Wellstar Information Technology

Setting up a Remote Desktop

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Symbols in this Document

Graphic symbols indicate the following type of notes:

	Note	A general note about what is happening
	Tip	Useful information related to the activity
	Shortcut	Indicates a shortcut or alternative method
	Exclamation	Important action, caution, or warning.
	Reminder	Information to remember
	Reference	Directs you to another page or resource
	Contact	Directs you to a telephone contact

1 Hardware Setup

1.1 Hardware Included

- Dell Optiplex desktop PC with power cord.
- HDMI cable
- One monitor, including power cord and VGA cable
- Wireless keyboard and mouse combination
- Antenna (for WIFI wireless connection)
- <u>If needed:</u> Display adapter to connect a monitor. *Only for monitors that do not have an HDMI port compatible with the laptop's HDMI port.*

1.2 Set up the PC

1. Connect the keyboard and mouse to the USB ports on the back of the PC.
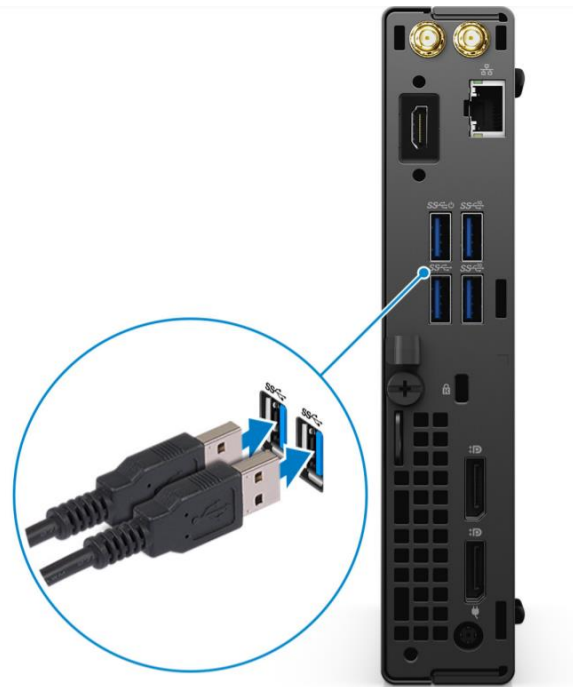
2. Connect to your home network using one of the following methods:

If your connection is…	Then
Wired	Connect an Ethernet cable to the PC and modem.
Wireless	Connect the antenna to the round gold port.
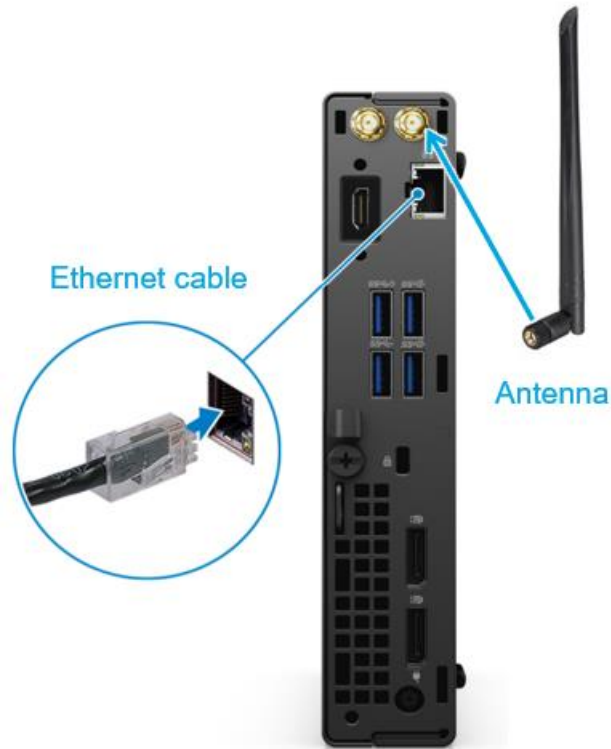
3. Connect the power cord to the transformer and plug it into an electrical outlet.

4. Connect the round end of the power cord to the back of the PC.

1.3 Set up the Monitor(s)

1. Remove the monitor from the box and assemble the stand per the included instructions.

2. Connect the power cable included with the monitor to the power port on the back of the monitor:

   The back of your monitor should look similar to this one. The power connector for the monitor is circled below.
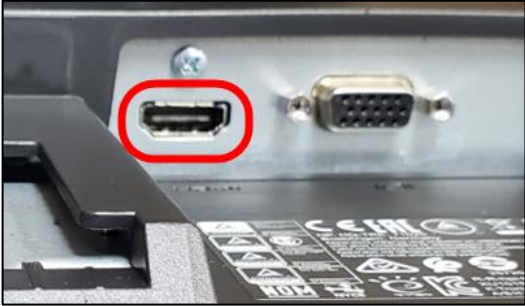
3. Connect the female end (circled below) of the power cable to the monitor.

4. Plug the other end of the power cable into an electrical outlet.

1.4 Connecting a Monitor to the PC

1. Connect one end of the HDMI cable OR display port cable to the back of the monitor.

HDMI cable. *Notice the indents at both corners of the connectors.*	*Display port cable*. *Notice that only one corner is indented on each connector.*
Monitor HDMI port:	*Monitor display port:*

2. Connect the other end to either HDMI or display port on the back of the PC.

HDMI port →

Display port →

2 Set Up Two-Factor Authentication (2FA) on your Mobile Device

Purpose:	The Microsoft Authenticator service is a comprehensive solution, providing increased security for WellStar Health System (WHS) computer applications and better protection for end users who are interacting online against identity theft.

2.1 Obtain a Microsoft Authenticator Mobile App Credential

Prerequisites:	**Apple** (iPhone, iPad, or iPod Touch) requires the following: • iOS 16.7 or later • iPhone model 8 or higher **Android** requires Android O/S 8.0 and up

3. Using your phone or tablet camera, scan the QR code below for your device. *The app store opens and displays Microsoft Authenticator.*

Android Device:	*Apple Device:*

4. Tap **Install** (Android) or **Get** (Apple).

5. Select **Allow notifications for this app**. *This allows the app to automatically send a notification without having to open the app each time.*

> *If this is the first time you are registering a Microsoft product with Wellstar on your phone, you are prompted to create a 6-digit PIN or biometric scan (if available on your device).*

2.2 Computer Setup

1. On your PC browser, go to*:* http://www.aka.ms/mfasetup.

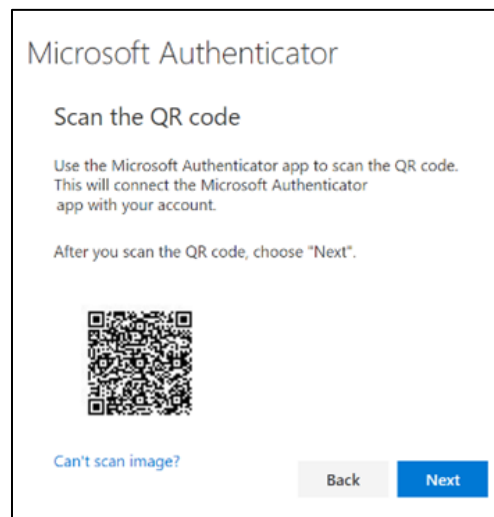2. Enter your Wellstar email address and click **Next**.

> ⚠️ ***If you are asked for a 6-digit PIN or biometric scan OR cannot continue, contact the Service Desk to re-register.***

3. Enter your network password and click **Sign in**.

4. Click **Next** twice.

> ❌ ***When the QR code displays (see below), do NOT click*** `Next` ***until you have completed the steps in section 2.3 below.***

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".

Can't scan image?   Back   **Next**

2.3 Configure your Mobile Device

1. Open Authenticator 🔵.

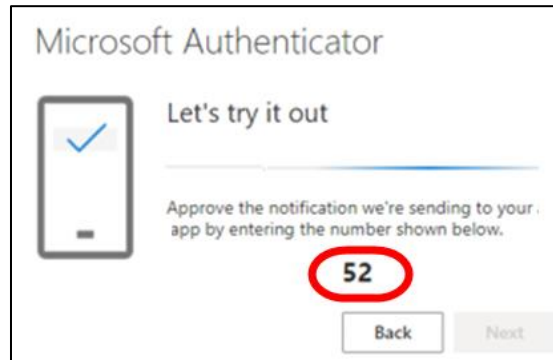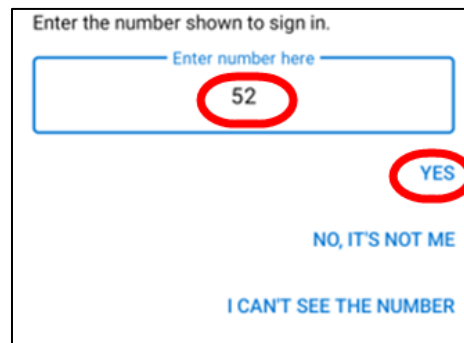*2.* Tap **Add Account** if it's visible. Otherwise, click ➕ in the upper right corner.

> 📝 *If you have a non-Wellstar account in Authenticator already, adding your Wellstar account does not affect it.*

3. Tap **Work or school account**.

4. Tap **Scan a QR code**.

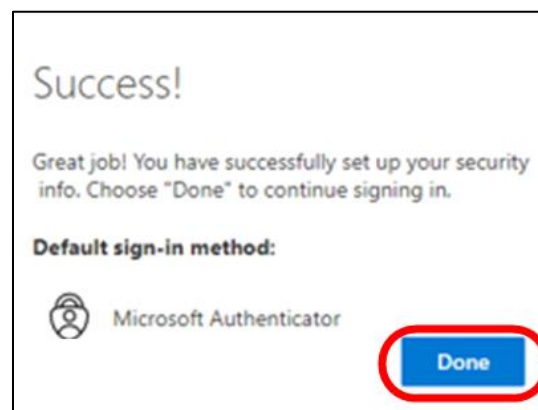5. With your mobile device, scan the QR code that appears on the computer screen.

6. On the computer, click **Next**. *MS Authenticator App sends a test notification to your mobile device*.

Microsoft Authenticator

Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

52

Back   Next

7. Note the 2-digit number displayed on the computer screen.

Enter the number shown to sign in.

Enter number here

52

YES

NO, IT'S NOT ME

I CAN'T SEE THE NUMBER

8. Enter the 2-digit number displayed on the computer and tap **YES**.

On successful completion, the computer displays this message:

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

Default sign-in method:
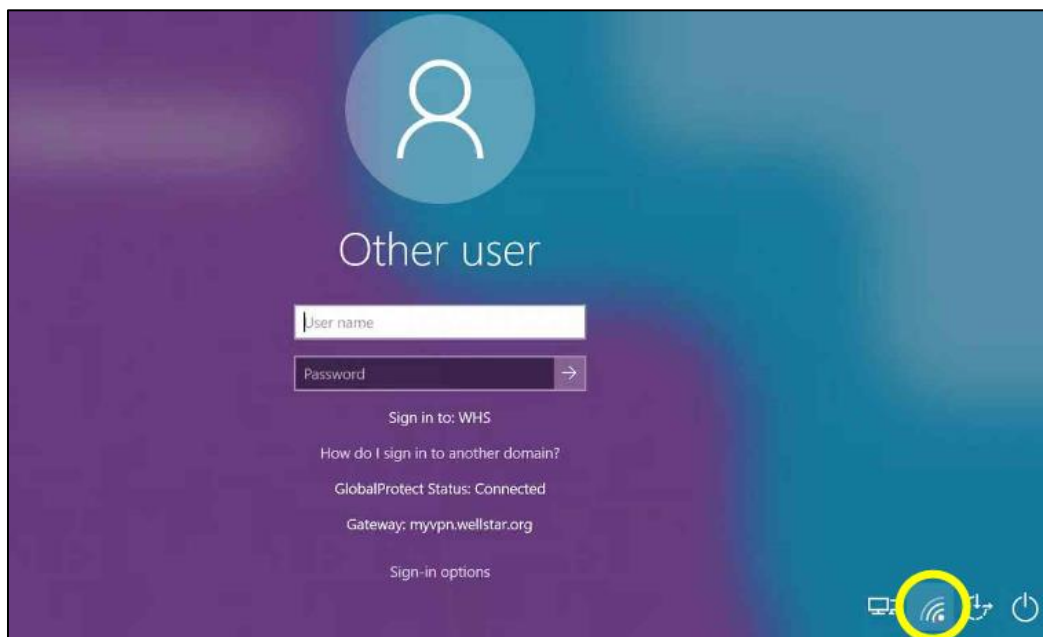
Microsoft Authenticator

Done

9. Tap **Done**.

Applications on your phone that were active with Symantec VIP may disconnect and require you to reconnect using Microsoft Authenticator.
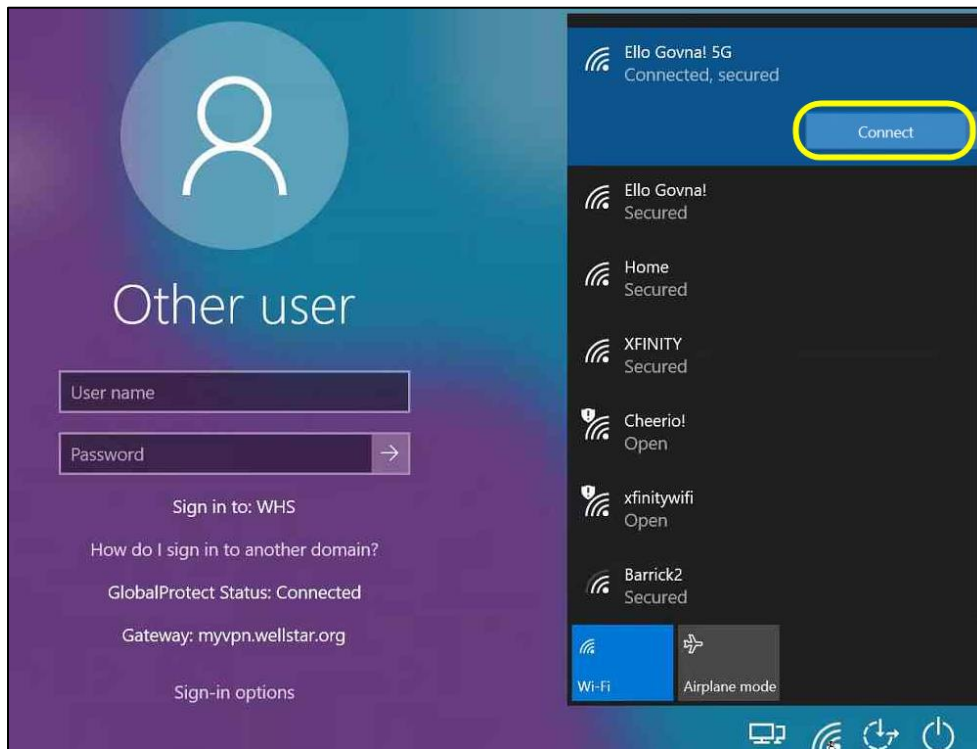
3   Connect to Wellstar's Virtual Private Network (VPN)

1.   Turn on the PC.

2.   Press **Ctrl-Alt-Del** keys simultaneously.

3.   Click (WIFI connection) in the lower right corner.

4. Select your home WIFI and click `Connect`.

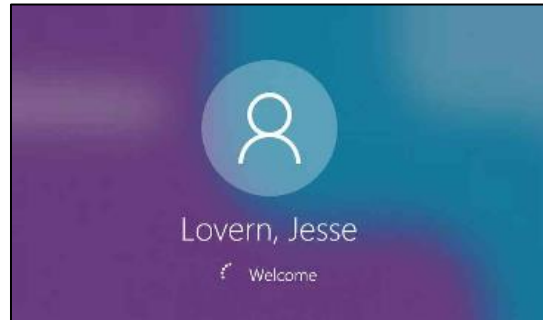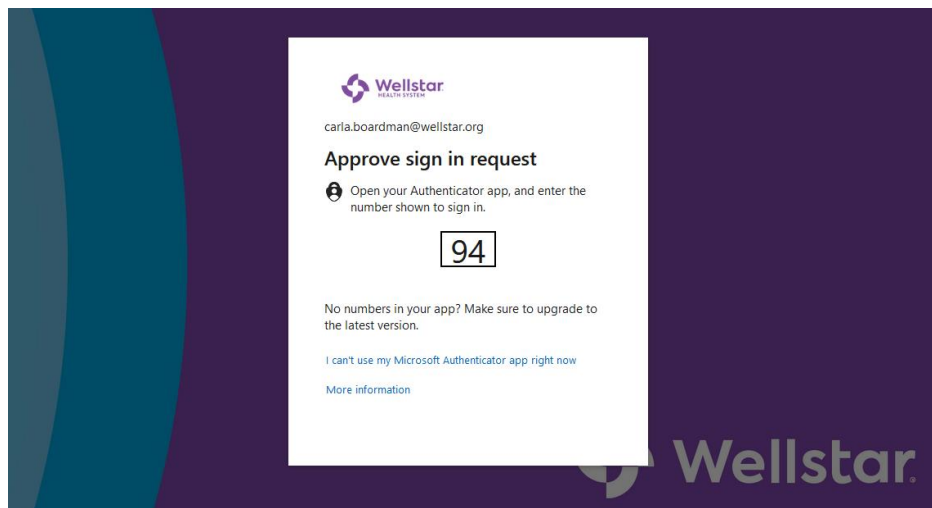   *The GlobalProtect Status changes to* **Connected***:*

5. Fill in the fields as follows:

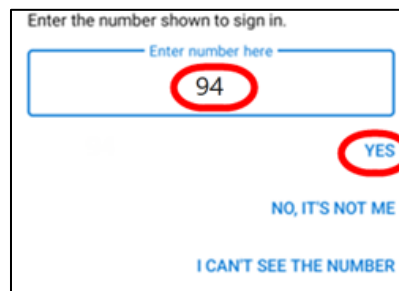| Field	Description
Username	Enter your WellStar employee ID.
Password	Enter your WellStar network password.

6. Press **Enter**.

    The Welcome screen displays:

    Upon successful login, this screen displays:

    Authenticator on your mobile device prompts you for the 2-digit passcode:

7. Enter the 2-digit number displayed on the work device and tap **YES**.

    You are not required to sign into GlobalProtect again after Windows starts. GlobalProtect uses your Windows credentials to sign in, so you just need to verify the login on your mobile device (step 7 above).

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