

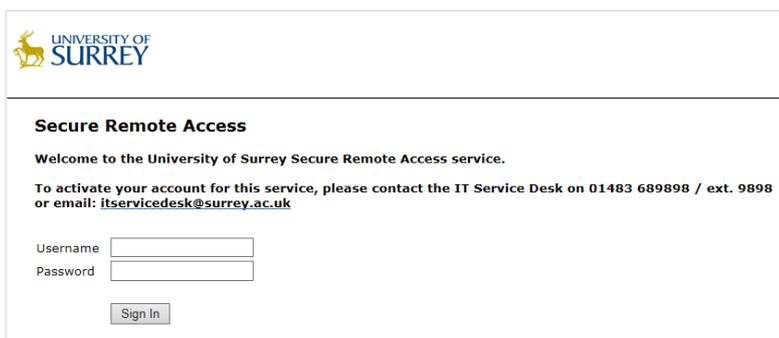
Connecting to the Anywhere Remote Access Service

University Managed Devices

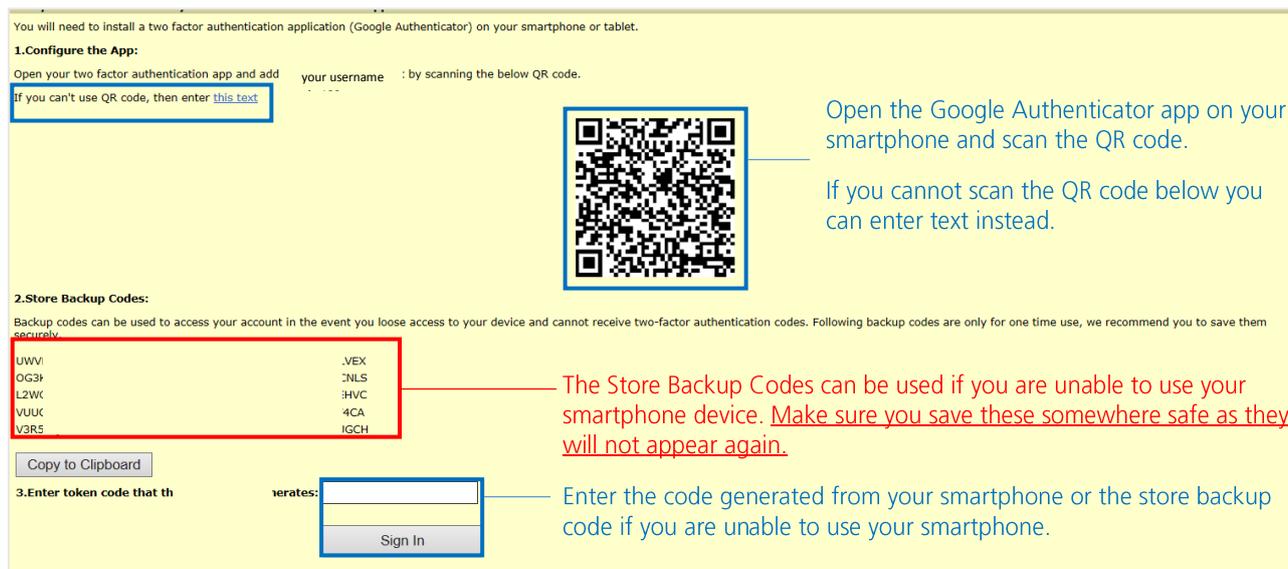
The information in this guide will assist **Staff** and **Postgraduate Research Students** connecting to the Anywhere Remote Access service. All other users will need to request access to the service by contacting the IT Service Desk on 01483 689898 | ext. 9898 or by emailing itservicedesk@surrey.ac.uk.

Setting up your account to access the Anywhere service

1. Open a new tab in any web browser and visit anywhere.surrey.ac.uk.
2. Enter your University username and password.
3. Click Sign In.



4. Once you have signed in a yellow screen similar to the one below will appear. Make sure to note the **Store Backup Codes** displayed on this screen as they can be used in the future if you are unable to use your smartphone to generate a code and will not appear again.



You will need to install a two factor authentication application (Google Authenticator) on your smartphone or tablet.

1. Configure the App:
Open your two factor authentication app and add your username by scanning the below QR code.
If you can't use QR code, then enter [this text](#)

Open the Google Authenticator app on your smartphone and scan the QR code.
If you cannot scan the QR code below you can enter text instead.

2. Store Backup Codes:
Backup codes can be used to access your account in the event you lose access to your device and cannot receive two-factor authentication codes. Following backup codes are only for one time use, we recommend you to save them securely.

UHWI	.VEX
OG3P	:NLS
L2Wt	:HVC
VUUC	4CA
V3RS	IGCH

The Store Backup Codes can be used if you are unable to use your smartphone device. Make sure you save these somewhere safe as they will not appear again.

3. Enter token code that th erates:
Sign In



If you are unable to use your smartphone there are 10 stored backup codes available to use. These codes will **not** renew once they have been used so should only be used if you are unable to use your smartphone. **Make sure you save these somewhere safe as they will not appear again.**

5. The first time you use the Anywhere service you will need to download an authentication application from your smartphones app store. These are available by clicking on the appropriate system link below:
 - [Apple](#)
 - [Android](#)
 - [Windows Desktop](#)
 - [Windows Phone](#)
6. Once you have downloaded and installed the app you will be able to generate a new code each time you login to the remote access service. Codes will expire after 30 seconds.
7. To begin you will need to open the app and follow any welcome prompts.
8. From your smartphone scan the QR code on the Remote Access webpage (shown in step 4).
9. A code will then be generated. Enter this code in the authentication box on the sign in page (shown in step 4).
10. Click [Sign In](#). You should now be connected to the Anywhere service.

Once you have activated your account and downloaded the Google Authentication application to your smartphone you will be able to login using the steps below.



All sessions using the anywhere service will **timeout after a 3 hour period**. You will be required to sign in again to continue accessing the service.

Connecting to the Anywhere service after your account has been setup

1. Visit anywhere.surrey.ac.uk.
2. Enter your University username and password.
3. Click [Sign In](#).
4. Open your smartphone authentication app to generate a code.
5. Enter the authorisation code to screen below and click [Sign In](#).

A screenshot of a web page for the University of Surrey. At the top left is the University of Surrey logo. Below it, the text 'Secure Remote Access' is displayed. A yellow box contains the heading 'Two-Factor Authentication' followed by the instructions: 'Open the two-factor authentication app on your device to view your authentication code and verify your identity . Currently if you do not have access to your device, use one of the backup codes saved previously.' Below this text is a text input field labeled 'Authentication code:' and a 'Sign In' button.

6. You should now be able to access the Anywhere service.