FortiToken Quick Start Guide (Android)

For Remote Access to PC/Laptop or OWA/Webmail and Intranet, please follow Steps 1-3 below to install and use FortiToken Mobile.
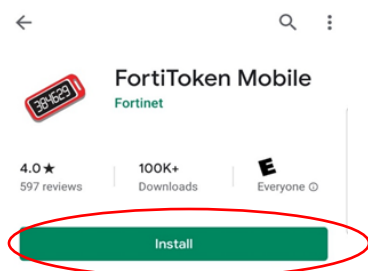**Please ensure that you use a <u>PC and Smartphone</u> for steps 1-3.**

Step 1: Download and Install FortiToken

a) To Begin, please open the App Store on your Mobile Phone

b) Search for "**FortiToken Mobile**" in the Play Store and select Install (Circled in Red) onto your device
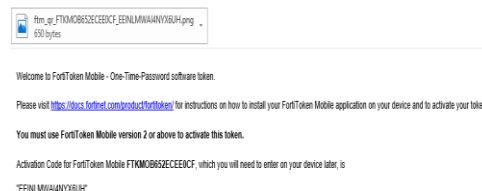
c) After Installation, open the **FortiToken Mobile** Application on your phone.

Step 2: Registering FortiToken to your Smartphone

d) You should have received an email from fortiauthenticator@unityhealth.to

e) Open the Email from your PC. The Email should look like the image below

f) Attached to the email is an image file of a QR code (Example shown below). Download this file onto your computer and open it, as it will be required next.

g) Open the **FortiToken Mobile** app on your phone. Select "**SCAN BARCODE**" (Circled in Red) and Scan the QR Code you downloaded and opened. The registration is now complete.
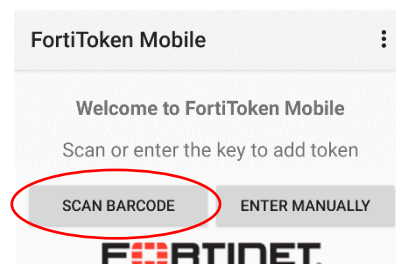
Please Note: The QR Code will expire in 1 week upon receiving the email. If you need another QR Code, please contact Helpdesk

Step 3: Using FortiToken for Remote Access

h) For remote access to PC/Laptop, OWA and intranet, please go to https://fortiportal.unityhealth.to. It is recommended that users access the site through Google Chrome or Microsoft Edge.

i) Please Enter your username and password based on your site (see below for example) and select **login**. The system will then ask you for the **6 Digit FortiToken Code**

smh\username or
stjoe\username or
*unity\username (for
Providence Users only)*

j) To find the FortiToken Code, open the **FortiToken Mobile** App and enter the 6 Digit code as shown below . You will be logged in to Fortiportal.

k) To connect to a PC/Laptop remotely from Fortiportal, select **"Quick Connection".**
   i. Please note: Remote Access to your PC/Laptop will only be available if your workstation is **powered on** and your account has the **proper permissions** to do so.

   ii. To also access OWA/ Webmail or Intranet within the FortiPortal, select the appropriate icon for your site
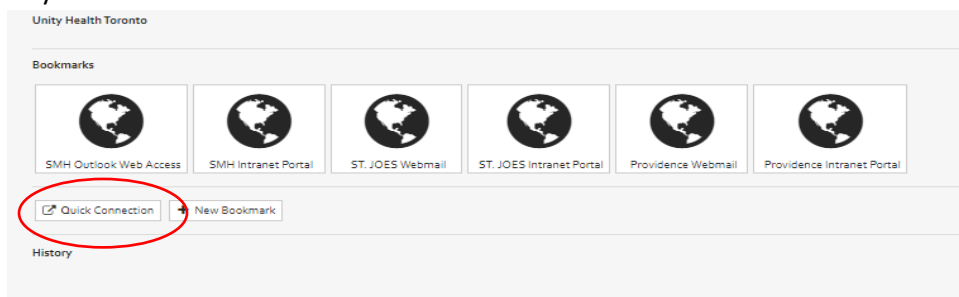
For assistance with account permissions, please call the Helpdesk extensions below based on your site

	SJHC	SMH	PHC
Extension	x 3805	x 5751	x 3000
Email	helpdesk@stjoestoronto.ca	helpdesk@smh.ca	helpdesk@providence.on.ca

l)   Select "**RDP**" from the 3rd row

m)   Please enter the following information highlighted on the right to access your PC/Laptop remotely

	SJHC	SMH	PHC
PC IDs	**New PC:** SJPCxxxx.stjoe.local **Old PC** Assetxxx.stjoe.local **New Laptop:** SJLTxxxxx.stjoe.local **Old Laptop** SJPCxxxx.stjoe.local	**PC/Laptop:** SMHPCxxxxx.smh. smhroot.net	**PC:** PC0xxxx.providence.on.ca **Laptop:** LT0xxxxx.providence.on.ca

smh\username or
stjoe\username or   *and*   *Password*
prc\username (for
Providence Users Only)

Change Security option to option circled in red below
"*Allow the Server to choose the type of Security*"

Select "Launch" to connect to your computer remotely

n)   You are now connected to your PC/Laptop remotely and are able to access any applications on your
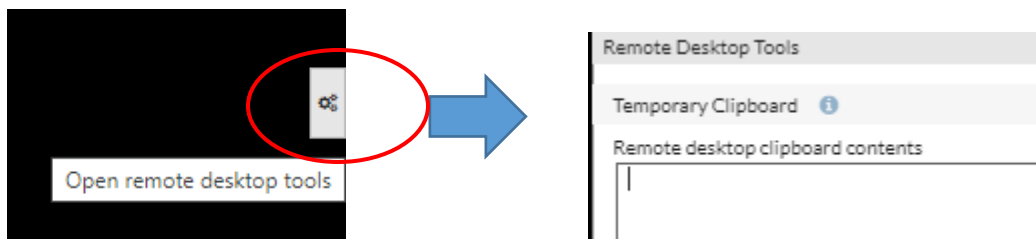   computer
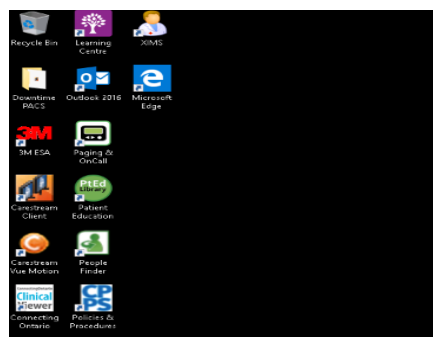
Optional Steps: Signing Out and Bookmarking

Please follow the steps highlighted below to **Sign Out**.

If the user accidently shuts down the PC/Laptop they are remotely connected to, they will not be able to remote back in until they physically turn it back on

1. To Sign off the remote session, please place your mouse on the **right side** of the screen. Click on button (circled in red) below to open remote desktop tools on your PC/Laptop
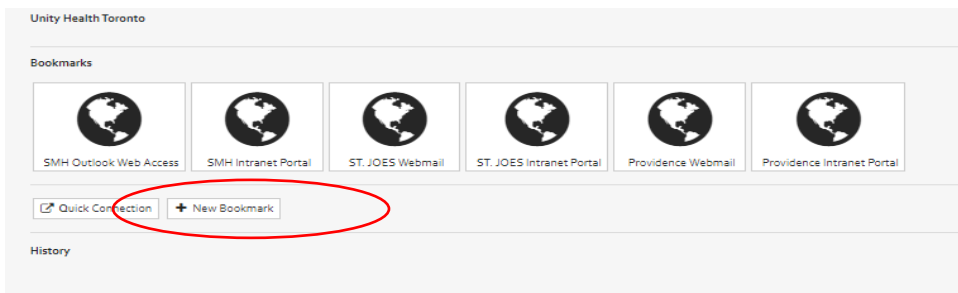

2. Scroll to the bottom of Remote Desktop Tools and select **"Ctrl+Alt+Delete"** and then select **"Sign Out"**
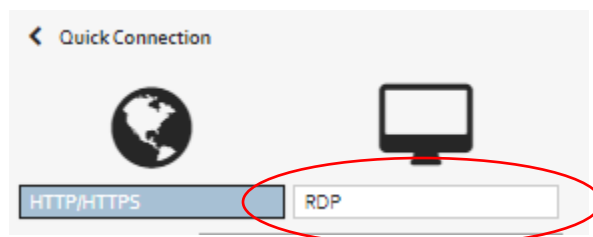

3. Select **"Close Window"** to Close Tab

Please follow the steps highlighted below to **Bookmark a Computer for Remote Access**.
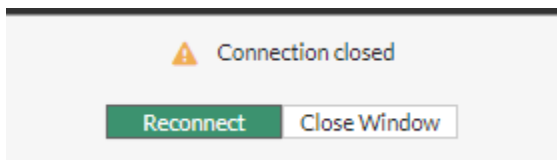
1. To bookmark a computer for remote access, please select the " New Bookmark" in the FortiPortal Homepage

2. Select "RDP"

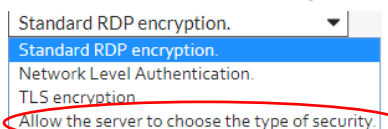3. Please enter the following information highlighted below

Input Preferred Name for Bookmark

Input the PC ID you will be remotely connecting to.
Please Refer to **Step "M"** on page 3

smh\username or
stjoe\username or   *and*   *Password*
prc\username (for
Providence Users Only)

Change the Security settings to "Allow the Server to Choose Security".
Please Refer to **Step "M"** on page 3

Select Save to finalize the bookmark settings

4. The computer you saved is now located on the main page of the Fortiportal