

FMC DESKTOP REMOTE ACCESS INSTRUCTIONS

2016

INFORMATION NEEDED FOR SETUP:

1. Your FMC network username and password
2. The password that allows you to download apps on your smart phone

THERE ARE TWO STEPS IN THE CITRIX INSTALLATION PROCESS:

1. Setting up VIP Access on your Device and/or Smart Phone for a second form of identification
2. Installation of the Citrix Receiver

SETTING UP VIP ACCESS ON YOUR DEVICE AND/OR SMART PHONE:

1. Download the *VIP Access* app on your smart phone.

Compatible with **Apple** – iOS 7.0 and up (*App Store*), and **Android** – Android 4.0 and up (*Google Play*) phones.

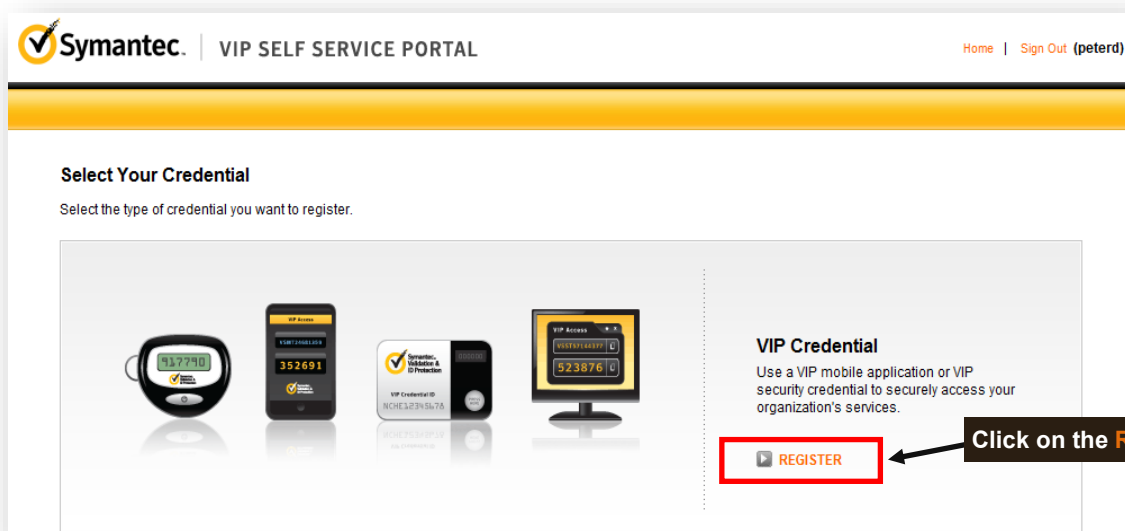


Search for **VIP Access**, download the app, and select your notification preferences, if applicable.

2. Register the device/smartphone on your computer.

Once you have downloaded the **VIP Access** app onto your phone, you need to register the app with FMC as a second form of identification.

Click the following link to access the VIP Self Service Portal and **log in using your FMC network username and password.** <http://vipssp.fmchealth.org:8080>

The screenshot shows the Symantec VIP Self Service Portal. At the top left is the Symantec logo and the text "VIP SELF SERVICE PORTAL". At the top right are links for "Home" and "Sign Out (peterd)". The main content area is titled "Select Your Credential" and includes the instruction "Select the type of credential you want to register." Below this are four icons representing different credential types: a mobile phone, a smartphone, a physical security token, and a computer monitor displaying the VIP Access app interface. To the right of these icons is a section titled "VIP Credential" with the text "Use a VIP mobile application or VIP security credential to securely access your organization's services." Below this text is a red-bordered button labeled "REGISTER". A black callout box with a white arrow points to the "REGISTER" button, containing the text "Click on the REGISTER link."

Fill in the following information to register your credentials:

- Give the credential a meaningful name such as “John’s iPhone”.
- The Credential ID is the top number displayed in the VIP Access app.
- The security code is the lower number displayed in the VIP Access app.
- Click the **Submit** button.

- You will receive a success message indicating that you’ve registered your credential.



INSTALLATION OF THE CITRIX RECEIVER ON YOUR HOME OR NON-FMC WORK COMPUTER:

1. Open a web browser and go to the address: <http://myfmc.fmchealth.org>.
 - Enter your FMC network username and password in the appropriate fields.
 - Enter the 6 digit VIP security code (from the app on your phone) into the Security Code field.
 - Select **Log On**.

- Check the box to agree with the Citrix license agreement.
- Follow the default prompts to complete installation.
- Installation steps may vary depending on your operating system.

If you need assistance please contact the System’s **Help Desk**
at **740-687-8070** or CSC@McKesson.com.