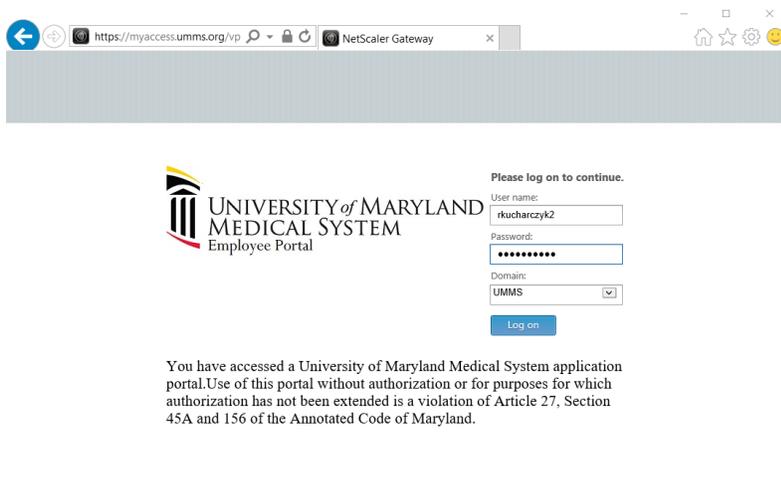


Steps for Off Network Intranet Access

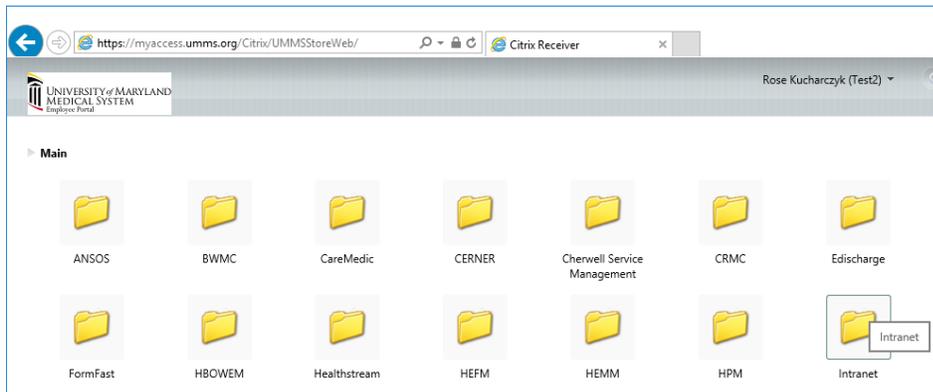
Off Network Intranet Access via MyAccess.UMMS.org

If you are accessing off network items via MyAccess.UMMS.org, you can now access the intranet directly following the steps below.

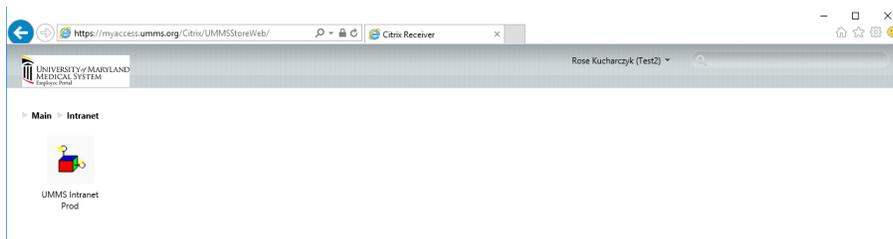
1. User logs into My Access with their AD credentials:



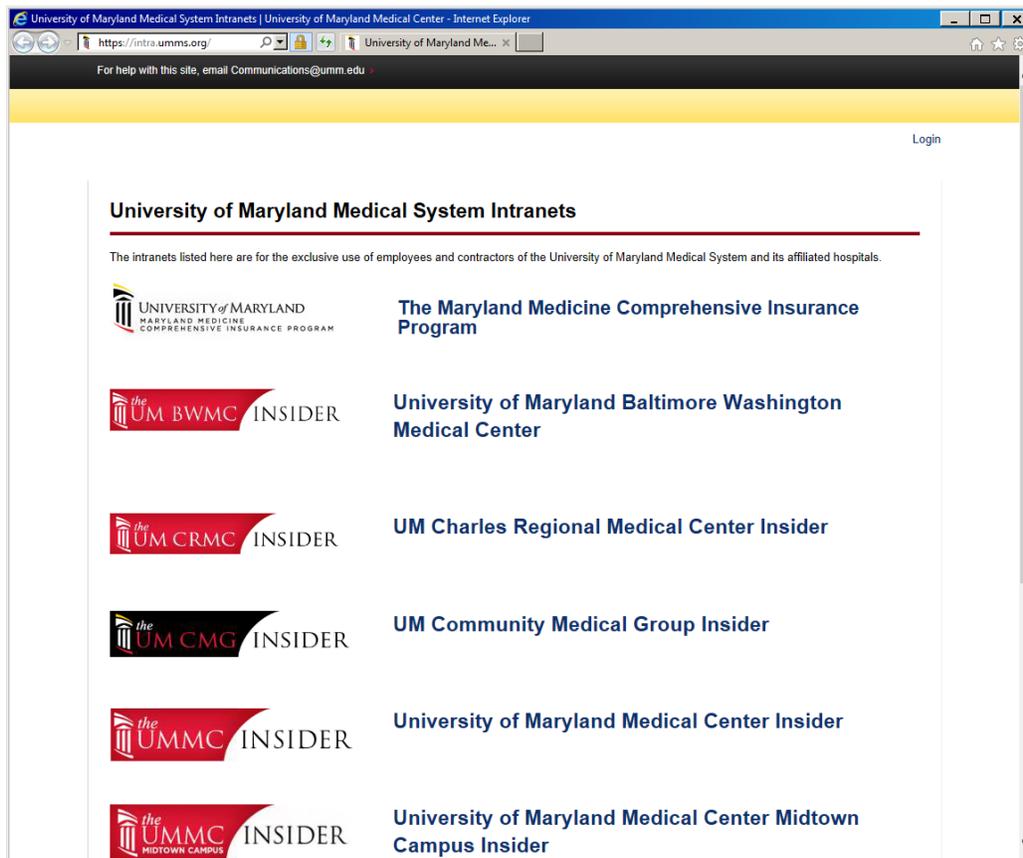
2. After login, they choose Intranet folder



3. User clicks on UMMS Intranet Icon



4. Session launches and brings them to the top level Intranet Page

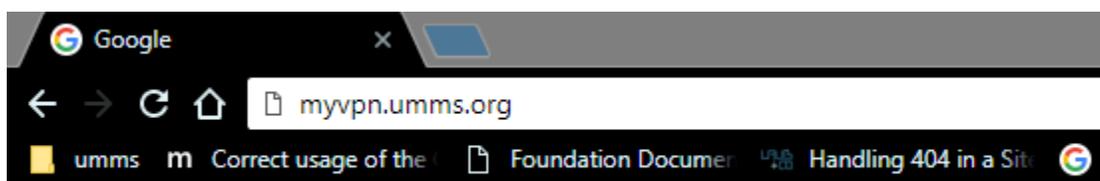


From here, users can choose the site specific intranet page they need.

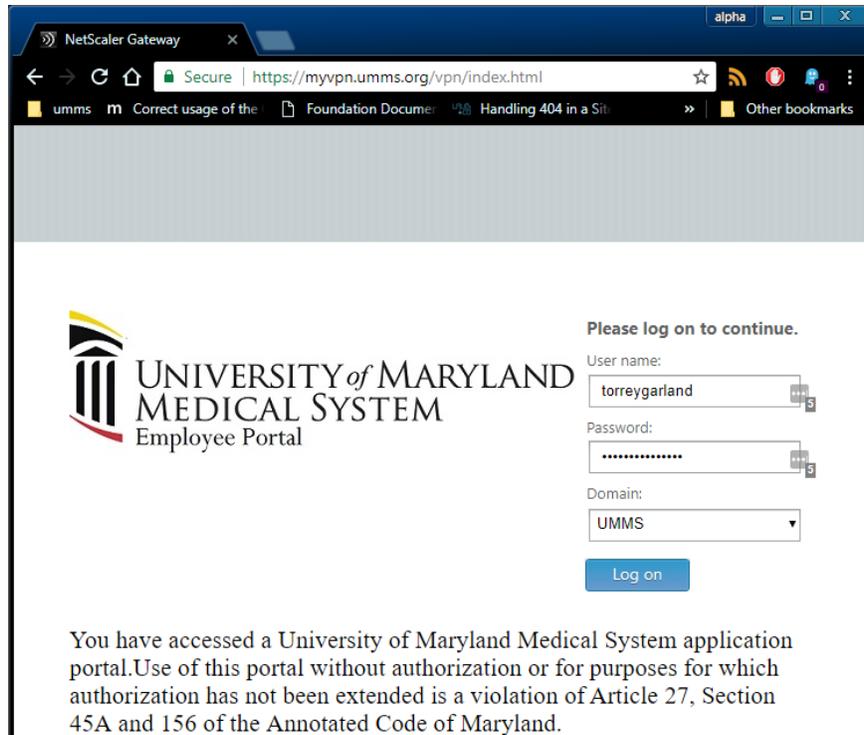
Off Network Intranet Access via MyVPN.UMMS.org

All steps and screenshots captured using Chrome on a Windows 10 personal computer.

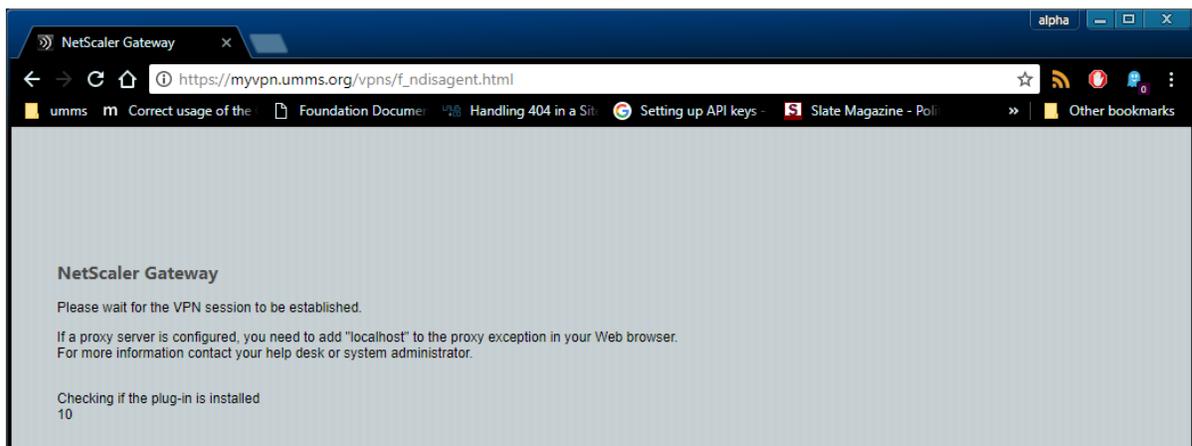
1. Navigate to <http://myvpn.umms.org>.



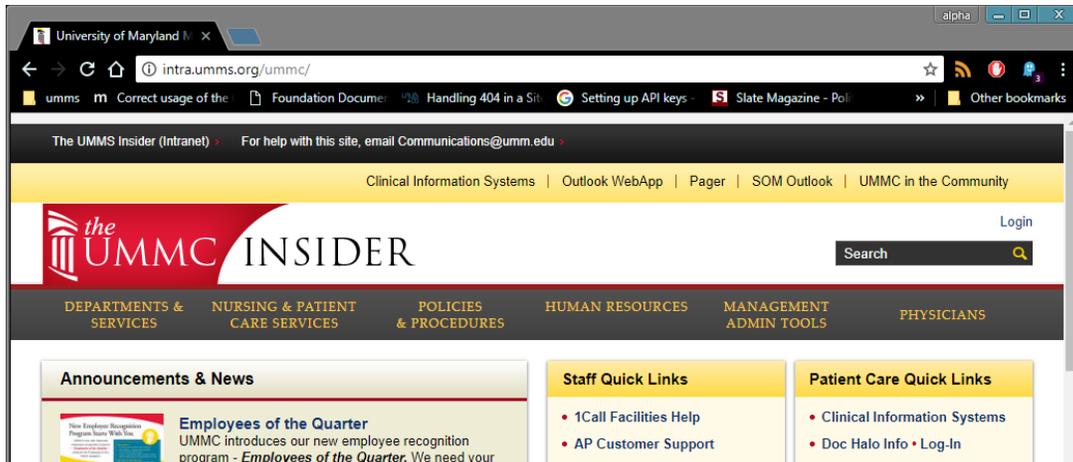
2. You will be redirected to <https://myvpn.umms.org/vpn/index.html>. Enter your username, password and domain. (*Your username and password should match your work computer credentials; if your work password changes, your VPN password will change as well.*) Click the "Log on" button.



3. A webpage similar to this one will appear. Some other dialog windows or progress indicators may display, depending on your operating system. If this is your first time accessing the UMMS Intranet using VPN, you will be prompted to download and install an executable file from Citrix (named the "Citrix Netscaler Gateway").



4. When everything completes, Chrome will automatically redirect to <http://intra.umms.org/ummc/>. Home / external access is now permissible to all of the UMMS Intranet sites.



Please note, after an indeterminate amount of time of inactive use, VPN may log you off automatically. You have the option of manually logging off or exiting VPN using the taskbar icon (black and white colored in Windows 10) or use Windows task manager to kill the VPN process.

Getting MyVPN.UMMS.org Access

Access requires authorization from the UMMS Help Desk (there is typically a 24 hour or less turn-around for them to approve it). Fill out this [Remote Access Request Form](#), have it approved by your manager, and submit it as instructed on the form.

*Access to myvpn.umms.org described below is fully approved by UMMS. **DO NOT USE THIRD-PARTY / NON-APPROVED VPN SOFTWARE TO ACCESS THE UMMS NETWORK, unless you have explicit authorization from the UMMS Help Desk or higher UMMS authority.***