

Instructions for using a laptop at home

NECS IT Service Desk - 0300 555 0340

1. Initial set-up

1. Use your normal windows login username and password to log into the laptop whilst connected to the network in the surgery. This will allow the laptop to recognise these details when you try to log in at home.
2. Install BMS token app on your phone – you will have received an email from IT with details of the code to enter when you are installing. You will also have to set up a PIN that you have to enter each time you use the app.

2. Log in to windows



Switch on the laptop and sign in using your normal windows username and password.

The username is usually in the form firstname_lastname

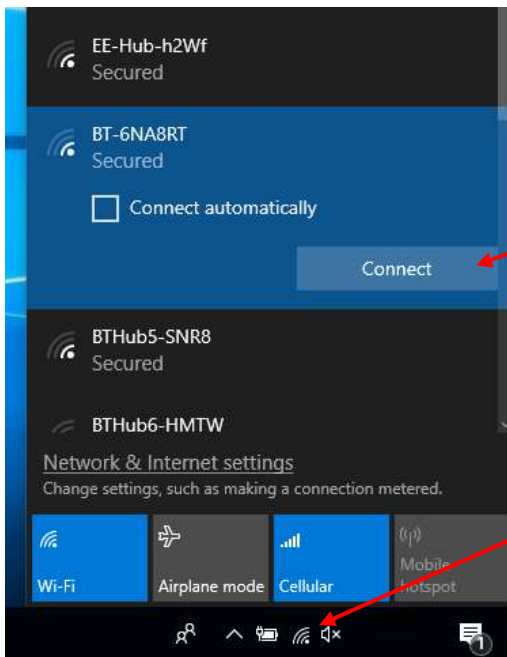
3. Connect to your home network

Option 1 – network cable

If you are connecting using a cable, connect it from your router or network point to the correct port on the side of the laptop



Option 2 – Wireless network



Find your home wifi connection and click connect

Click here first to open the list of wifi connections

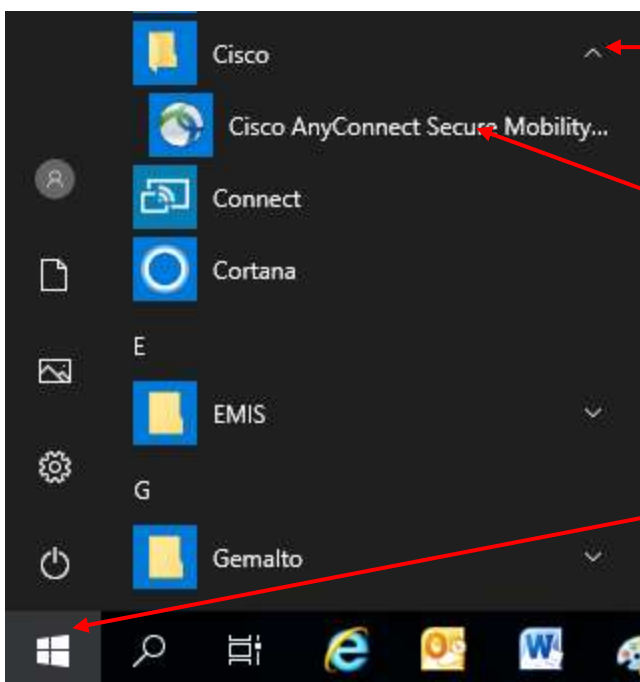
Enter your home wifi password when prompted

If you are unable to see this menu, it can also be found at:

Windows button (start menu) → Settings → Network & Internet → Wi-Fi → Show Available Networks

4. Connect to Secure Network (VPN) using Cisco AnyConnect

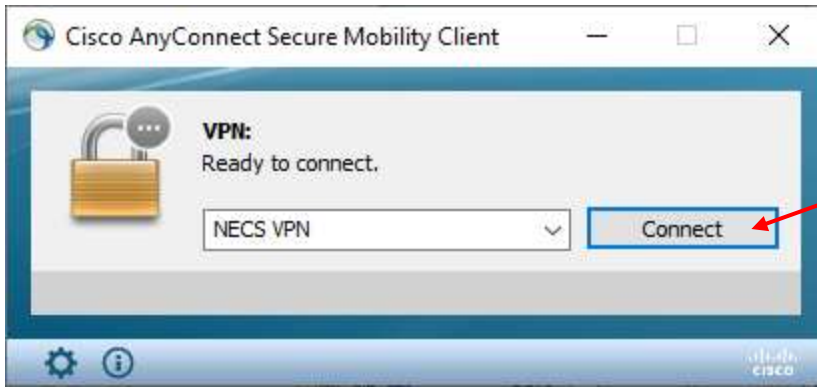
Go to Windows button (start menu) → Cisco → Cisco AnyConnect Secure Mobile Client



Click this arrow to open the list if you are unable to see the item below

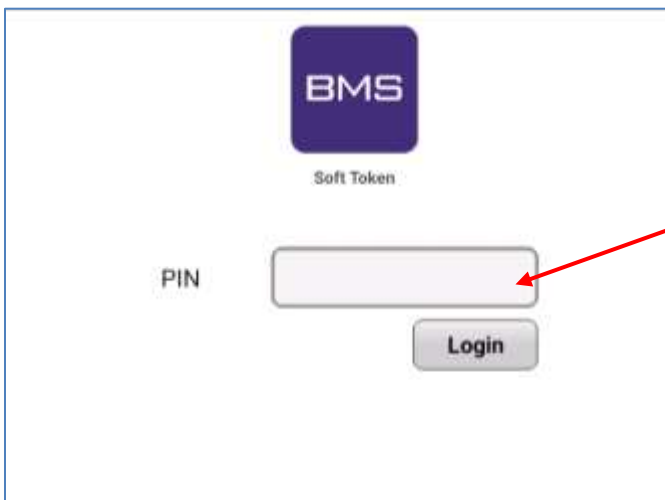
Click on this item to run

Click here first to open the menu

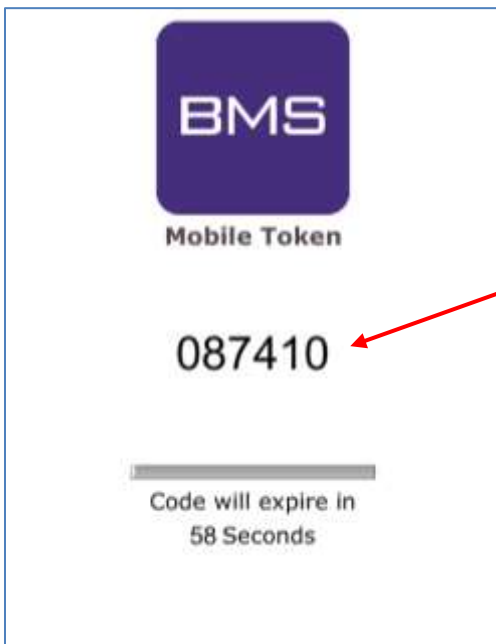


Check that NECS VPN is selected in the white box and click connect

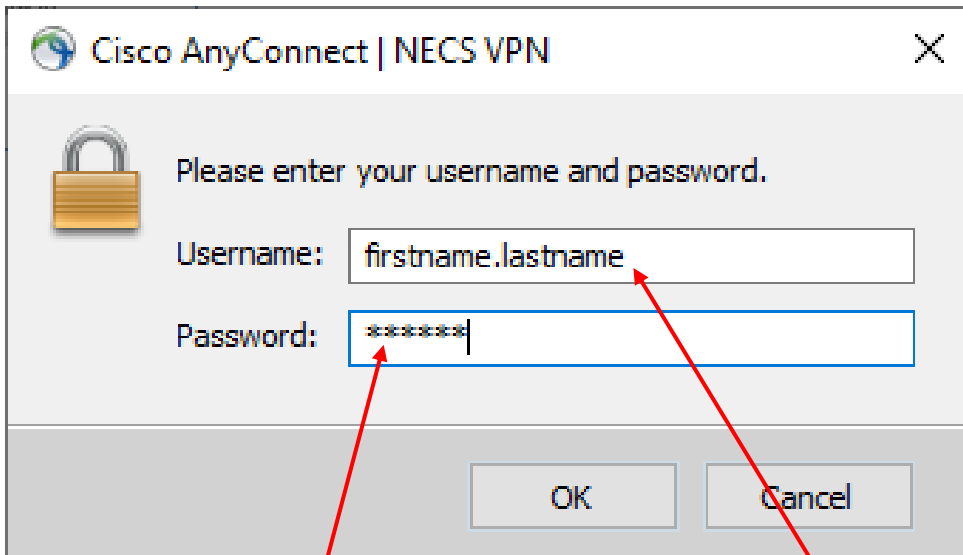
Now run the BMS Token App on your phone.



Enter the PIN code you set up when you installed the BMS token app



This number is the password for the next step



The password is the six digit code displayed on your phone

This is the username that was given to you in the email from IT with the details of your BMS token, it should be in the form firstname.lastname



You should now be connected to the secure NHS network and can insert your smartcard and run EMIS as usual