BH | MEDIA GROUP

A Berkshire Hathaway Company

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
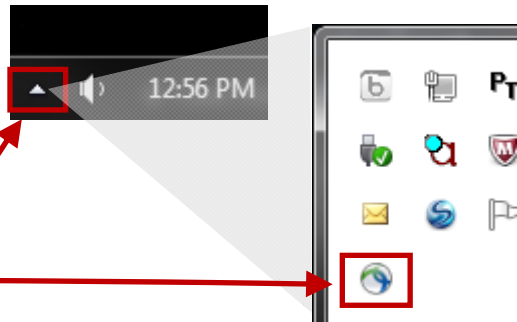
STEP 1

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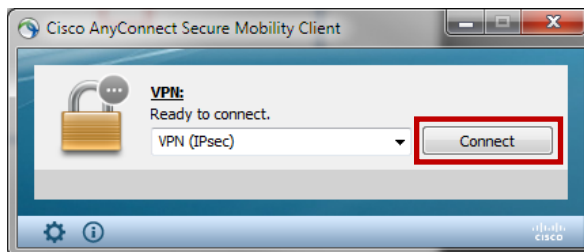
NOTE

If the AnyConnect icon is not visible
Expand the system tray icons by clicking the triangle icon
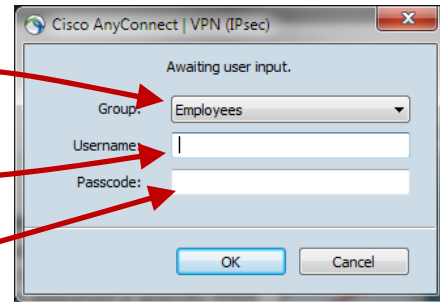… to reveal all system tray icons.

STEP 2

Click Connect

Cisco AnyConnect Secure Mobility Client

VPN:
Ready to connect.

VPN (IPsec)   Connect

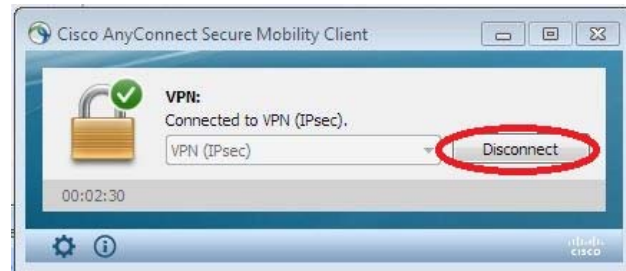## STEP 3

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 an RSA user name by IT.*
- Enter the 8 digit code from your RSA token

To Log Off

Click the AnyConnect icon in the system tray again
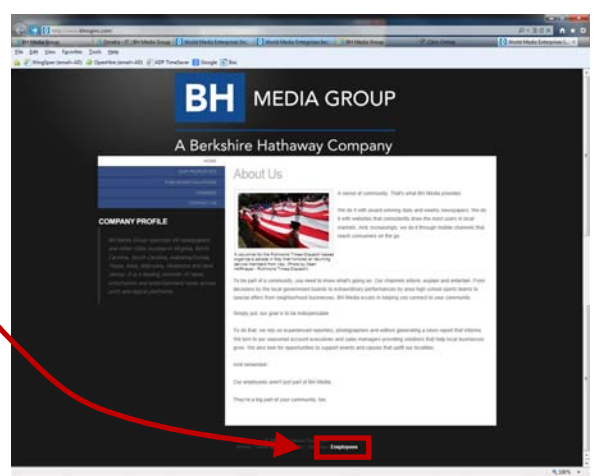
Click Disconnect

ACCESS TO YOUR WORK COMPUTER
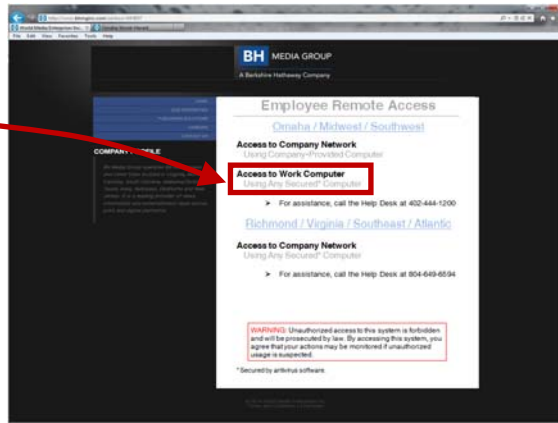
USING A REMOTE COMPUTER

STEP 1

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

STEP 2

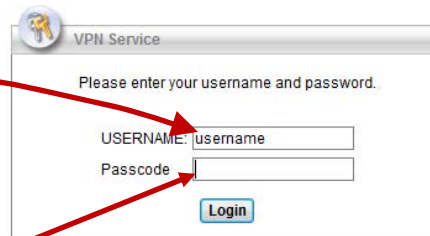**Click "Access to Work Computer" …**
Under your region

STEP 3

Login to the VPN Service
Enter your user name
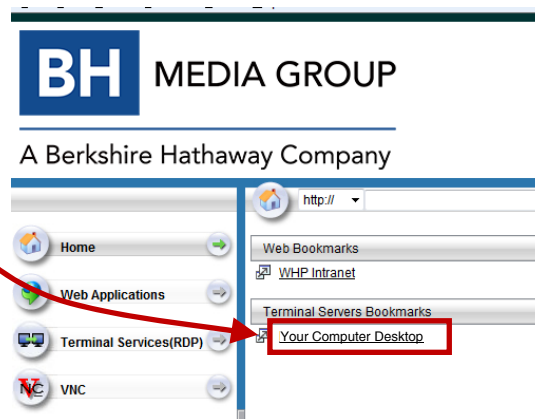   *Typically this is your network user name, unless you were assigned a specific RSA user name by IT.*
Enter the 8 digit code from your RSA token

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.
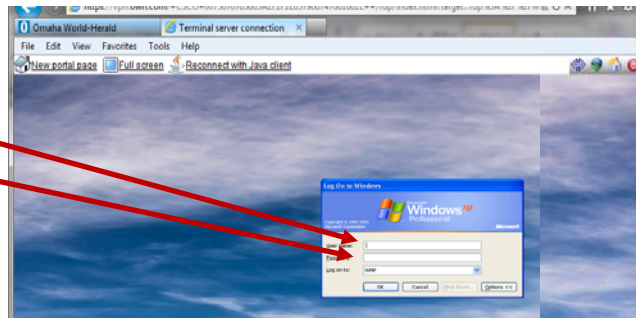
NOTE

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
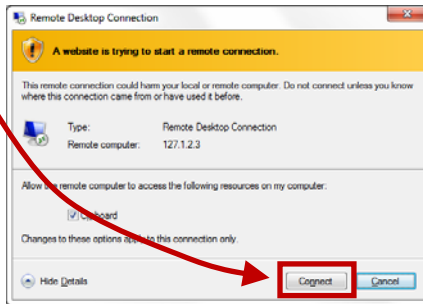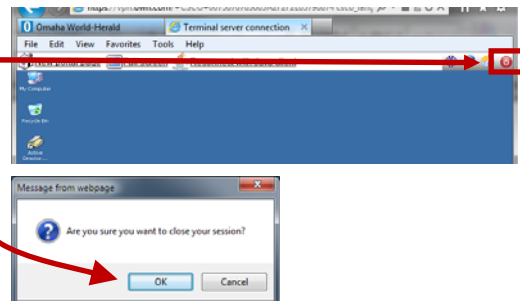

STEP 6

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 bhmginc.com using any computer with Internet access and current anti-virus software from most providers.