FortiToken Quick Start Guide (Apple)

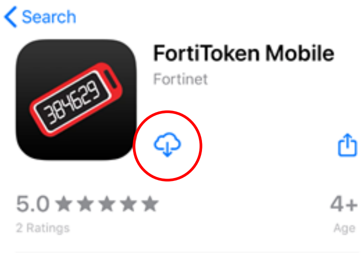
For Remote Access to PC/Laptop or OWA/Webmail and Intranet, please follow Steps 1-3 below to install and use FortiToken Mobile.

Please ensure that you use a PC and Smartphone 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

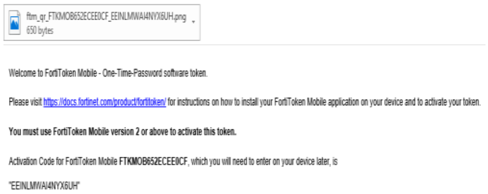


c) After Installation, open the **FortiToken Mobile** Application on your phone.

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



ftm_qr_FTKMOB652ECEE0CF_EEINLMWAI4NYX6UH.png
650 bytes

Welcome to FortiToken Mobile - One-Time-Password software token.

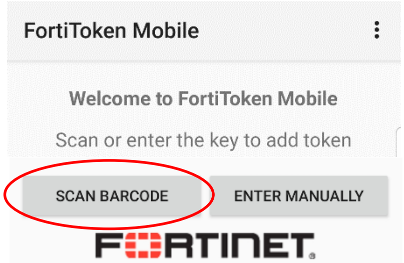
Please visit https://docs.fortinet.com/product/fortitoken/ for instructions on how to install your FortiToken Mobile application on your device and to activate your token.

You must use FortiToken Mobile version 2 or above to activate this token.

Activation Code for FortiToken Mobile **FTKMOB652ECEE0CF**, which you will need to enter on your device later, is "EEINLMWAI4NYX6UH"

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.


FortiToken Mobile
Welcome to FortiToken Mobile
Scan or enter the key to add token
SCAN BARCODE
ENTER MANUALLY
FORTINET

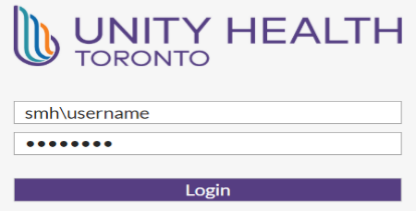
Please Note: The QR Code will expire in 1 week upon receiving the email. If you need another QR Code, please contact Helpdesk

Step 3: Using FortiToken for Remote Access

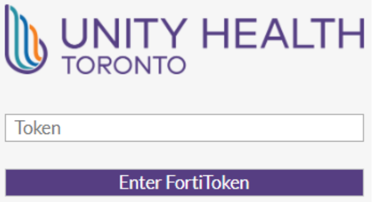
h) For remote access to PC/Laptop, OWA and intranet, please go to https://fortiportal.unityhealth.to. It is recommended that users access the site through Google Chrome or Microsoft Edge.

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**

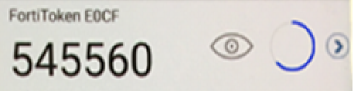
smh\username or
stjoe\username or
unity\username (for Providence Users Only)


UNITY HEALTH
TORONTO
Login

smh\username
••••••••


UNITY HEALTH
TORONTO
Token
Enter FortiToken

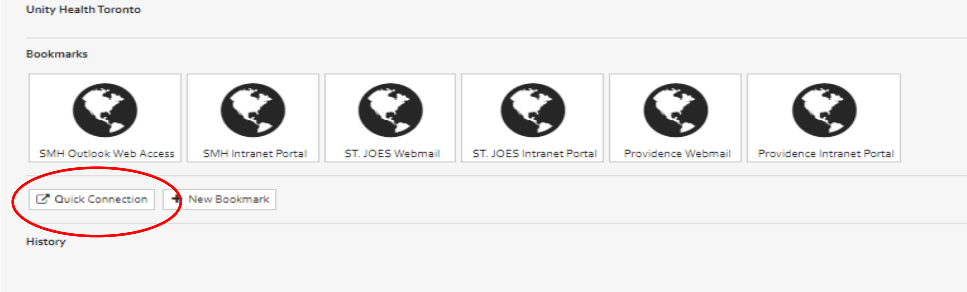
j) To find the FortiToken Code, open the **FortiToken Mobile** App and enter the 6 Digit code as shown below . You will be logged in to Fortiportal.


FortiToken E0CF
545560

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.

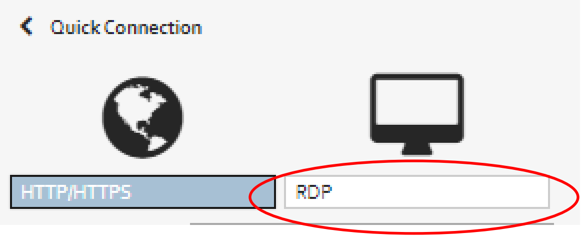
  ii. To also access OWA/ Webmail or Intranet within the FortiPortal, select the appropriate icon for your site


Unity Health Toronto
Bookmarks
SMH Outlook Web Access
SMH Intranet Portal
ST. JOES Webmail
ST. JOES Intranet Portal
Providence Webmail
Providence Intranet Portal
Quick Connection
New Bookmark
History

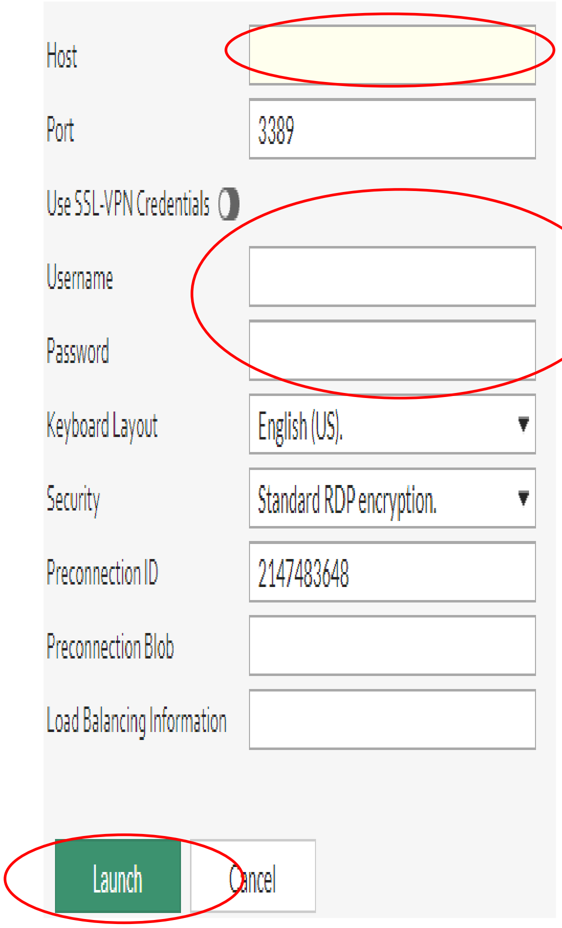
For assistance with account permissions, please call the Helpdesk extensions below based on your site

	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


Quick Connection
HTTP/HTTPS
RDP

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



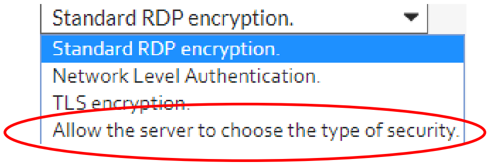
Host
Port 3389
Use SSL-VPN Credentials
Username
Password
Keyboard Layout English (US).
Security Standard RDP encryption.
Preconnection ID 2147483648
Preconnection Blob
Load Balancing Information

Launch
Cancel

	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

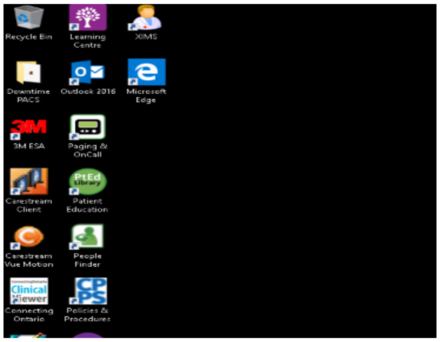
smh\username or *stjoe\username* or *prc\username (for Providence Users Only)* *and* *Password*

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


Standard RDP encryption.
Standard RDP encryption.
Network Level Authentication.
TLS encryption.
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

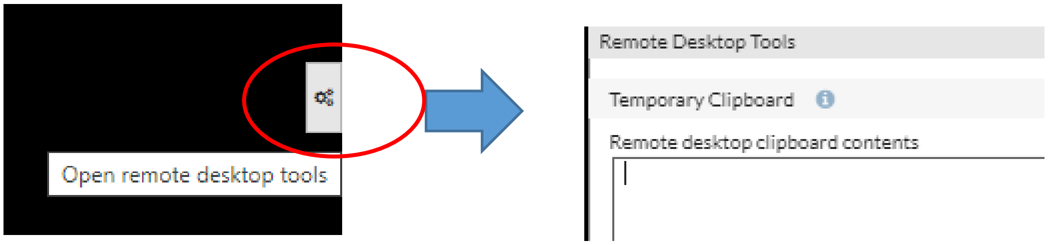

Recycle Bin
Learning Centre
XIMS
Downtime PACS
Outlook 2016
Microsoft Edge
3M ESA
Paging & OnCall
Carestream Client
Patient Education
Carestream Vue Motion
People Finder
Clinical Viewer Connecting Ontario
Policies & Procedures

Optional Steps: Signing Out and Bookmarking

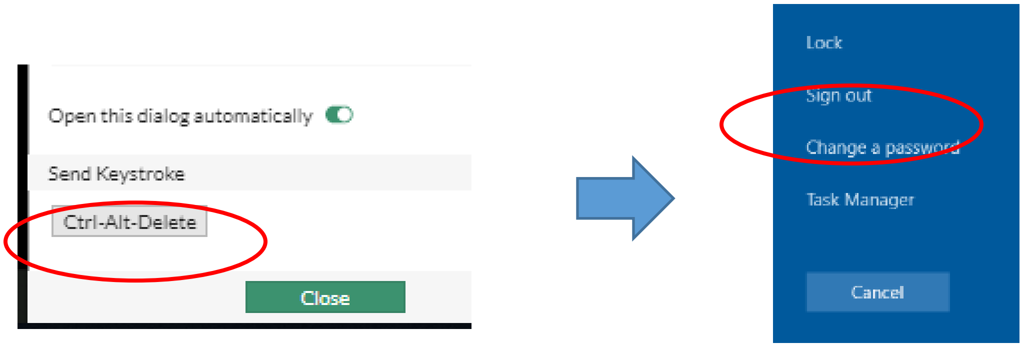
Please follow the steps highlighted below to **Sign Out.**

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

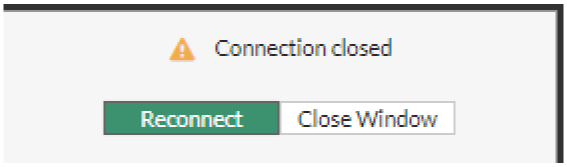
1. To Sign off the remote session, please place your mouse on the **right side** of the screen. Click on button (circled in red) below to open remote desktop tools on your PC/Laptop


Open remote desktop tools
Remote Desktop Tools
Temporary Clipboard
Remote desktop clipboard contents

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

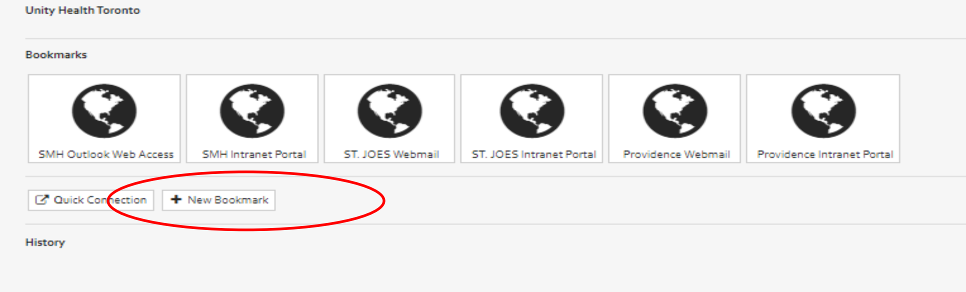

Open this dialog automatically
Send Keystroke
Ctrl-Alt-Delete
Close
Lock
Sign out
Change a password
Task Manager
Cancel

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

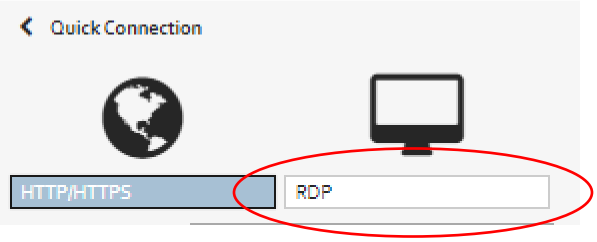

Connection closed
Reconnect
Close Window

Please follow the steps highlighted below to **Bookmark a Computer for Remote Access**.

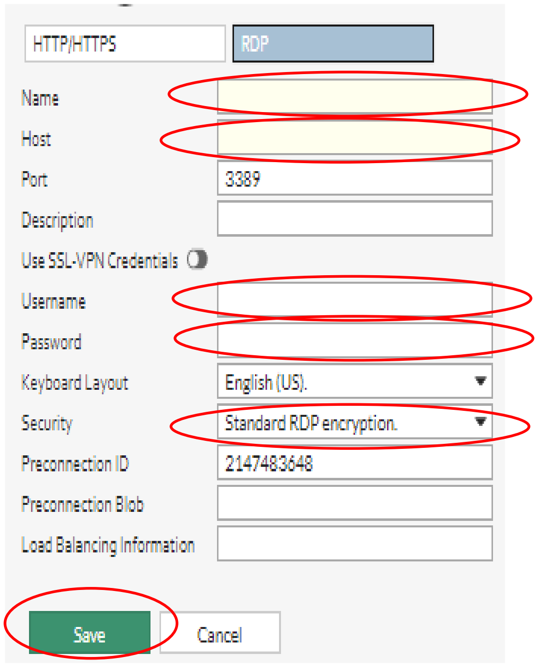
1. To bookmark a computer for remote access, please select the " New Bookmark" in the FortiPortal Homepage


Unity Health Toronto
Bookmarks
SMH Outlook Web Access
SMH Intranet Portal
ST. JOES Webmail
ST. JOES Intranet Portal
Providence Webmail
Providence Intranet Portal
Quick Connection
New Bookmark
History

2. Select "RDP"


Quick Connection
HTTP/HTTPS
RDP

3. Please enter the following information highlighted below


HTTP/HTTPS
RDP
Save
Cancel

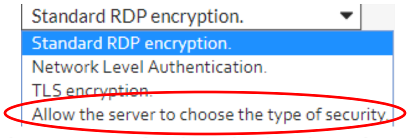
Name
Host
Port 3389
Description
Use SSL-VPN Credentials
Username
Password
Keyboard Layout English (US).
Security Standard RDP encryption.
Preconnection ID 2147483648
Preconnection Blob
Load Balancing Information

Input Preferred Name for Bookmark

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

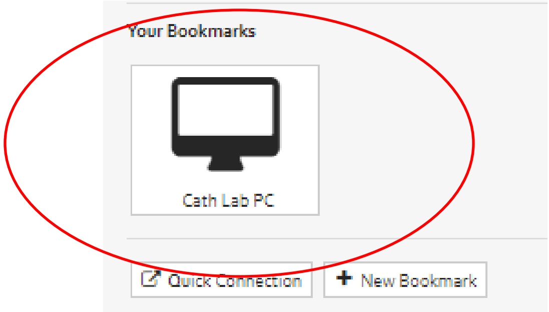
smh\username or *stjoe\username* or *prc\username (for Providence Users Only)* *and* *Password*

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


Standard RDP encryption.
Standard RDP encryption.
Network Level Authentication.
TLS encryption.
Allow the server to choose the type of security.

Select Save to finalize the bookmark settings

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


Your Bookmarks
Cath Lab PC
Quick Connection
New Bookmark