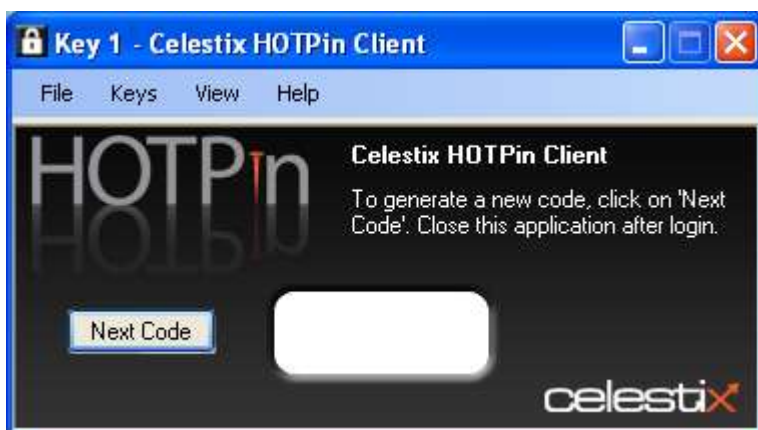


Staff hand-out – Secure Remote Access

Connect to the Secure Remote Access Portal

1. Connect college laptop to your home network, either via Wireless or Ethernet cable.
2. Logon to the laptop using your college username and password as normal.
3. Make sure the HOTPin client is running:



4. Go to <https://sec-portal.lcwc.ac.uk>.
5. If you are asked to trust the website or add to pop-up blocker do so.
6. Once the logon screen appears; in the **HOTPin** client click **Next Code** and then enter your college username and password (no wcc\ required) and the HOTPin code in the Remote Access Portal.

The very first time you log on to the portal you will have to create a PIN - this PIN protects the HOTPin client in case of theft of the laptop. Once the PIN is created you will have to login to the portal again.

7. Enter a PIN you can remember when prompted by the web site (this will only happen once):

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Application and Network Access Portal

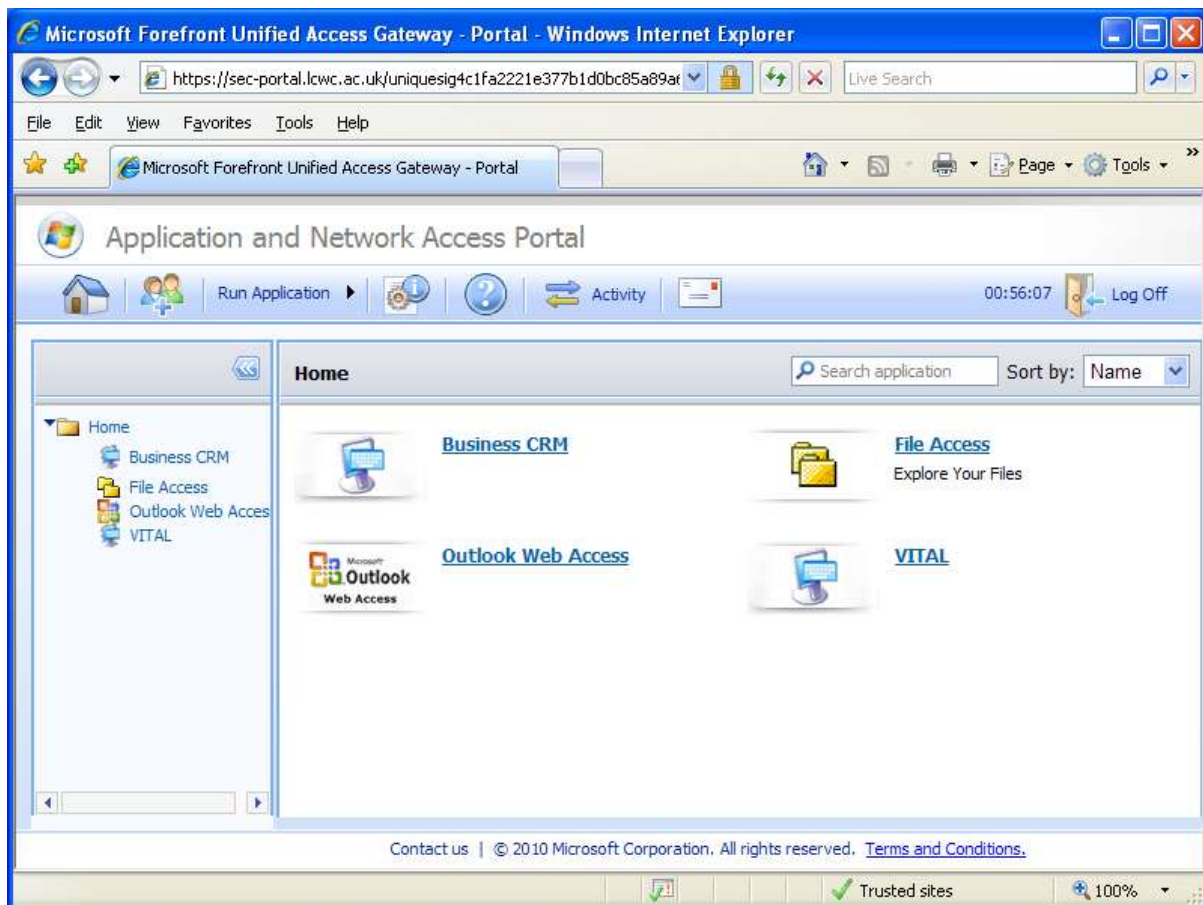
Continue to authenticate to server "HOTPin".
Your current PIN is invalid.
Enter a new PIN (between 4-8 digits):

Log On

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8. Once the portal logon page appears again, in the **HOTPin** client click **Next Code**.
9. Logon to the portal with staff username and password and PIN + Code e.g.:
PIN = 1234
Code = 987654
HOTPin code = 1234987654

Remote Access Portal Features



Business CRM – Is used by the Business and Community Team to track contact with customers.

File Access – Allows you to download and upload files to both your home area and the group drive (AKA the “I drive”).

Outlook Web Access – the web version of Outlook can be used to access email and calendars.

VITAL – Used to update tutorial and student data.

Other features coming soon are:

SharePoint (college intranet)

Some aspects of EBS, such as Agent and Reports

For more information contact the Computer Services team