

Remote Access Instructions

OVERVIEW:

Authorized users can remotely access BH Media Group network resources through one of the following methods:

- **Access to Company Network Using a Company-Provided Computer**
- **Access to Your Work Computer Using A Remote Computer**

ACCESS TO COMPANY NETWORK USING COMPANY-PROVIDED COMPUTER

STEP 1

Click the AnyConnect icon

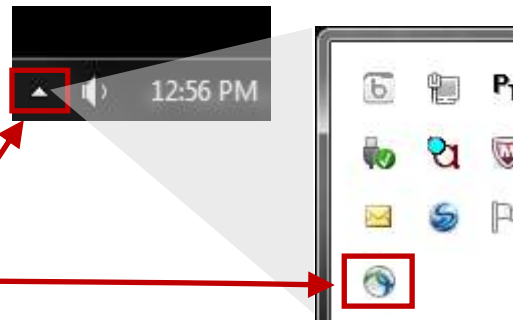
In the system tray, which is located in the bottom right-hand corner of the computer screen.



NOTE

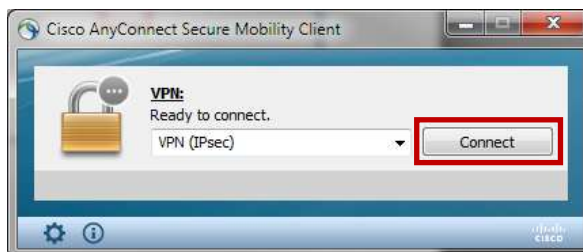
If the AnyConnect icon is not visible

Expand the system tray icons by clicking the triangle icon ... to reveal all system tray icons.



STEP 2

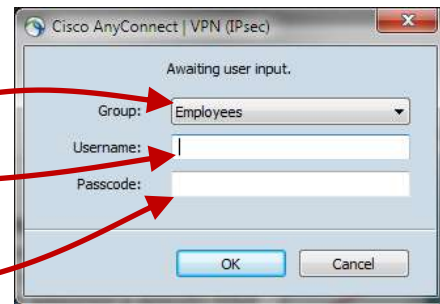
Click Connect



STEP 3

Login to the VPN service

- **Ensure that “Group” is “Employees”**
- **Enter your user name**
Typically this is your network user name, unless you were assigned a specific RSA user name by IT.
- **Enter your RSA code**
*If you have the RSA app on your smartphone, enter the 8 digit code from the app.
If you have a physical RSA token, enter your PIN number plus the 6-digit token code.*



To Log Off

Click the AnyConnect icon in the system tray again

Click Disconnect

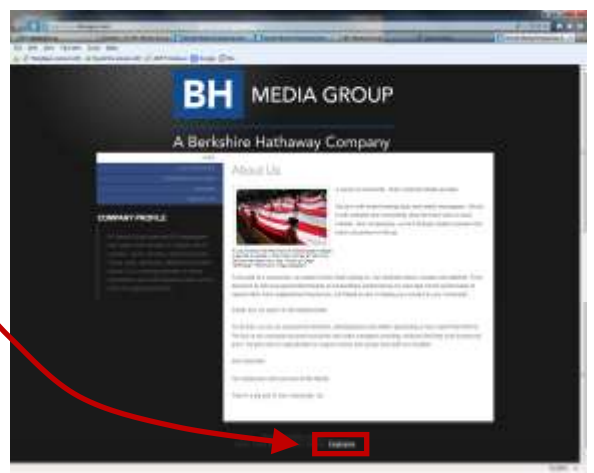


ACCESS TO YOUR WORK COMPUTER USING A REMOTE COMPUTER

STEP 1

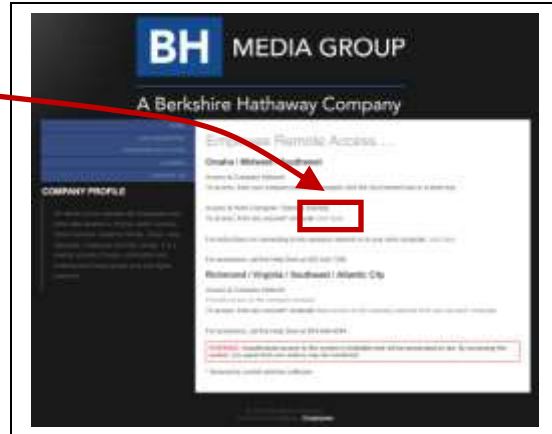
- Go to bhmginc.com
 - Bhmgin.com is the external Internet site
 - Bhmgin.net is the internal intranet site
- From any computer with current anti-virus software and Internet access ...

Click “Employees”



STEP 2

Click “Access to Work Computer / Remote Desktop” ...
Under your region



STEP 3

Login to the VPN Service

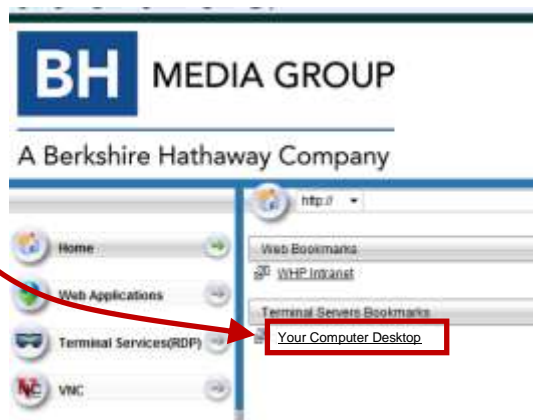
- **Enter your user name**
Typically this is your network user name, unless you were assigned a specific RSA user name by IT.
- **Enter your RSA code**
*If you have the RSA app on your smartphone, enter the 8 digit code from the app.
If you have a physical RSA token, enter your PIN number plus the 6-digit token code.*



STEP 4

Click your computer name ...
Under the Terminal Servers Bookmarks

If your computer desktop is not listed, contact your local help desk or IT staff and they will assist you.

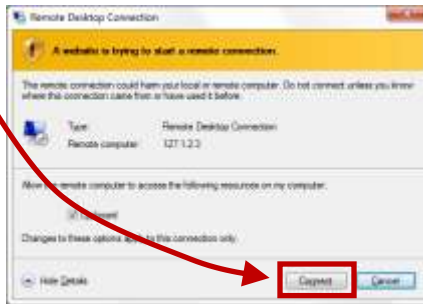


NOTE

If this is the first time your computer outside of work has connected
You may be prompted to install some software components, including Active X controls and Java components.
Contact your local help desk or IT staff if you need assistance.

STEP 5

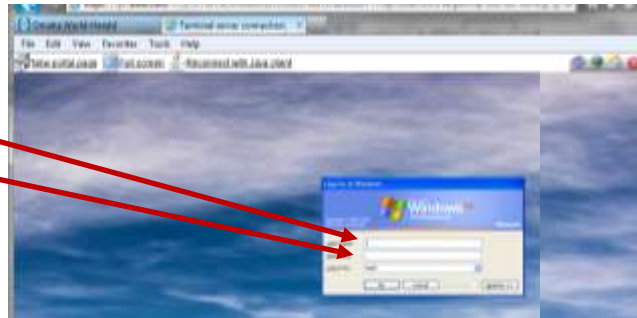
Click connect



STEP 6

Login to your work PC

Enter your network user name
Enter your network password
These are the same user name and password you use normally at work.

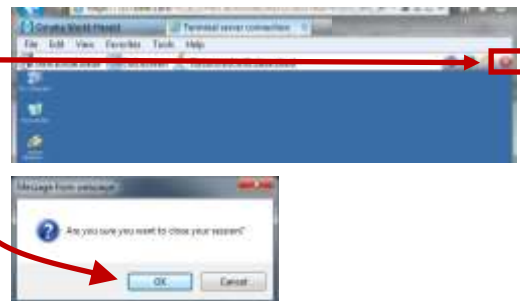


To Log Off

Click the **Logout** button

Click OK to close your session

Close your browser.



NOTES:

- Authorization is obtained by completing an access request form. The form is available on the company intranet.
- When connecting to the company network using a company-provided computer, The AnyConnect software required to connect is installed by your local help desk or IT staff.
- Remote desktop access to your computer at work is gained through bhmging.com using any computer with Internet access and current anti-virus software from most providers.