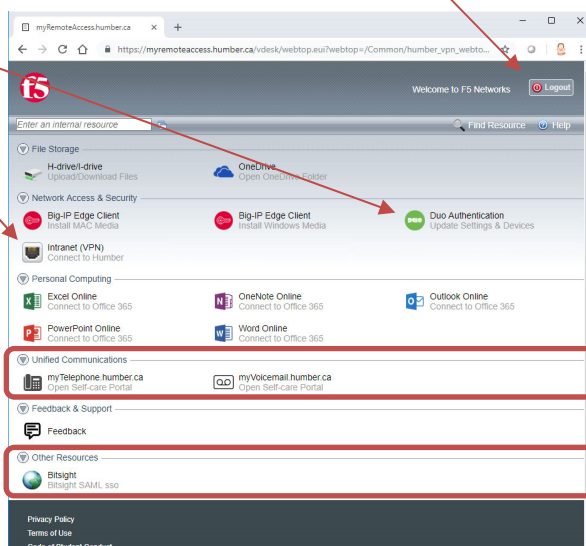
Duo Authentication
Used to change your secondary authentication method or settings.

Intranet (VPN)
Connect a centrally-managed computer to Humber's data network.

Unified Communications
Used to access the telephone and voicemail portals from off campus.

Other Resources
Contains resources specific to one's individual profile.

Logout
Used to log out of the portal.



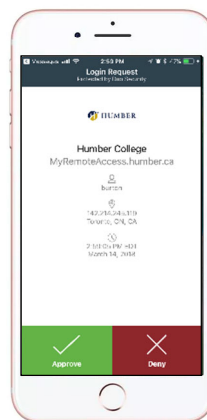
NOTE: The portal (myRemoteAccess.humber.ca) supports all modern browsers (Chrome, Edge, etc.) and, with the exception of remote desktop functionality, does not require an on-campus (target) computer to work.

Connecting

Establishing a connection it quick and easy...

1. Launch a browser instance, navigate to...
myRemoteAccess.humber.ca
...and then log in using your Humber credentials (username and password).
2. Your mobile device will automatically receive an alert. Click the **Approve** button to confirm your identity and complete the login process.

NOTE: Consider installing the **End-point Inspector Application** by F5 Networks when prompted to help streamline future logins.



Getting Started

If you have not already done so, start by submitting an eForm (available at its.humber.ca) to request portal access. All requests are subject to review. Once approved, you will then need to set up a secondary authentication method.

Step-by-step Procedure

1. Launch a browser instance and navigate to the address:
myRemoteAccess.humber.ca
Continue by logging in using your Humber username and password.
2. Click the **Start Setup** button. Ensure that **Mobile Phone** is selected and click **Continue**.
3. Enter your mobile's **Phone Number** and click **Continue**. Then, select your device **Type** (iPhone, Android, etc.) and click the **Continue** button.
4. Carefully follow the on-screen instructions to Install the **Duo Mobile** app on your mobile device.
5. Open the **Duo Mobile** app, tap the **Add Account** button, and then scan the on-screen barcode using your camera. Click the **Continue** button.
6. Set the dropdown box in the resulting screen to **Automatically Send this Device a Duo Push** and then click the **Save** button.
7. Click the **Back to Login** button to return to the main screen.

NOTE: Duo Authentication is a multi-platform, third-party tool that helps keep Humber data both safe and secure by challenging individuals to prove they are who they claim to be at each login.

Accessing Resources

Corporate resources accessible by default through the myRemoteAccess.humber.ca portal include...

**H-drive/I-drive
Intranet (VPN)
myTelephone.humber.ca
myVoiceMail.humber.ca**

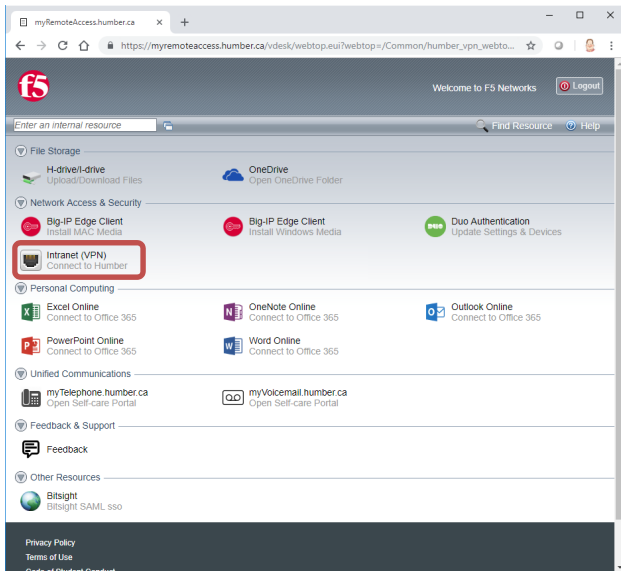
Additional resources can be added on a case-by-case basis by contacting the I.T. Support Centre.

IMPORTANT: If you have not been provisioned with access to a corporate resource, you will not be able to access it through myRemoteAccess.humber.ca.

Logging into a Resource

To access a corporate resource...

1. Connect to **myRemoteAccess.humber.ca** portal using the defined login procedure.
2. Click on the resource (example: "Intranet (VPN)") you would like to access.



Not seeing a resource you need? Please contact the I.T. Support Centre to have a controlled resource added to your profile.

3. When prompted, log into the selected resource using the same credentials (username and password) you would if you were on campus).

NOTE: Your access rights and privileges within resources are in no way affected by the myRemoteAccess.humber.ca portal.

Logging Out of a Resource

Log out of the resource when you are finished using it like you would if you were using the resource from on campus (the log off procedure does not change).

IMPORTANT: For security reasons, the portal is set to automatically sever links to Humber after a period of inactivity (approximately 15-20 minutes).

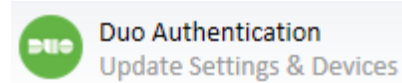
Changing Your Login Settings

You may edit your secondary authentication settings at any time by using the following, step-by-step procedure:

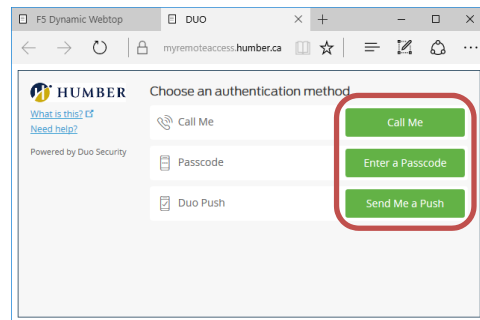
1. Launch a browser and log into the...
myRemoteAccess.humber.ca

...using your Humber credentials (username and password) and secondary authentication method.

2. Click on **Duo Authentication** in the **Network Access & Security** section to launch the setup wizard.

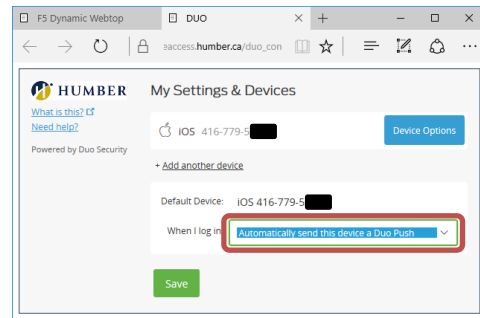


3. Select a secondary authentication (Call Me, Passcode, or Duo Push) method...



...and then follow the wizard's on-screen prompts.

4. Set the default secondary login behaviour....



...and then click the **Save** button

5. Close the wizard's browser tab.

IMPORTANT: You cannot edit your login settings without first successfully logging into the portal. Should your mobile device go missing, you will need to contact the I.T. Support Centre for a temporary password to get back into the portal.

Disconnecting

Be sure to log out after each session.

To log out, click the portal's **Logout** button...



...and then close the browser window.