

VOLVO

VOLVO IT **USER GUIDE**



MyAccess User Guide



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1. What is MyAccess?

The MyAccess Services is a tool for Volvo employee users who need secure communication to Volvo Corporate Network.

The MyAccess service provides a secure client VPN access to Volvo intranet over an unsecured network like e.g. Internet. This makes it possible to work from home or connect to internal resource while on the road.

The service gives an in office like experience with the exception that the performance depends on latency and bandwidth of the Internet connection.

The MyAccess service consists of two parts, one VPN-client software (MyAccess), and one central VPN-gateway (SCS-gateway).

MyAccess VPN-client is used to encrypt/decrypt the traffic to and from the SCS-gateway. Besides to encrypt/decrypt the traffic to and from MyAccess, the SCS-gateway forces the user to authenticate with a one-time-password, before the communication can start.

2. How to use MyAccess

Connect your computer to Internet (e.g. by ADSL, WiFi or 3G)

To start using MyAccess, go to:
Start > All Programs > MyAccess > MyAccess



On the map, select your preferred site



When you have selected a site, you will be prompted with a login screen.
Note: Login is only supported with MS Internet Explorer.

If you have the SMS-OTP service, select it in the dropdown list.

Type in your credentials, and press “Sign In”.

Username =Security ID

Password Digipass = Digipass password

Password SMS-OTP = Outlook password, see how to use/order in [SMS-OTP user guide](#).

If you are using a **GO1 Digipass**, use Outlook Password + Digipass password



If you use SMS-OTP, a One-Time Password will be delivered via SMS, and pop-up on your mobile phone. Type the received password (only the digits) in the "Response" field.

Then press "Sign In" button.



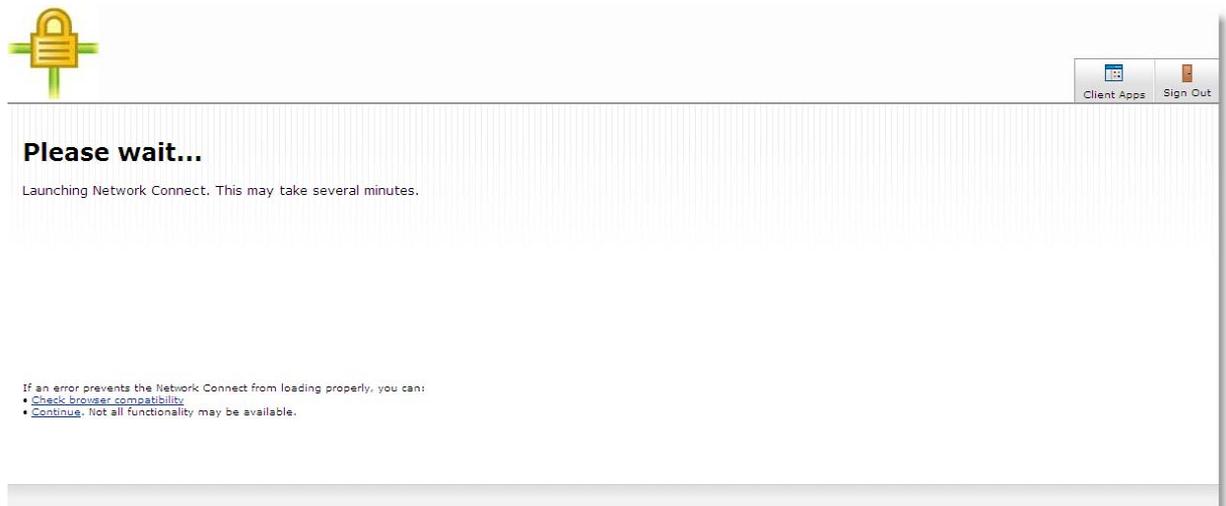
Reflect on the message, and choose "Proceed" or "Decline". If you choose "Decline", you will be disconnected. To accept the terms, choose "Proceed", and the login will continue.

Post Sign-In Notification

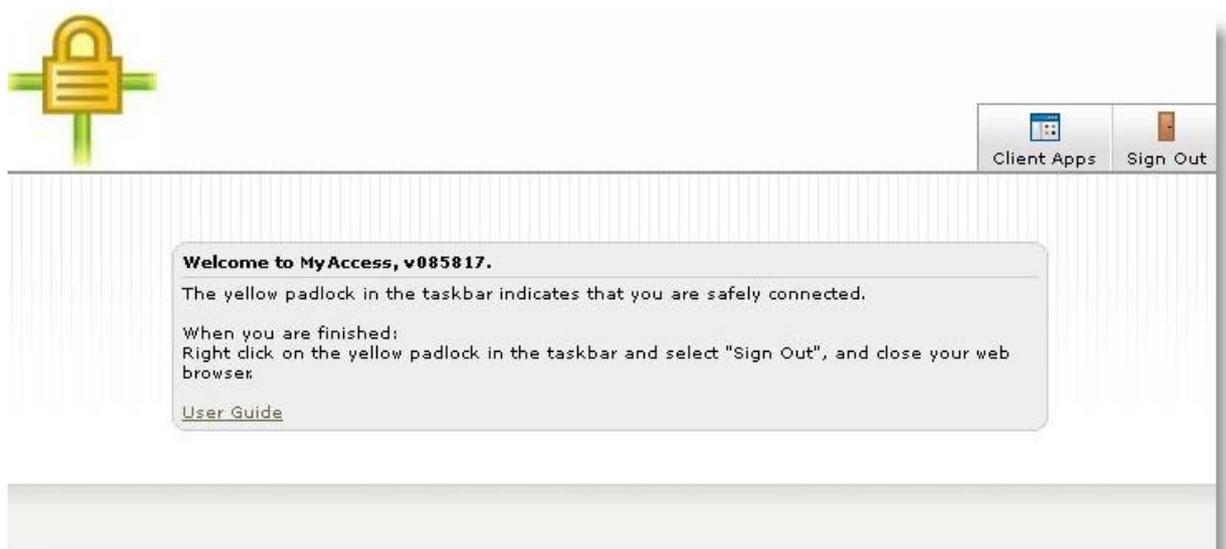
WARNING! You are trying to access a private Intranet. The site is being monitored continuously and all attempts to access any information will be traced automatically. Your session may be recorded partially or in full, and these records may be used to investigate your actions.

Access to VCN, must be done by a Volvo Group authorized PC client. Rules for remote access must be adhered to, see IT directive Remote Access to Volvo Corporate Network.

Proceed Decline



Now you are connected to Volvo Corporate Network, a welcome start page is displayed in the browser.

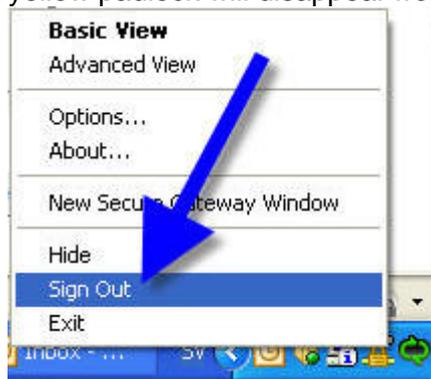


The yellow padlock in the taskbar shows that your connection is active.



2.1. Logout MyAccess

To logout MyAccess, right click on the yellow padlock, and choose "Sign Out". The yellow padlock will disappear from the taskbar.





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