Remote Access at ECMC

This document has the instructions needed to activate your remote access and use it.

- 1. Download the Duo Mobile app to your cell phone. P1
- 2. Open the Duo welcome email on your phone. **NOTE**: *The email may take up to 24 hours after your request*. P1-2
- 3. Complete the activation steps. P3
- 4. Log in remotely. P4

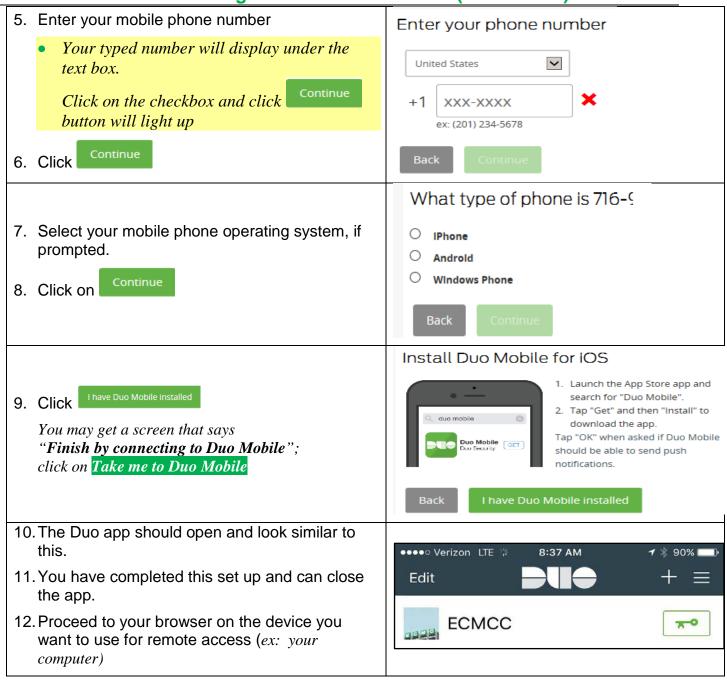
Downloading App

You will need to download an app on your cell phone.

- 1. Open Google Play Store and search for **Duo Mobile**
- 2. Complete the install. (follow prompts on the phone screen)

Activating account

| 1. Open the Duo Security Email on your phone | Ds Duo Security <no-reply@duosecurity.com> Tue 5/30, 3:15 PM</no-reply@duosecurity.com> | | | | | |
|---|--|--|--|--|--|--|
| (The email will contain links that you will need to set up your app. It is best to access your email from the device that you are going to use the app from.) | | | | | | |
| 2. Click on the link in your email to start the set up process | | | | | | |
| Click on Start setup | Protect Your ECMCC Account | | | | | |
| | Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password. This process will help you set up your account with this added layer of | | | | | |
| | security. Start setup | | | | | |
| Select OMobile phone , click | What type of device are you adding? • Mobile phone RECOMMENDED | | | | | |
| | Continue | | | | | |



Initial Log in using Citrix Receiver

| 1. | Open a web browser | 0- 4 | م مدانا ما | .// | and a divi | |
|---|---|---|---------------------------------|------------------------|----------------|--|
| (instructions are based on Internet Explorer) Go to: https://ecmcvdesktop.ecmc.edu | | | | | emc.eau | |
| 2. | Citrix Receiver window will open, log in with into ECMC computers. Click on Log On | the same | user r | name and password that | you use to log | |
| 3. | Choose Duo Push to authenticate | | | | | |
| | | What is this? It | Choose an authentication method | | | |
| | | | Duo Push recommended | Send Me a Push | | |
| | | | Passcode | Enter a Passcode | | |
| | | Need help? Powered by Duo Security | | | | |
| 4. | A notification will be sent to your phone. | | | | | |
| 5. | Click the PENDING NOTIFICATION | | | | | |
| | Tip: if you didn't accept push notifications from Duo Mobile, you will need to open the app to see the request. If you accepted push notifications, you will get a popup notification on your phone. | | | | | |
| 6. | Click Approve | | | | | |
| 7. | On your first attempt you may have to install the Citrix Receiver on your computer, | Install Citrix Receiver to access your applications ✓ I agree with the Citrix license agreement Install | | | | |
| | | | Security | y details Log on | | |
| 8. | . Click on □ I agree with the Citrix license agreement and click on □ Install | | | | | |
| 9. | Message pops up, click on Run | | | | | |
| | Do you want to run or save CitrixReceiverWeb.exe (46.3 MB) from downloadplugins.citrix.com? | | | | | |
| 10. | 10. Follow the prompts to complete the set up of the Citrix Receiver | | | | | |

Accessing ECMC Network Remotely

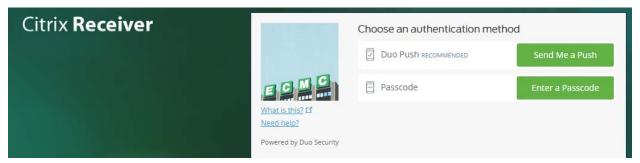
When your Duo Mobile app is activated and the Citrix receiver is installed on your computer, you will follow these steps to log into ECMC network remotely.

 Open a web browser on the computer and go to: https://ecmcvdesktop.ecmc.edu

TIP: make a shortcut on your desktop or add a bookmark in your browser.



2. Logon with the same user name you use to log into ECMC computers. Click on Log On



- 3. Choose Send Me a Push
 - A. A notification will be sent to your phone.



Tip: if you didn't accept push notifications from Duo Mobile, you will need to open the app to see the request. If you accepted push notifications, you will get a popup notification on your phone.