

# BYOD Enrolment Guide for Windows Devices

Cambridge University Hospital

Version 3.2

User Guide

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# 1. About This Document

1. This guide contains instructions on enrolling a Windows device into the Cambridge University Hospitals Bring Your Own Device (BYOD) environment. This guide is for Windows PCs only and is not suitable for Windows Mobile devices

## 2. Before You Begin

The Bring Your Own Device (BYOD) service only supports the following Windows versions:

- Windows 7\*
- Windows 8.1
- Windows 10
- Windows 11

For best results, ensure that your computer is fully up to date with the latest release of Windows.



### Points to note

- The following steps can only be completed after BYOD access has been requested. A request can be submitted for BYOD access via the [IT service portal](#)
- The user account on your personal device must be an Admin account for this enrolment process to work. A non-Admin account will not allow installations. Corporate/Non-Personal devices are not supported
- Ensure that your computer is connected to the Internet, either through a cabled connection, wireless connectivity or through a 3G/4G connection. Depending on your cellular plan, data charges may apply.
- This guide has been created on a Windows 10 workstation. Steps on other Windows versions may slightly differ.
- Windows 7\*  
If you wish to install BYOD on a Windows 7 device, you will need to install an older version of Citrix workspace. The most recent version that is compatible with Windows 7 can be found here:  
<https://www.citrix.com/en-gb/downloads/workspace-app/legacy-workspace-app-for-windows/workspace-app-for-windows-2002.html>
- Whilst it is possible to access Epic Hyperspace on devices with a screen size smaller than 14 inches, the Trust does not support this. The only exceptions are the use of the approved Epic applications Haiku, Canto, and Rover. These are specifically designed for smaller screens.

## 3. Instructions

### 3.1 Installation of required software

There are two application installations required for BYOD:

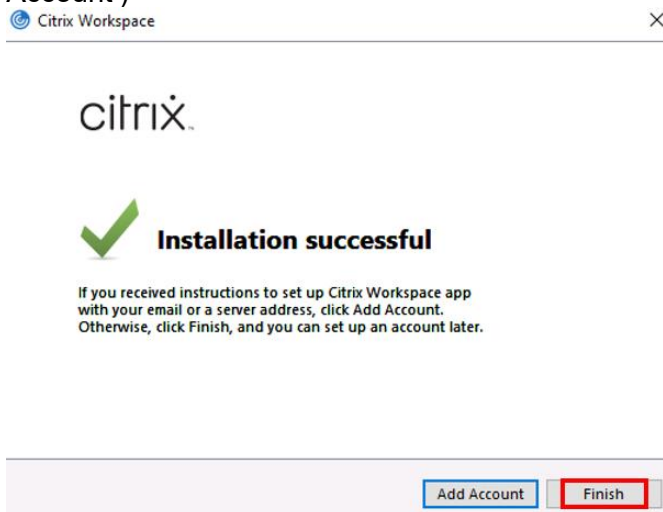
- **7zip**
- **Citrix Workspace**

#### 7zip

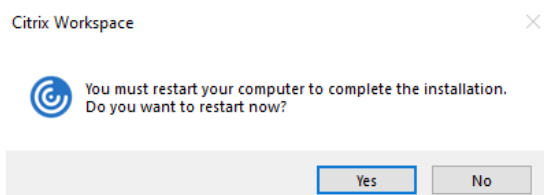
1. To install **7zip**, go to <https://www.7-zip.org/>
2. Download the appropriate compatible version for your device. This is most commonly '64-bit x64'
3. Open the downloaded installer file. Select **Install** then when the installation finishes select **Close**

#### Citrix Workspace

1. To install **Citrix Workspace**, go to <https://www.citrix.com/receiver>
2. Download the appropriate compatible version for your device.
3. Open the downloaded installer file. Select **Start** and run through the software installation. No options/settings need to be changed on this installation. Select **Next** on each window then select **Install**
4. One installation is successful, select **Finish** (There is no need to select 'Add Account')

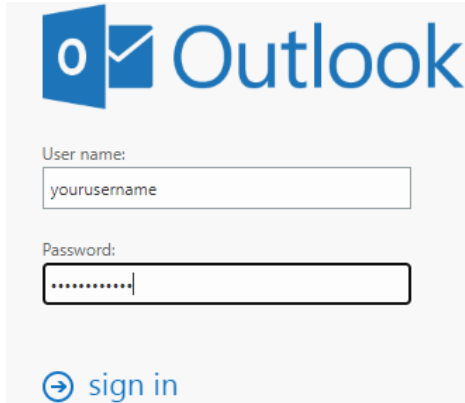


5. Restart your device to complete the installation

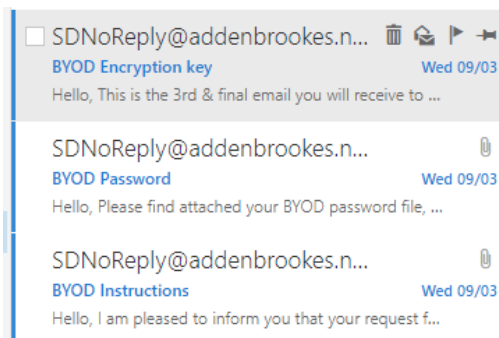


### 3.2 Extraction of certificate files

1. Upon approval of your BYOD access request, your certificate files will be emailed to your CUH email account. To access your CUH email from your personal device visit: <https://mail.addenbrookes.nhs.uk>
2. Log in using your CUH username and password i.e. the same credentials that you use to log onto CUH workstations. Click **sign in**



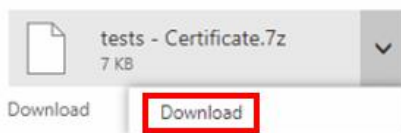
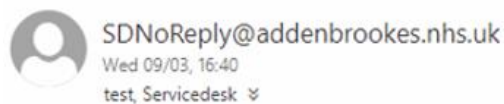
3. Look for 3 emails from [SDNoReply@addenbrookes.nhs.uk](mailto:SDNoReply@addenbrookes.nhs.uk) as below



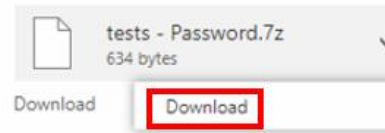
**Note:** If any of the 3 emails are not present, please check your junk mail

4. Download the attachments from these emails.

#### BYOD Instructions

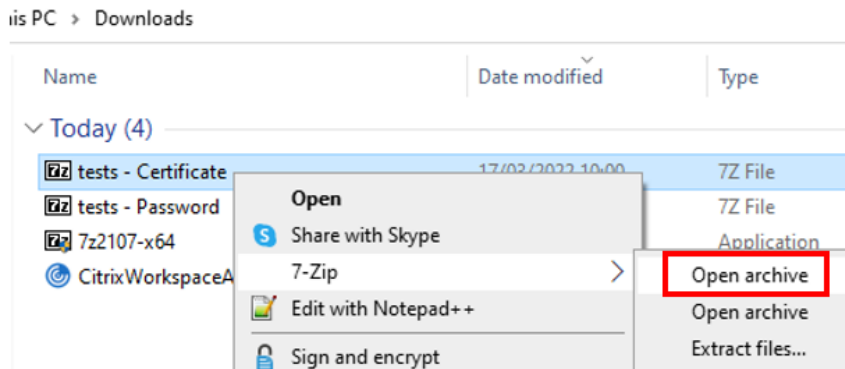


#### BYOD Password

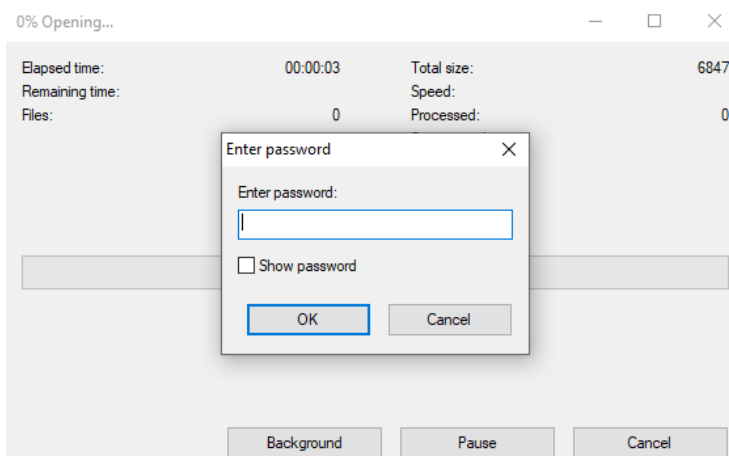


5. Navigate to the location you have downloaded the files to (likely to be your downloads folder)

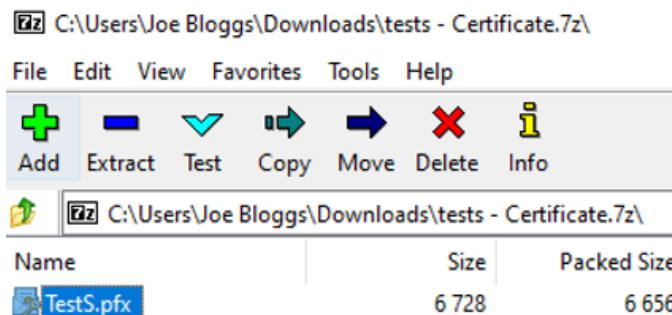
6. Locate ‘\*YourUsername\* – Certificate.7z’ file. **Right Click** on the file then go to **7-Zip > Open Archive**



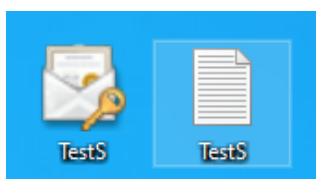
7. On the ‘Enter password’ screen, enter the 16-digit encryption key. This is found on the email with subject ‘BYOD Encryption key’. Select **OK**



8. To extract, click and drag the file shown out of the 7zip window to your desktop.





9. Repeat steps 5, 6, 7 & 8 for the ‘YourUsername\* – Password.7z’ file
10. You should now have the two required files on your desktop. This will be your certificate file and a text file.



### 3.3 Installation of certificate

There are two files required to install your certificate:

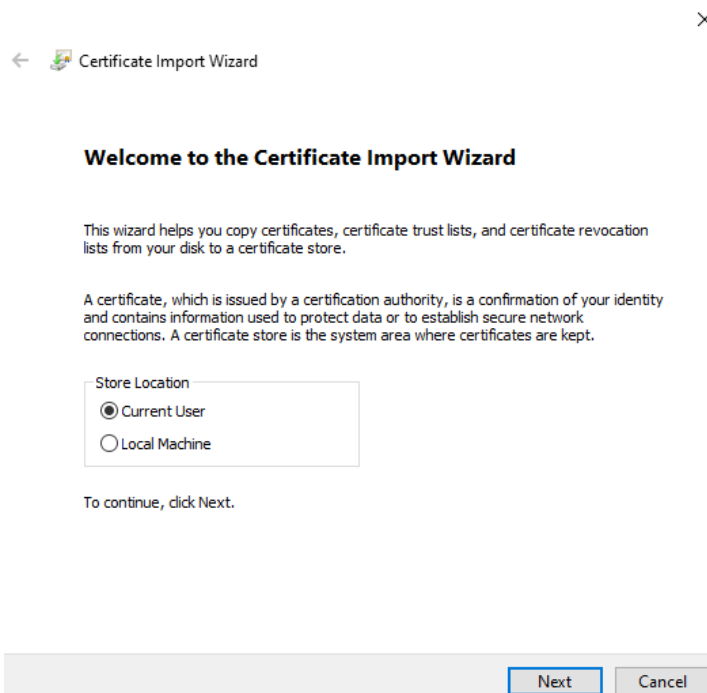
	
<b>Certificate file</b>	<b>Text Document file</b>
Contains your BYOD certificate which must be installed onto your Windows PC	Contains your password for your private key. This will be required to install the certificate

1. Open the Text Document file. The last 8 characters in the file is your password, which comprises 8 random numbers and letters. This is shown below:

01/12/2020 12:00:06, \\ukbia04sfswg001\pfx\bloggsj\bloggsj.pfx, xxxxxxxx ← Password

You will need this password in one of the next steps, so either keep the file open or take a note of your password.

2. Open your Certificate file. On the welcome window Leave 'Current User' selected and click **Next**





3. On the 'File to import' you do not need to change anything. Click **Next**.

← Certificate Import Wizard

**File to Import**  
Specify the file you want to import.

File name:  
 Browse...

Note: More than one certificate can be stored in a single file in the following formats:  
Personal Information Exchange - PKCS #12 (.PFX,.P12)  
Cryptographic Message Syntax Standard - PKCS #7 Certificates (.P7B)  
Microsoft Serialized Certificate Store (.SST)

Next Cancel

4. When prompted for the password for your private key, use the password found in your text file (shown in step 1 above) and click **Next**

← Certificate Import Wizard

**Private key protection**  
To maintain security, the private key was protected with a password.

Type the password for the private key.

Password:

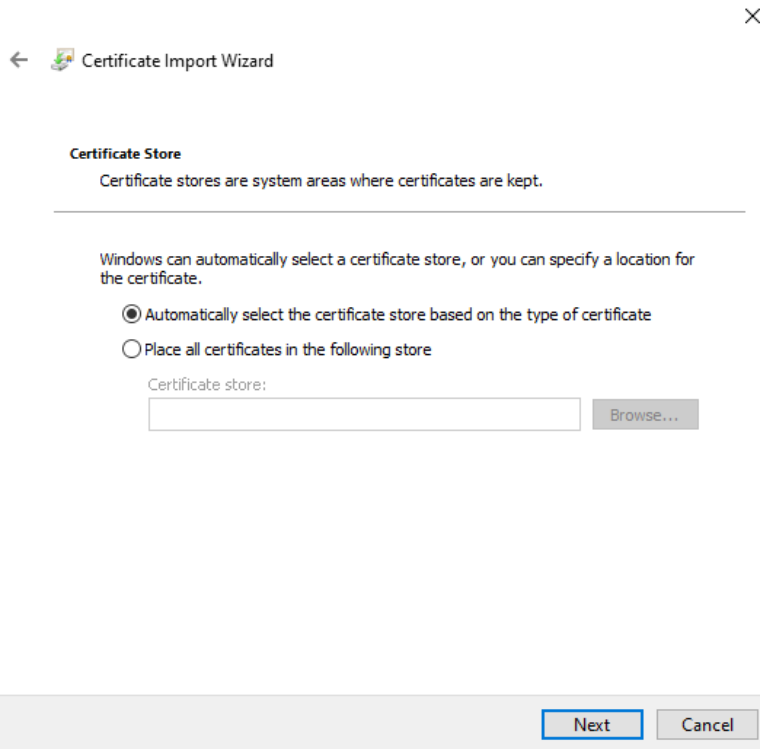
Display Password

Import options:

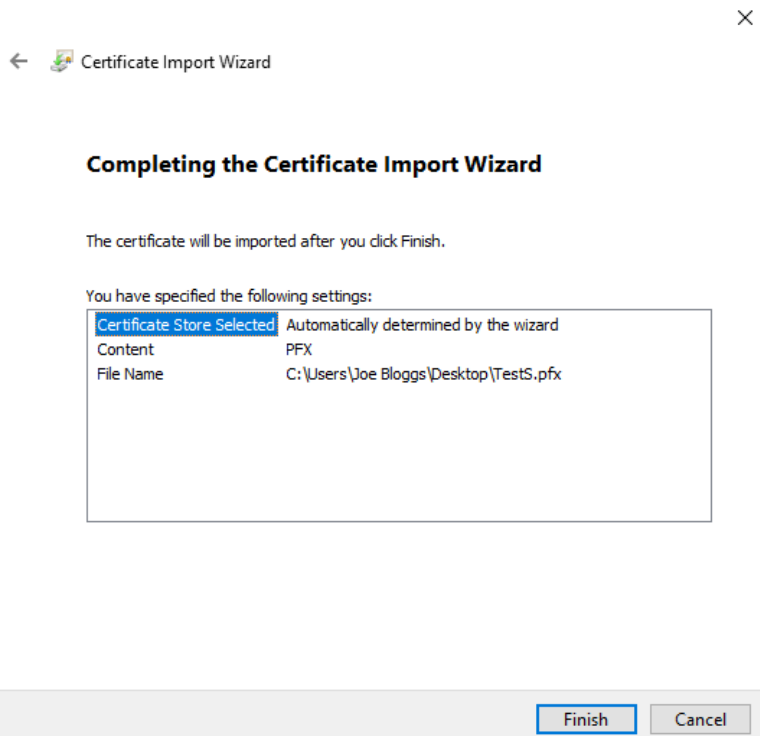
- Enable strong private key protection. You will be prompted every time the private key is used by an application if you enable this option.
- Mark this key as exportable. This will allow you to back up or transport your keys at a later time.
- Protect private key using virtualized-based security(Non-exportable)
- Include all extended properties.

Next Cancel

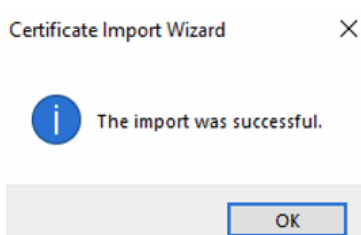
5. On the 'Certificate Store' window leave the option for "Automatically select the certificate store based on the type of certificate" selected. You do not need to change anything in this window. Click **Next**.



6. On the 'Completing the certificate import wizard' screen click **Finish**.



7. A message that the import was successful will show. Click **OK**

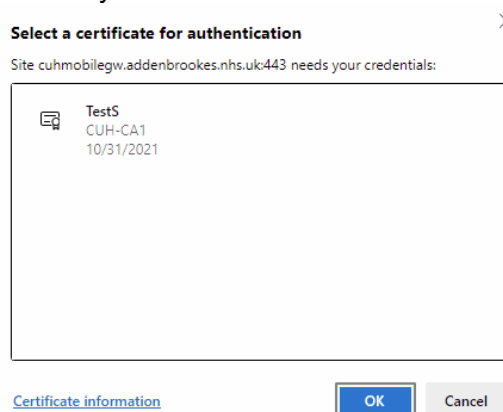


### 3.4 Accessing BYOD services

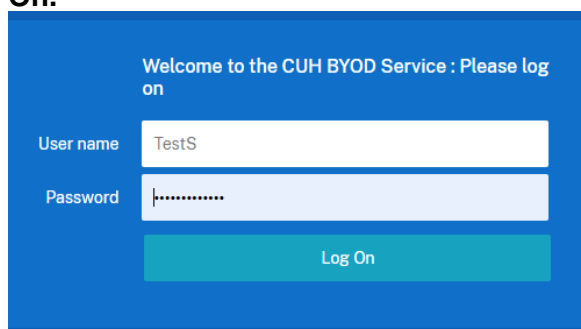
1. To access BYOD services, go to:  
<https://cuhmobilegw.addenbrookes.nhs.uk>

**Note:** The following steps may look slightly different depending on what web browser you use.

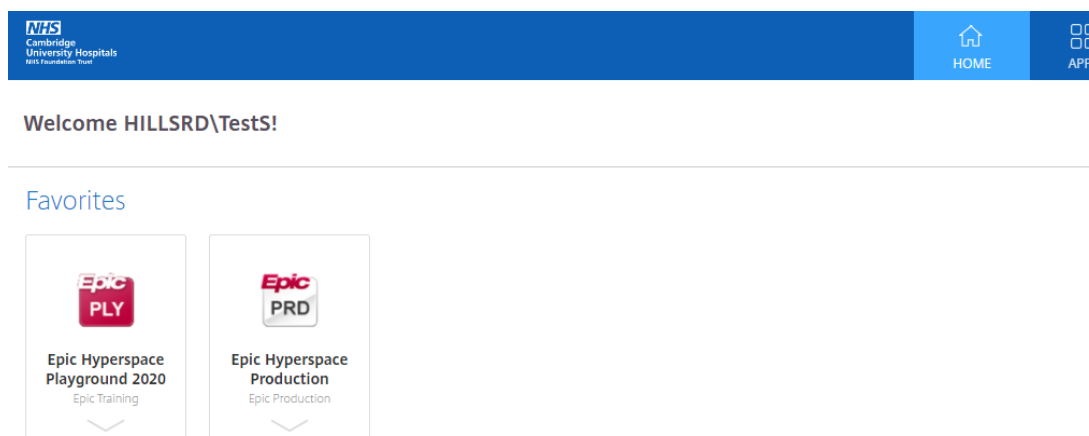
2. The first time you visit this site you will be asked to select a certificate. Select the file that has your CUH username and click **OK**.



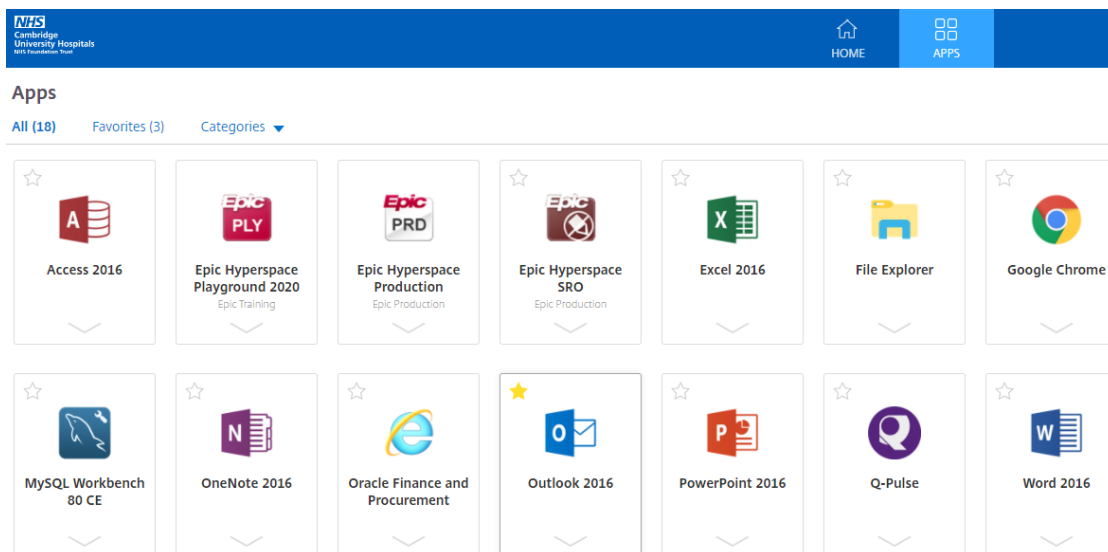
3. Your CUH username should be automatically populated. Enter your CUH password – i.e. the same credentials that you use to log onto CUH workstations – and click **Log On**.



4. 'Your 'Home' Applications will now be shown. The Epic Apps will be here by default.

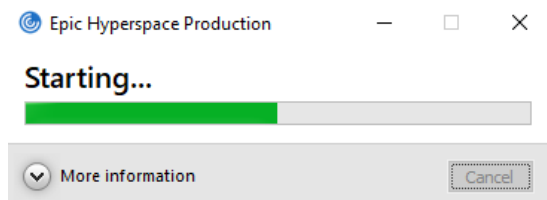


5. To view all your available applications, click **Apps**.



**Note:** On this screen you can click on the Star icon next to any of the apps. This will add the app to your favourites, and it will then be displayed on the 'Home' tab

6. You can now use click and launch your chosen. If prompted to choose whether to “Open” or “Save” the file, please select **Open**
7. A loading screen will show with a progress bar, following this your selected app will launch



This concludes your BYOD enrolment