



How to access BFT remotely (VPN required)

You can log into BFT from a home or other remote PC or laptop

This requires:

- BFT access. Send a request to BFTSupport@admin.ox.ac.uk if you need this set up. We will need to confirm the access required with Departmental or Divisional teams.
- A VPN connection to the University's network. There are instructions [on IT services webpages](#) to help with setting up VPN for Connect desktop users. If you are not on a Connect desktop, please check with your local IT team.

To access BFT remotely

1. Log on to VPN. You do not need to launch your remote desktop. (The connection to the BFT is made over your home or local network).
2. Start a web browser on your remote computer. (Again, no need to log into the remote (VPN) desktop).
3. In the web browser, navigate to [the BFT homepage](#) and click the link in the sidebar (see picture) for the Production or Test/ Training BFT system as required
4. You should see the BFT login screen, and be able to log in normally. ****Note: BFT access may be slower over remote connections — extra patience may be required!****



5. Without VPN you may get a message like the one shown to the right "This site can't be reached"

