

## Accessing Fairview Remotely

There are a couple ways to work remotely from your home or other off-site location:

1. The first option is **Secure Gateway**. The Secure Gateway is a portal which houses applications that you typically use while on-site. All Fairview Users should have access to the Secure Gateway
2. The second option is **VPN**: VPN or Virtual Private Network is a tool that lets you connect to Fairview using a secure “tunnel” and allows you to access your Fairview tools as if you are sitting at your desk. Most users do not have this access and it requires approval from your manager and a Fairview laptop
3. Use the remote access tool you normally use when working remotely. These options work on Fairview owned devices as well as personal devices. Below are the two options

### Try It Out

#### 1. Multi-factor Authentication (MFA)

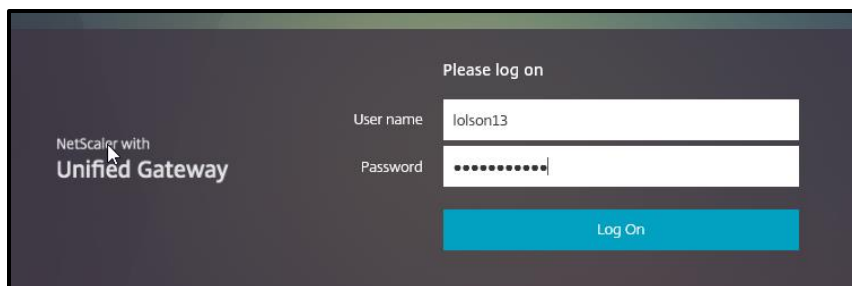
- a. You will need to set up Authentication in order to use either of these processes

Here is a link to the instructions to set up Authentication:

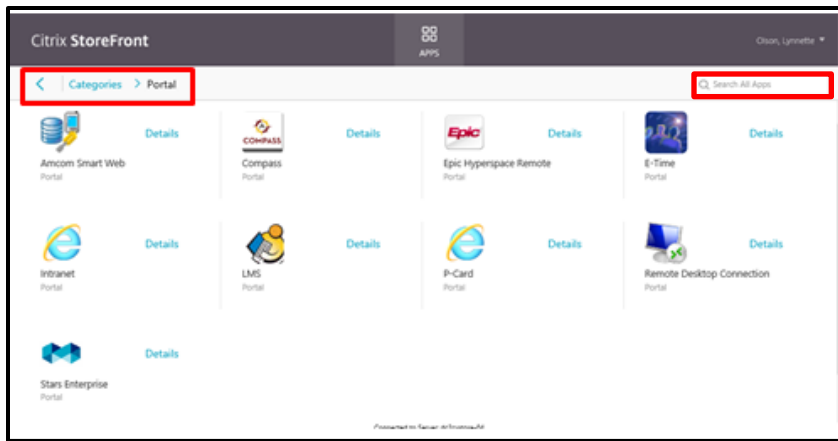
[http://intranet.fairview.org/fv/groups/intranet/documents/web\\_content/s\\_155578.pdf](http://intranet.fairview.org/fv/groups/intranet/documents/web_content/s_155578.pdf)

#### 2. Secure Gateway:

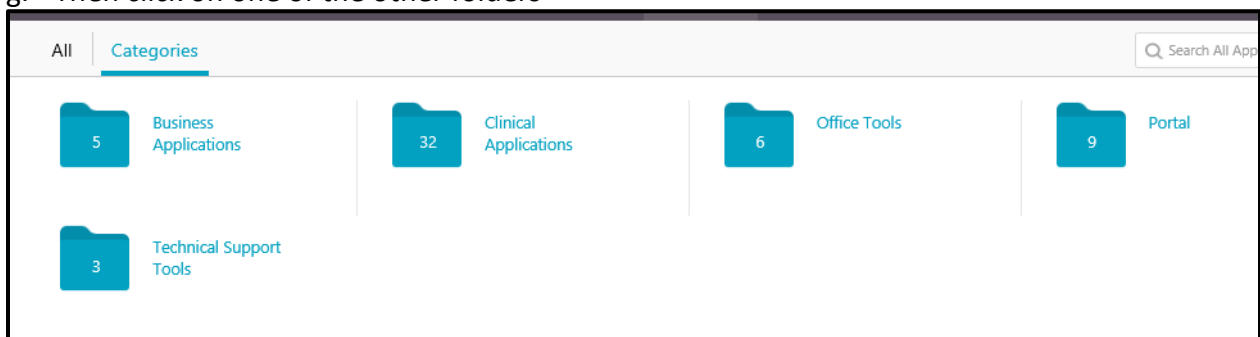
- a. From an Internet Explorer Browser, enter the secure gateway URL:  
<HTTPS://securegateway.fairview.org>
- b. Enter your Fairview username and password – the same password you use to log into your computer/E-mail/Epic at work



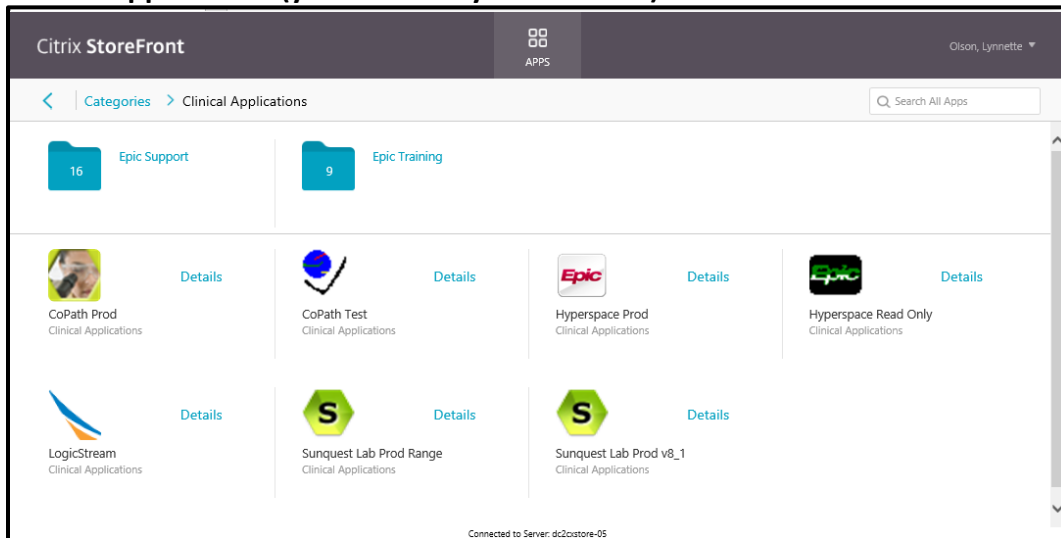
- c. You will receive a verification request on your cellphone, click **approve**
- d. Once you're signed in, you'll have access to all your applications and files that are saved on the server. The icons you see will depend on your security for the site and will display in the “Portal” folder



- e. There are other folders you might need to use, such as **Clinical Applications**
- f. **First click on Categories**
- g. Then click on one of the other folders

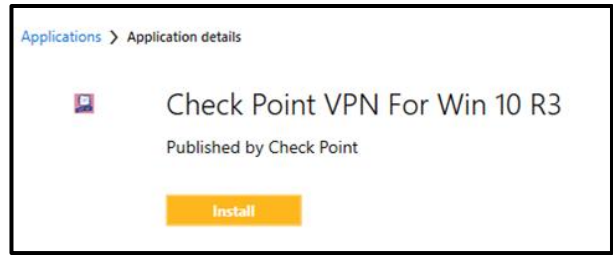
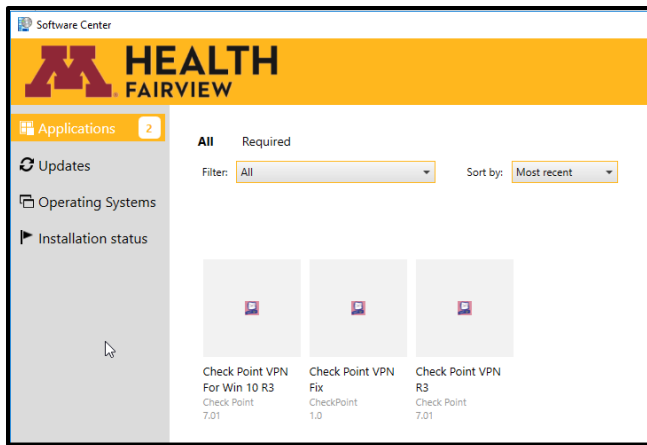


**Clinical Applications (your view may be different)**

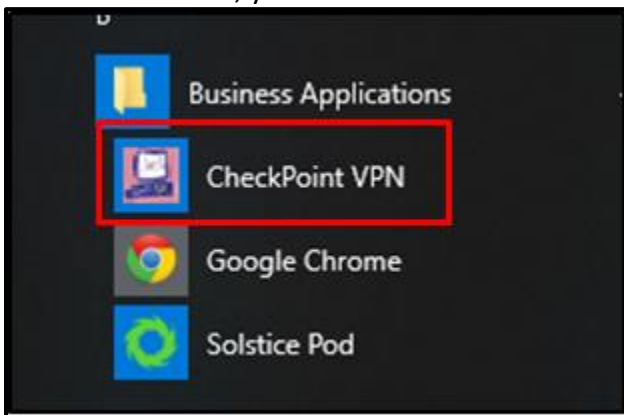


**3. VPN:**

- a. To use VPN, you need to submit a Service Now request for **“Checkpoint VPN”**
- b. Once you have access, you’ll see the option to download it from the Application Catalog
- c. Highlight the correct option and click Install



d. Once it's installed, you'll see it in the Business Applications Folder under the Windows Start Menu



e. Click the icon and log onto the system using your Fairview Username and Password



f. If you have any questions or concerns contact the TSC at 612-672-6805