Baptist Health Acceptable Use Agreement

Access/use ("Use") of this Baptist Health device, any Baptist Health applications or Baptist Health sponsored social media accounts and/or connection to Baptist Health's computer network from the Internet or otherwise ("Baptist Health Systems") is governed by Baptist Health's Electronic Information & Systems Usage Policy (available on Baptist Policy Manager).

The following highlights important information from the policy but is not intended to substitute your full review and agreement to comply with the policy. You agree that you will NOT:

- Use, modify or disclose Baptist Health confidential or proprietary information or third-party sensitive information, such as client and third-party business information and patient personal health information, for any purpose other than to conduct Baptist Health business.
- Save PHI, individually identifiable health information, card holder data or client confidential information on any medium (e.g. SD memory cards, personal mobile devices, USB/Flash drives, Cloud storage services, non-Baptist Health email services, etc.) not provided or approved by Baptist Health or the client.
- Alter or delete any copyright, trademark, patent or other proprietary rights notice on or within any Baptist Health information or solutions.
- Share your electronic identity (e.g. accounts, passwords etc.). Use Baptist Health Systems for illegal activity, to receive/send/store/view/create obscene, pornographic or other inappropriate material or to disparage Baptist Health.
- Send or post messages, including via email, Internet-based forums, or social media sites, etc., from Baptist Health Systems that conflict with Baptist Health policies.
- Attempt to deny service to authorized users to inappropriately access, obtain, alter, damage and/or destroy information, or otherwise interfere with Baptist Health Systems.
- Alter, disable, bypass, share or diminish Baptist Health System controls (e.g. security settings, sharing/disabling passwords, disabling virus protection, etc.) without prior approval.
- Connect to Baptist Health's network (other than the guest network) or access a client's system other than with a device provided or approved by Baptist Health.

Further, you acknowledge that:

- Baptist Health Systems are monitored. All information created, input, viewed, sent, received, stored or copied on or downloaded from Baptist Health Systems, including personal information regardless of whether it is viewed/accessed/created on a personal email account and whether or not it is related to Baptist Health's business, may be copied, backed-up, saved, viewed or deleted at any time by Baptist Health, in its sole discretion. If you choose to use Baptist Health Systems for private/personal use, you agree that all information created/stored on/downloaded from Baptist Health Systems may be monitored by Baptist Health for security reasons and to comply with legal obligations, and you have no expectation of privacy in such information.
- Installation of unsupported software on Baptist Health laptops/desktops is prohibited and on other devices is not recommended, requires a valid license and is used at your own risk. Baptist Health supported applications are those that are distributed with your device or provided to you by Baptist Health.
- Some Baptist Health Global Systems Usage policies may contain more restrictive policy statements.
- Use of Baptist Health's Systems implies knowledge of and compliance with all Baptist Health policies posted on Baptist Policy Manager.
- You are responsible for reporting any suspected violation of these policies to the Baptist Compliance Office.
- Violation of the Policy may result in corrective/disciplinary action, as appropriate, up to and including dismissal/termination of employment/engagement (as permitted by local law).

How do I connect to the Baptist VPN?

The Baptist VPN allows you to work from anywhere with an internet connection. Once connected you are connected to the Baptist network and can launch applications and visit web pages in the same way that you would from your office.

Setting up Multi-Factor Authentication

The VPN client also makes use of Multi-Factor Authentication (Imprivata), which must be setup before you can connect to the network.

First, you will need to get the IMPRIVATA ID app. Open the Play Store for Android or the App Store for iOS devices and search for IMPRIVATA ID. *(Please refer to the Imprivata Install Instructions Document for more information on how to install this application.)*

Once you have installed the app, open it and it will prompt you for the initial setup.

Click "This is my First Time,' then on the next screen select "Turn On."

Select "Not Now" for the next two screens.

Once this is completed you will be presented with two numbers. The top number is a 12-character serial code needed for registration and the second set is a rotating key.

Connecting through the Cisco AnyConnect Client

Next, open the Cisco AnyConnect client if you have it installed. If you do not have the client installed, go to the website: vpn.baptistfirst.org
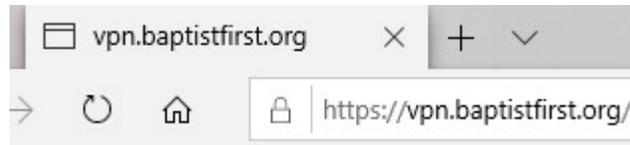
When prompted, log in with your Baptist username and password. *(Do not include @baptistfirst.org)*

On the next page you will be prompted to enroll in Multi-Factor Authentication. First, you must enter the 12-digit code. This code should start with IMPR.

On the next screen you must enter the rotating key located beneath the serial code. This will be a 6-digit code.

After entering the code, you will be prompted to enter your cellphone number for text message verification. Enter your phone number and click continue.

You will receive a text message with a code, enter this on the next screen.

After enrolling, you will receive a notification to Approve or Reject login requests each time you attempt to connect to the Baptist VPN.

Installing the VPN Client

If you are using an iPad or tablet, you will need to install AnyConnect from your device's App Store.

Open your web browser and go to vpn.baptistfirst.org. You will be prompted to login. Use your Baptist credentials. This is the same username and password that you use to login to your work computer.

Login

Please enter your username and password to begin your secure session.

USERNAME: [   ]
PASSWORD: [   ]

[Login]

Once you log in you will be prompted to enroll in Multi-Factor Authentication, or you will be promoted to confirm with the IMPRIVATA app. If you have not installed the app, please do so before proceeding.

Once you log in, you will be given the option to download the VPN client. Click Download for Windows and run the download once it is complete. Follow the prompts to install the client. Do not change the default options.

Download & Install

Download Cisco AnyConnect Secure Mobility Client and install it on your computer.

[Download for Windows]
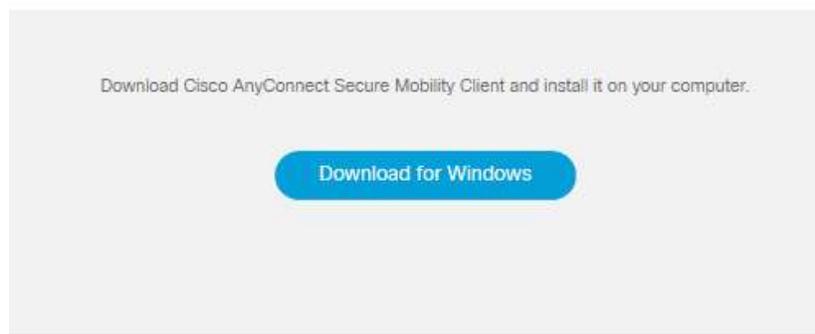
After installing the VPN client, click the Start button and search for Cisco. Click on the option for Cisco AnyConnect Secure Mobility Client.

Enter vpn.baptistfirst.org in the textbox and click "Connect"

You will then be prompted to enter your credentials again.

Once you sign in, you should receive a notification on your phone from the IMPRIVATA ID app.

Click approve and you will now be logged in to the Baptist VPN.

How to Access VDI Remotely

Before you begin you must be connected to the VPN. If you have not enrolled in Multi-Factor Authentication yet, please follow the instructions to do so and connect to the VPN before proceeding.

Once you are connected to the VPN open Internet Explorer and go to https://connectvdi.ad.baptistfirst.org

NOTE: You must include https:// or the connection will fail.

NOTE: You must also use Internet Explorer. *(Chrome and Edge are unsupported browsers.)*

You will be prompted to select either Install VMWare Horizon Client or VMWare Horizon HTML Access. Select **VMWare Horizon HTML Access**.

Next, you will be prompted for your credentials. Remember to enter in your full Baptist First email address (including @baptistfirst.org).

This will take you to a pool selection page. Select the appropriate pool:

- BOPool is Business Office
- CLNPool is Clinical
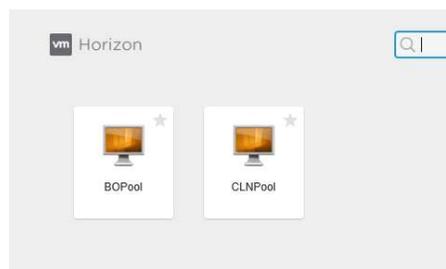
This will launch your VDI session.

How to Access Webmail from Your Home Computer

Outlook Webmail allows you to access your Baptist email and calendar from any computer with an internet connection.

NOTE: It does require a VPN connection, so if you haven't read (or followed) the "Connecting to the Baptist VPN" guide yet, please review it before proceeding.

Once you are connected to the VPN, open your web browser and go to: email.baptistfirst.org

Next, you will be prompted for your credentials. You only need to enter your Baptist username and logon password.

Click "Sign In" or press enter after entering your credentials and it will open up your email.

How to Download Citrix Receiver Remotely

Before you begin you must be connected to the VPN. If you have not enrolled in Multi-Factor Authentication yet, please follow the instructions to do so and connect to the VPN before proceeding.

1. Log into engage.baptistifirst.org

2. Access Baptist Links and select Cerner Citrix, via chain link icon on top right of the page
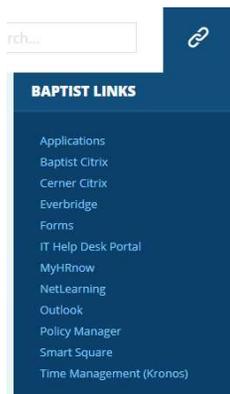
3. Once on the Cerner Citrix page, select the download appropriate to your Operating System

Note: These options are located in the bottom left corner of the Cerner Citrix page

Download Receiver for Windows | Download Receiver for Mac
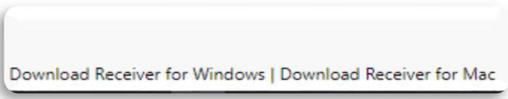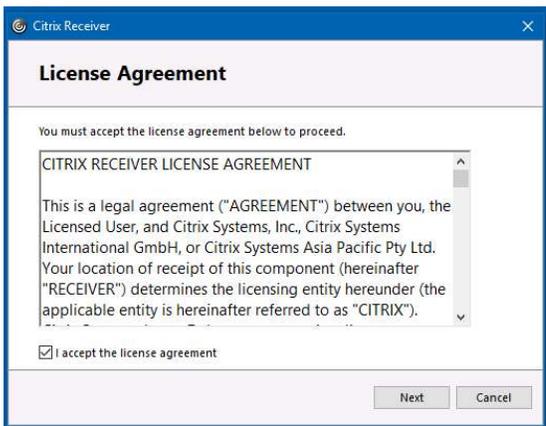
4. Once the install file is complete, **Open** the file to begin the install process
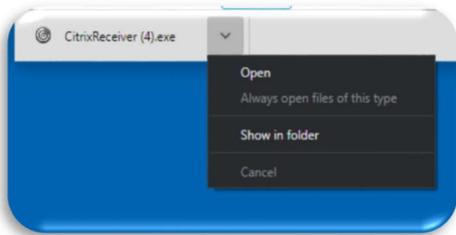
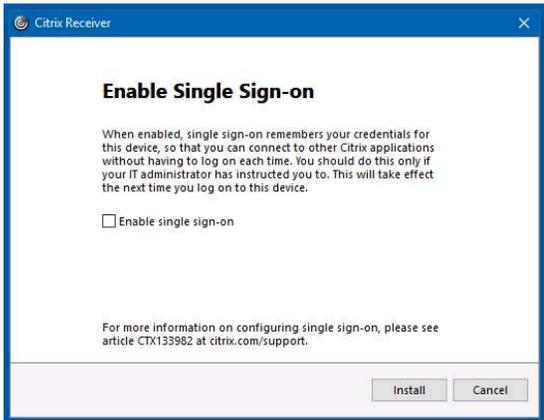5. Select **Start** once the installation box appears

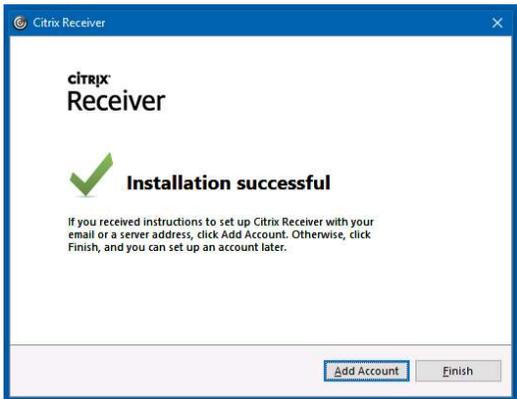6. Accept the License Agreement and select **Next**

7. Select **Install**

Note: Do not enable single sign-on

8. Once Receiver is installed, select **Finish**

Note: Do not select Add Account

If you experience any challenges or difficulties, please contact the Baptist Help Desk at (334) 747-2793 and log a ticket so the IT team can assist you quickest.