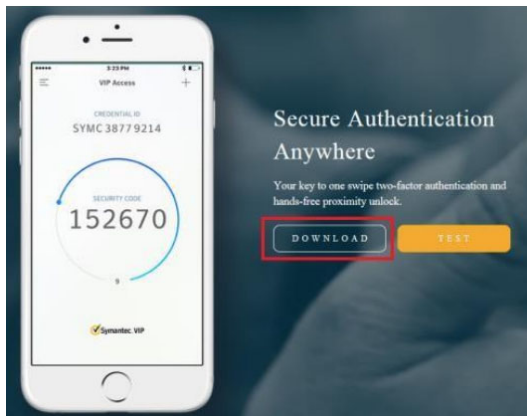


Remote Access Instructions

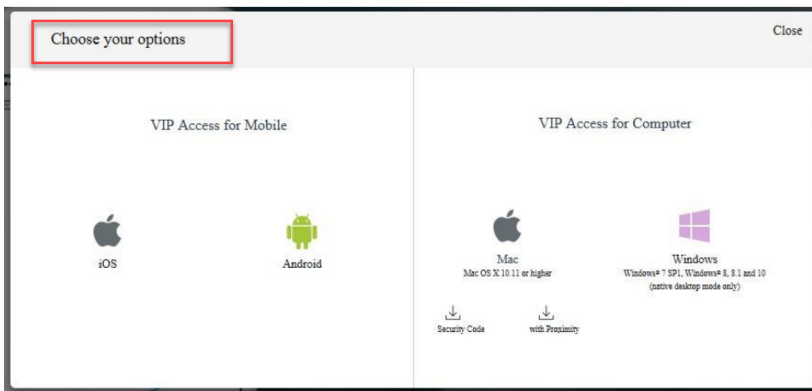
Please register your Symantec VIP before using the Kettering Health Secure Access Portal (SAP)

Step 1- Register your Symantec VIP remote access token Kettering

Go to <https://idprotect.vip.symantec.com/> and click the **Download**.



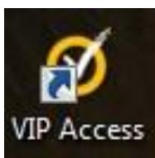
Step 2- Select the option that you are going to use.



Step 3- Run VIPAccessSetup.exe



Step 4- After the installer completes, the token appears in the **lower right-hand corner of the screen**. If the token does not appear automatically after installation go to **Start > VIP Access**.



Step 5- With the VIP Access app open, go to “<https://khnvipreg.ketteringhealth.org:8233/vipssp>” and log in with your Kettering User ID and password

Step 6- Click “Register”

Manage Your Credentials

This VIP Self Service Portal enables you to register, test, or reset credentials. You can also remove credentials from your account.

Your Registered Credentials Register another credential? **Register**

Select Your Credential

Select the type of credential you want to register.



Step 7- In the “My Credential” box, provide a unique name so the token can be distinguished from other tokens you may have. Example: Work Laptop, Home Laptop etc.

In the “Credential ID” box type the VIP Symantec app “Credential ID” that you installed on your device.

In the “Security Code” box, type the “Security Code” from VIP Symantec app on your device.

Click the “Submit” button.

Note: the “Security Code” is only good for 30 seconds. Be sure to click “Submit” before the security code changes.

*Credential Type: VIP Credential

*Credential Name: My Credential
Enter a simple name for your credential that is easy to remember.

*Credential ID:

What is a Credential ID?
Credential ID examples:
Your credential contains a unique alphanumeric ID. [Close](#)

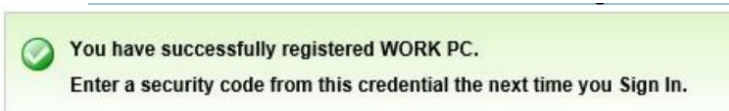
 ABC12345678 VIP Security Token (Back)	 123456 ABC12345678 VIP Security Card (Front)	 VSS112345678 123456 VIP Access
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*Security Code:

What is a Security Code?
Security Code examples:
Your credential provides a dynamic 6-digit code that changes every 30 seconds. [Close](#)

 123456 Press VIP Security Token (Front)	 123456 ABC12345678 VIP Security Card (Front)	 VSS112345678 123456 VIP Access
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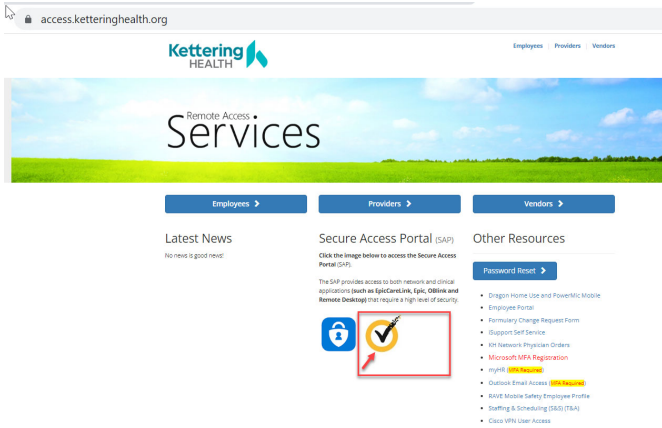
Step 8- The final screen shows the token now registered and any previously registered tokens.



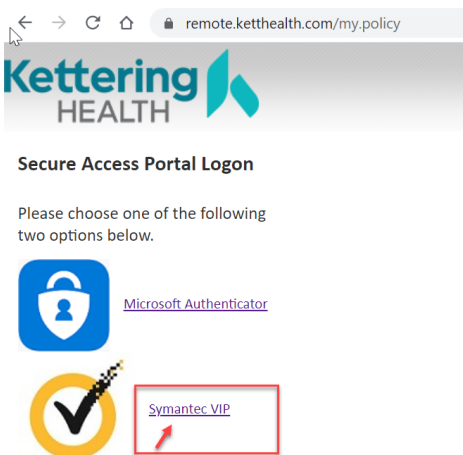
My Symantec VIP is Now setup- I want to now access Kettering Health Secure Access Portal

Step 1- Open your internet browser and go to <https://access.ketteringhealth.org/>

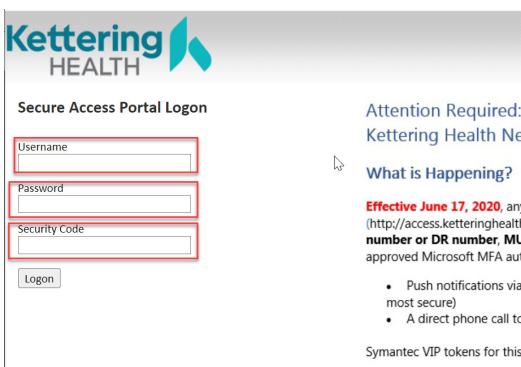
Step 2- On that website, Click the Symantec VIP icon as the picture below



Step 3- Click the Symantec VIP link



Step 4- Type your Kettering User ID, Password, the VIP Symantec code from your VIP Symantec app. And click **Logon**



Step 5- The first time you logon to the Remote Access site, you will be prompted to install Citrix Receiver, which is required before proceeding. Click **“Run”** and allow the application to install. Click **“Skip”** if you already have Citrix installed.

Step 6- To launch an application, click the corresponding icon that you would have access for Kettering environment.

Logging Off Securely- Your session in the SAP is only valid for three (3) hours, after which time you will need to login to the SAP again. You may use the applications themselves indefinitely so long as they remain open. However, if you need to launch another application after the time out you will be required to login to the SAP again. If you happen to close the application you were using and find that the SAP is still logged in, please utilize the **“Log Off”** in the top right hand corner of the browser.

