How to connect to the EC IT environment remotely with an "FULL token"?

You are allowed to use a **FULL token ONLY from an official EC laptop**.

**Access from any other computer** (personal, shared, internet-café, etc.) is **STRICTLY forbidden**.

1. Prerequisite (to do once on **any laptop you want to use**)

<table>
<thead>
<tr>
<th>From any EC building, connect the laptop to the EC network via a network cable.</th>
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<tbody>
<tr>
<td><strong>Start your laptop NORMALLY</strong> and enter your login/password.</td>
</tr>
<tr>
<td>When your desktop is displayed, <strong>shutdown the laptop</strong> (menu Start / Shutdown).</td>
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</table>

**This step MUST be executed** once on any laptop you never used before (borrowed or brand new laptop) as this first connection creates the login on the laptop.

**Without it:**
1) It's simply **impossible to connect** remotely
2) **There is NOTHING we can do to help** remotely.
3) You will have to come back and connect from an EC building.
2. How to connect?

<table>
<thead>
<tr>
<th>From the EC laptop:</th>
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<tr>
<td><strong>Start your laptop NORMALLY</strong> and enter your login/password as if you were in the office.</td>
</tr>
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</table>

| Connect to the Internet via a WiFi or a network cable and verify that the internet access works. |

<table>
<thead>
<tr>
<th>Open the Start menu then click on:</th>
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<tr>
<td><strong>All Programs/EC Remote Access/1-My remote</strong></td>
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<tr>
<th>From the &quot;MyRemote Services&quot; page</th>
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<tr>
<td>In the &quot;FULL access&quot; box</td>
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<tr>
<td>Click on the &quot;Go To&quot; button</td>
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</table>
In the next screen you will need your **token ID**.
The token ID is composed of an uppercase T followed by 7 digits, example T0533009

Look at the **barcode on your token** especially the number of digits between the hyphens:
- If you have 7 digits, then it’s "T" followed by these 7 digits
- If you have 6 digits, then it’s "T" followed by the **first** 7 digits (without the hyphen)

![Barcode Example](image1)

T0533009  T3361028

1) **Enter your Token ID** (see tip above)
2) **Enter your token-generated password**
   To do so:
   - switch-on your token
   - enter its 5-digits pin code
   - the token displays the "token password"
3) **Click on "Sign In"**

If you get a **pop-up error messages at this stage** like: Setup connect, Juniper, etc

It’s probably due to the fact that this **laptop remained unconnected** (from our premises) for **far too long** and, consequently, some updates have not been installed.
In this case, **you may be unable to connect**.

Please contact our Service Desk +32 2 29 77777 for more details.

This message indicates that you are now connected securely to the EC network.
**Click on OK.**

You are then directed to the “Full access profile” webpage.
If needed, you will find bookmarks to EC corporate Services (Sysper, My IntraComm...)
3. How to get your network drives?

1) Please **wait for 2 minutes** before proceeding.
2) Please check that **Outlook is not running**.

Open the Start menu then click on:
All Programs/EC Remote Access/2-MapMyDrives

Wait until you see this confirmation that the login script completed successfully.

Now:
- your network drives (H,U,P, etc) are available
- you can start Outlook (if needed)

If you encounter any problem at this stage, please do not hesitate to
- restart the "2-MapMyDrives" script
- contact our Service Desk +32 2 29 77777
4. How to disconnect properly?

Why is it so important to disconnect properly?

If you left your computer unattended with a session still open, you are accountable for everything that is done using your credential (token and/or login).

Close any application connected to the EC network like:
- Outlook
- Word, Excel, etc. with EC documents open
- etc.

Back to this screen it’s very important to Click on “Disconnect / Déconnexion”

Wait for this screen to appear (confirming that your session as been terminated).

Close your internet browser completely by closing the browser window (closing your current tab is not enough).

When in doubt, shutdown the PC.