



# How to setup remote access from non GPH devices

Version: 2.0



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## 1. BACKGROUND AND SUPPORT

This guide is for staff that need to access GPH systems when working from a non GPH device, such as your own personal laptop or PC. Remote apps are available for access to applications such as Profile, Best Practice and ConnX. Microsoft Office web apps can be used to access GPH emails (through Outlook) and other Office applications (Word, Excel, OneDrive, Teams, etc).

GPH ICT Support	
Phone	02 4220 7699
Email	ict@gph.org.au

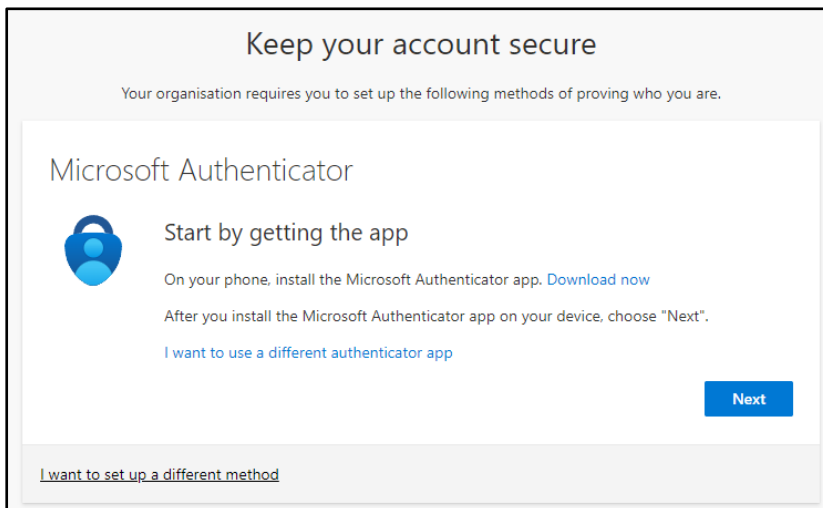
**NOTE:**

This document and remote access login links are available here:  
<http://www.gph.org.au/gph-log-in>

## 2. MULTIFACTOR AUTHENTICATION

**If you have already setup the Microsoft Authenticator app, skip to heading “3. Accessing your remote apps”**

On the first sign-in into your Remote apps or Microsoft 365 apps using your GPH account, you will be required to set up the **Microsoft Authenticator app**. After setting up the Authenticator app, you will be prompted to approve a sign in request from the Microsoft Authenticator app on your mobile each time you sign in.



1. Start by downloading the Microsoft Authenticator app onto your mobile phone.



If you have a mobile device supplied by GPH ICT the Microsoft Authenticator app will already be installed. If you do not see the app, please contact GPH ICT Support.

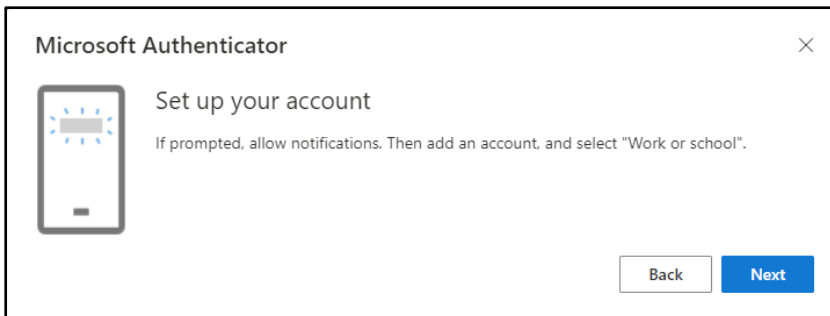
Otherwise, if you are using a personal mobile phone the Microsoft Authenticator app will need to be downloaded from your mobile phone's app store by searching for "**Microsoft Authenticator**".

Mobile phone app stores:

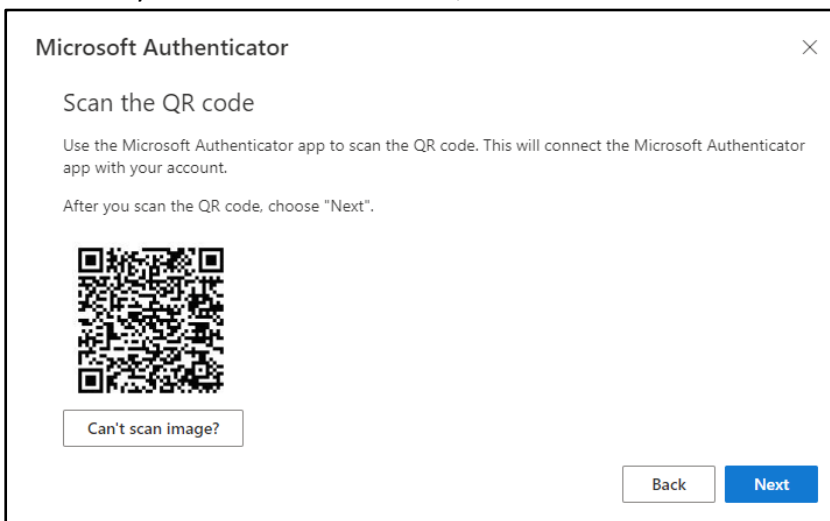
- **Google Play store** – Android phone (E.g. Samsung, Google, Huawei, HTC, LG, Sony)
- **Apple app store** – Apple iPhone

2. Open the authenticator app on your mobile. If prompted, allow notifications. Then select **Add Account**, then **Work or school**, then **Scan a QR code**. If prompted to allow Authenticator to access the camera, click **Allow**.

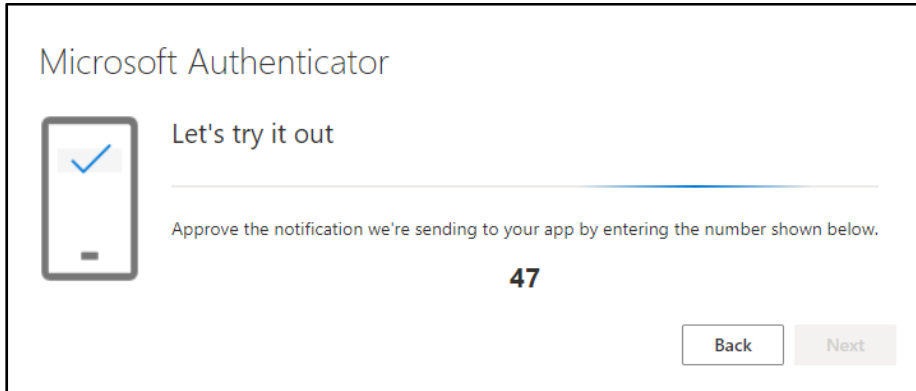
Select **Next**



3. Using your mobile phone, scan the QR code that appears on the screen. Once the account is successfully added into Authenticator, select **Next**.



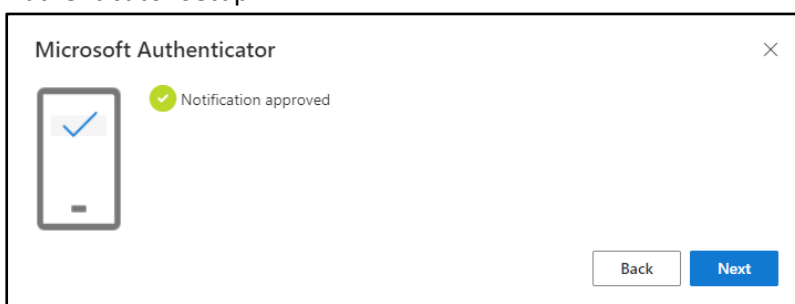
4. A notification will now be sent to the Authenticator app on the mobile phone to be approved.



5. Tap on the notification on your phone. You will need to enter the corresponding number shown on the computer screen into the Authenticator app on your mobile, then select **YES**.



6. Once the Authenticator app notification has been approved, select **Next** to finish the Authenticator setup.



### 3. ACCESSING YOUR REMOTE APPS

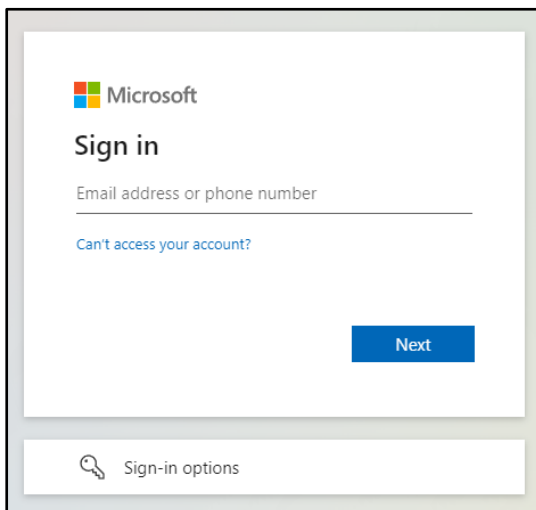
When using a personal device that has not been provided by GPH, use the link below to access your Remote apps. Remote apps are used to remotely access various business applications such as Profile, Best Practice, and ConnX.

<https://client.wvd.microsoft.com/arm/webclient/index.html>

The Remote apps link can also be found on the GPH Staff Log In page on the GPH Website.

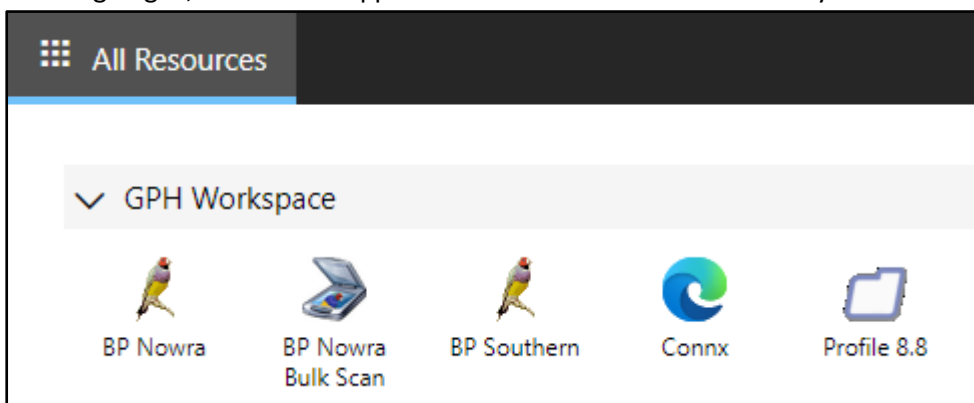
<https://www.gph.org.au/gph-log-in> -> **Remote application services** -> **Remote apps**

1. Follow the remote apps link, then on the sign in page enter your **GPH email and password**.



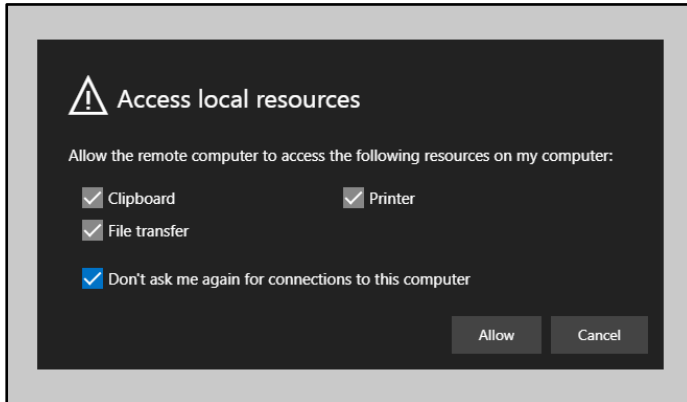
*If this is the first time signing in using your GPH account, you will be required to setup Multifactor Authentication. Follow the instructions on screen or refer to the heading “**2. Multifactor Authentication**”*

2. After signing in, the remote apps that have been made available to you will be displayed.

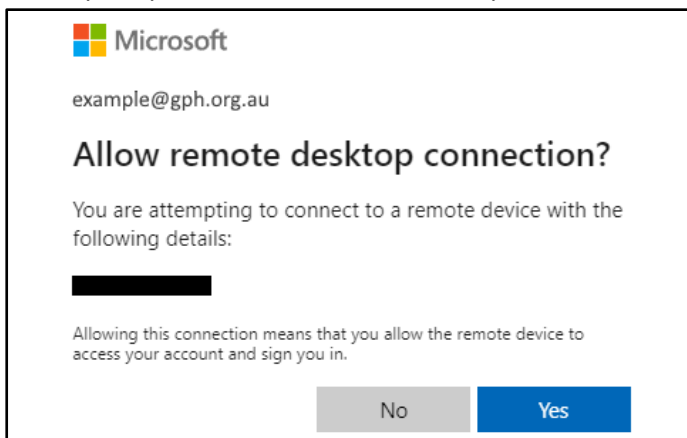


*If you are missing any apps that you believe you should have access to, please contact GPH ICT Support.*

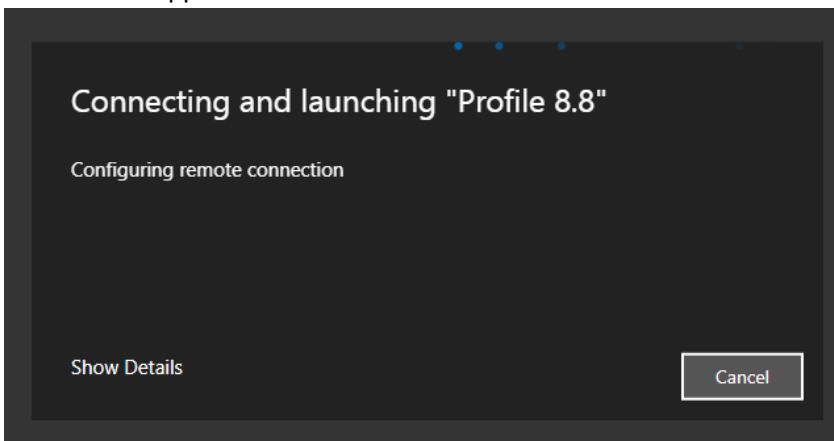
3. Click on the app launch it.
4. When prompted to access local resources, select “Don’t ask me again”, then select **Allow**.



5. When prompted to allow remote desktop connection, select **Yes**.



6. The remote app will then launch in the web browser window.



## 4. ACCESSING YOUR MICROSOFT OFFICE APPS

Your GPH emails and other Microsoft Office apps (OneDrive, Word, Excel, Teams, etc) can be accessed by using the Office 365 web apps in your web browser.

1. Open your web browser (Microsoft Edge, Chrome, Firefox, etc) and go to <https://www.office.com>
2. Sign in using your **GPH email address and password**.
3. Once signed in, your Microsoft Office apps can be accessed via the icons on the left side.

