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.

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

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.

Connecting

Establishing a connection it quick and easy…

1. Launch a browser instance, navigate to…
   myRemoteAccess.humber.ca

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.
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.
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.