



MEDICINE HAT  
COLLEGE

# Gateway How-To Guide

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## What is it?

Gateway is a new service provided by the Medicine Hat College that will allow you to remotely access resources normally available only on campus, such as:

- Network Shares
- Payroll
- Source / Sharepoint
- Your Office Computer

*Note: This service requires you to be a Faculty or Staff member at MHC*

## How do I access it on my PC desktop computer?

Navigate to the following page via Internet Explorer: <https://gateway.mhc.ab.ca>

You should see the following screen:

From here you should use your account provided by the college to access this service. This is the same account you would use to logon to any computer at the college or your employee email. As an example if John Doe were to access the service he would type the following:

Username: jdoe

Password: \*\*\*\*\*

Once you have successfully logged in click the MHCAccess icon:



This will start the session and you will be logged into a windows 10 machine. This windows 10 machine resides on campus, so every resource you would have access to on campus you will have in this machine.

The following icons may be on your desktop:



The first and last icons are self-explanatory. The middle icon, if available, will provide access to your designated computer. There are a few cases where you will not have this icon. If your college provided machine is a MAC, laptop, or is used by multiple people you will not have this icon. If you have not requested this access you will not have this icon. If you need to access your college provided machine remotely, please contact the college call center and they will be able to help set this up for you. They will require your name and your college provided computer name.