

## Getting Started with VPN

### **What is a VPN?**

VPN (Virtual Private Network) provides you with a way to connect to the HBU server securely over the internet to access your work computer and its shared drives from home.

VPN connection may be used on all computer Operating Systems: Vista, Windows 7, XP, and Macintosh.

### **Requirements:**

You must have a connection to the internet using an Internet Service Provider (ISP) – Comcast, ATT, etc.

PC users: Additional software called “Remote Desktop Client” is provided with XP Professional, Vista, and Windows 7.

MAC users: The Remote Desktop Connection software is included in Office 11 for Macintosh. If needed download the Remote Desktop Client at:

[http://www.apple.com/downloads/macosx/networking\\_security/remotedesktopconnectionclient.html](http://www.apple.com/downloads/macosx/networking_security/remotedesktopconnectionclient.html)

Note: The Remote Desktop Connection may be located in a different place depending on your Operating System.

### **Tips for best practices:**

VPN to campus only when needed. Other HBU employees may need to login via the VPN Client and the amount of connections are limited.

Your office computer must be turned on for you to access it from home when logging on to your office desktop. Always *log off* before you leave the office for the day but keep the computer *on*.

### **VPN Assistance:**

For assistance with your VPN connection please contact the Service Desk by going to [helpdesk.hbu.edu](http://helpdesk.hbu.edu). If you need further assistance call the Help Desk at 281-649-3410.

### **Instructions to Install the VPN Client on your Home Computer**

Follow the instructions to install the VPN client on your home PC so you can access the HBU Network or your office computer.

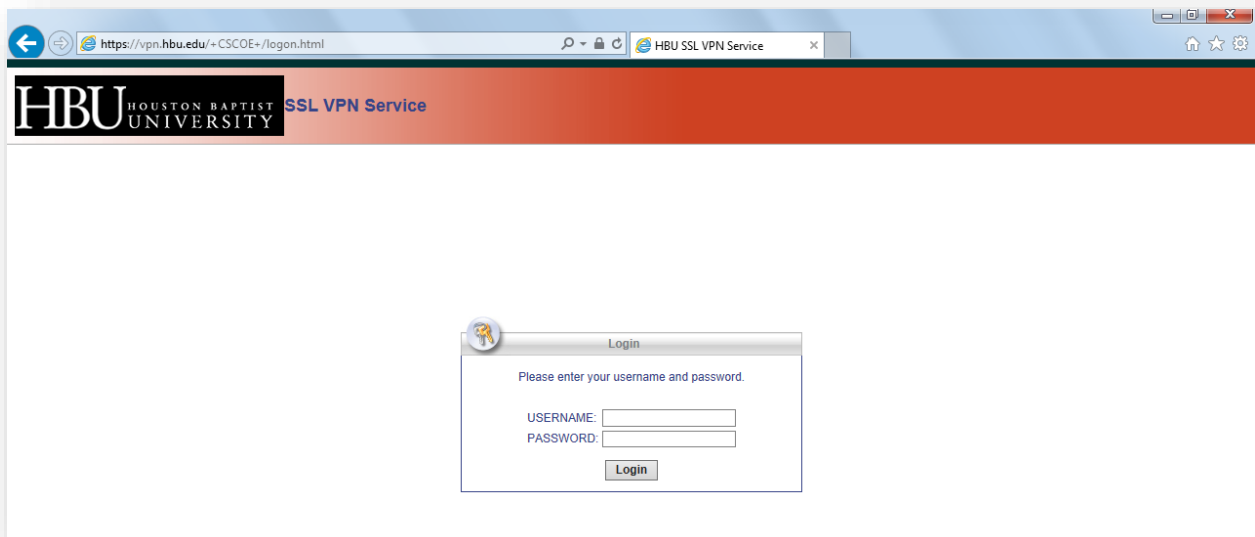
Note: Most of the images you see will be coming from Windows 7.

## Getting Started with VPN

1. Login to: <https://vpn.hbu.edu>.

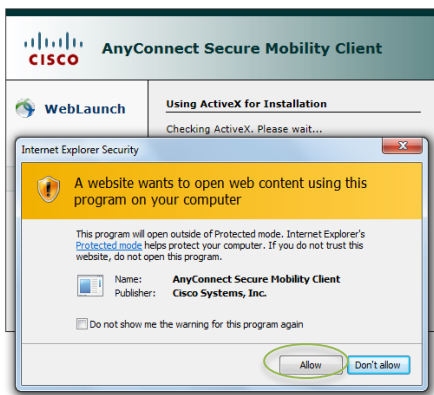


2. Enter your Network Username and Password on the login screen (*use the same user ID and password you use to log into your HBU computer*).



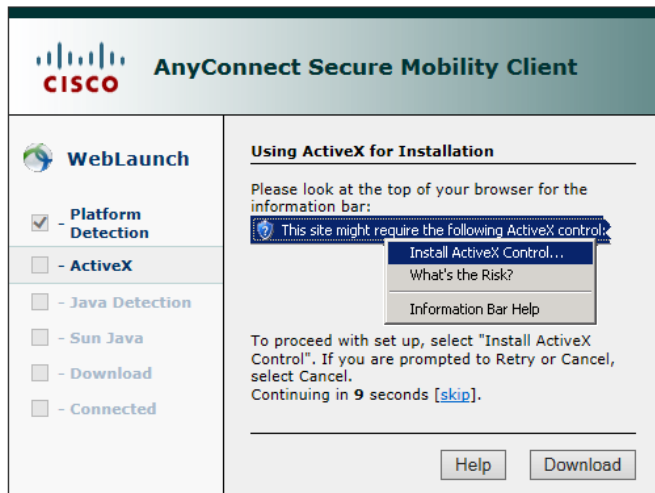
3. After logging in, the Cisco AnyConnect VPN Client will automatically begin installation.

Note: You may receive several security or certificate warnings during this process, accept the warning(s) and select allow.



More installation messages, just continue to wait until software is loaded.

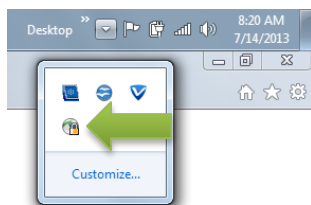
## Getting Started with VPN



After the client has been installed it will attempt to automatically connect, as seen below. Once you are connected to the HBU network, this window will disappear.

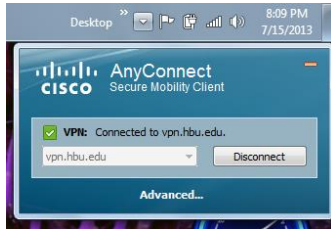


The connection can be controlled from the tray icon. See the security lock on the pull down menu from the desktop.



## Getting Started with VPN

If you click on lock you will get this screen to “Disconnect.” Once the “Disconnect is pressed it will say “Connect.

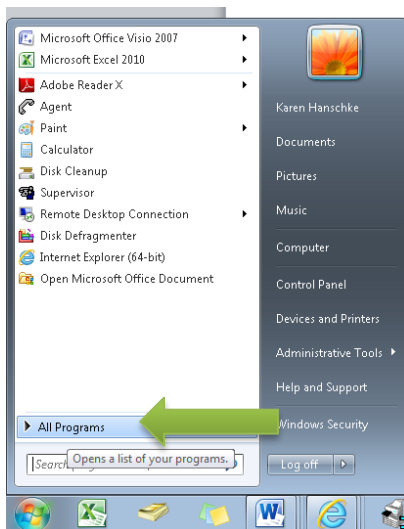


### Connecting to the VPN Client

1. Click on Start located on the left side of the taskbar.

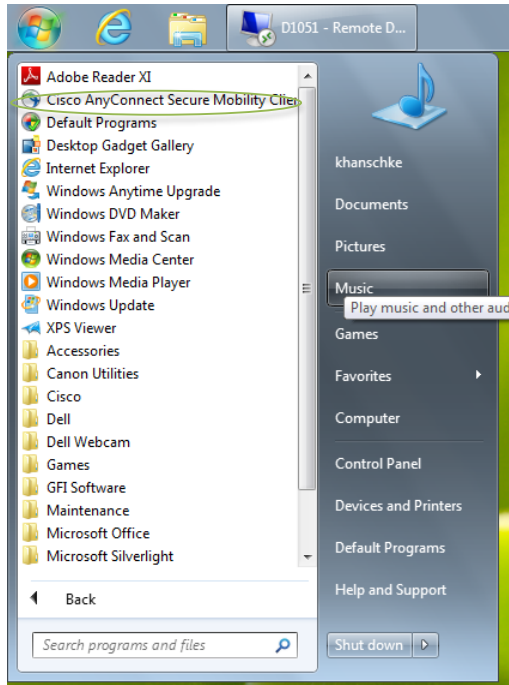


2. Select “All Programs.”



## Getting Started with VPN

### 3. Select Cisco AnyConnect Secure Mobility Client.

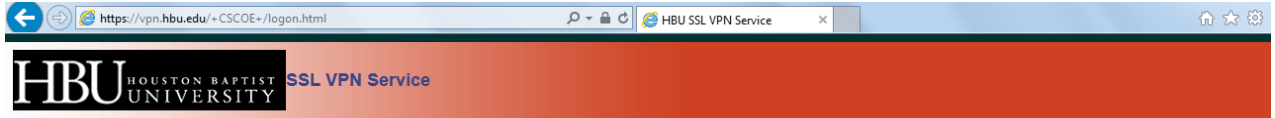


### 4. Find your VPN connection in your start menu or in your Desktop icon list. This is from the desktop icon list, press Connect.



## Getting Started with VPN

5. Enter your username and password (as you would in your office) and click Login.

A screenshot of a login form titled 'Login'. It contains the instruction 'Please enter your username and password.' Below this are two input fields: 'USERNAME:' and 'PASSWORD:'. At the bottom of the form is a 'Login' button. A green arrow points upwards towards the 'Login' button.

## Options for Accessing the HBU Network from Home

### Shares Drive

The Shares Drive will give you access to your information if you have **saved your files on your “Shares” Drive**. You will need to know the Shares link and to insert it into the “Run” drive usually found at the bottom of the “Start” menu. A good way to do this is to email the link to yourself so you have access to it at home. An advantage of using the “Shares” drive is that your computer at HBU does not need to be “On” in your office. The Shares drive is only accessing the Network and not your computer in your office.

### Computer Name

This will give you access to your information on your desktop in your office. The computer will have to be “On” in your office. If there is a power failure at the university your office computer may turn itself off, not turning itself back on and someone will need to go into your office and turn your computer back on. Also sometimes your computer name may not be recognized by the Cisco Agent, using this particular method.

### IP Address

Your IP Address will give you access to your information on your desktop. Your computer will have to be “On” in your office. If there is a power failure at the university your office computer may turn itself off not turning itself back on and someone will need to go into your office and turn your computer back on. Also your IP address can change so make sure to occasionally check it. Using your IP Address will insure you to have access to your office computer as long as your computer in your office is “On”.

## Using the Options for Accessing the HBU Network

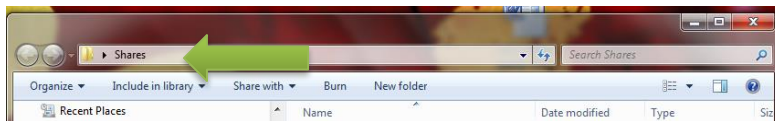
To access your Shares drive is probably the easiest method of accessing your work from home.

To start with find your share drive on your office computer.

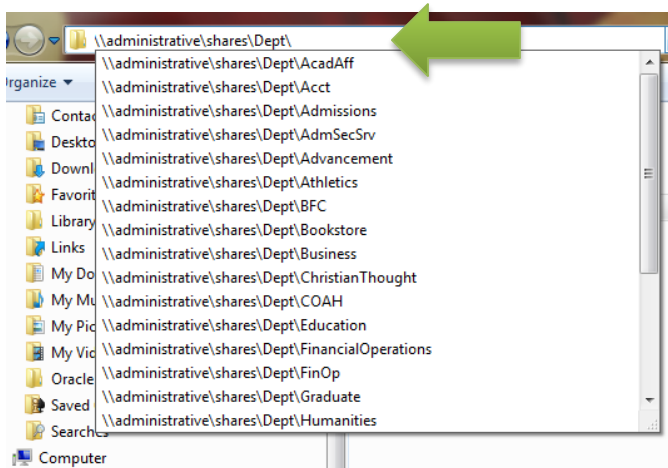
1. Find your “Shares “drive by going to your share drive (usually found on your desktop)



2. Highlight the URL at the top of the page by clicking on the bar



3. Find your shares path.



Email the “Shares” drive extension to yourself, so you can have access to it when you are home.

4. After you have “Connected” to the VPN at home insert your “Shares” drive extension by placing it in the “Run” box found in your Start menu.



## Getting Started with VPN

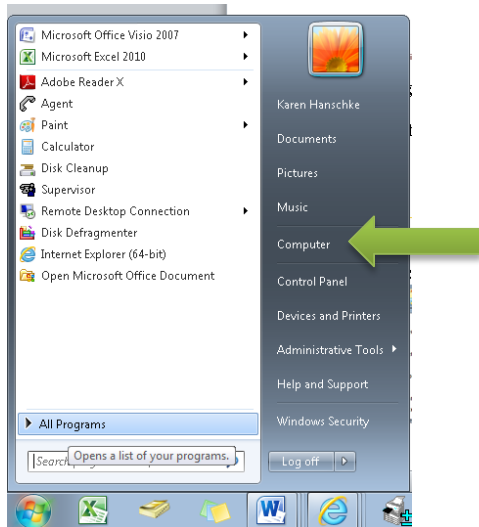
### Computer Name Access

To find the name of your computer in your office to be able to connect to your computer from home

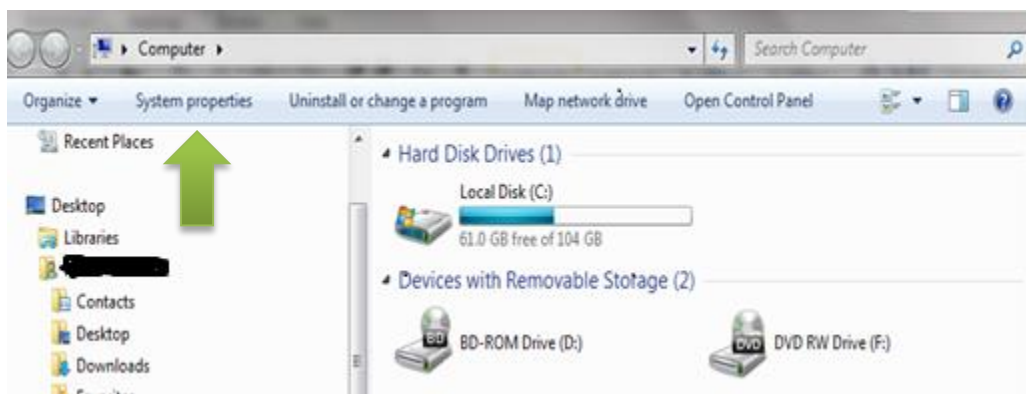
1. Go to your computer name by going to your “Start” button.



2. Click on Computer then see at the top where it says System properties.



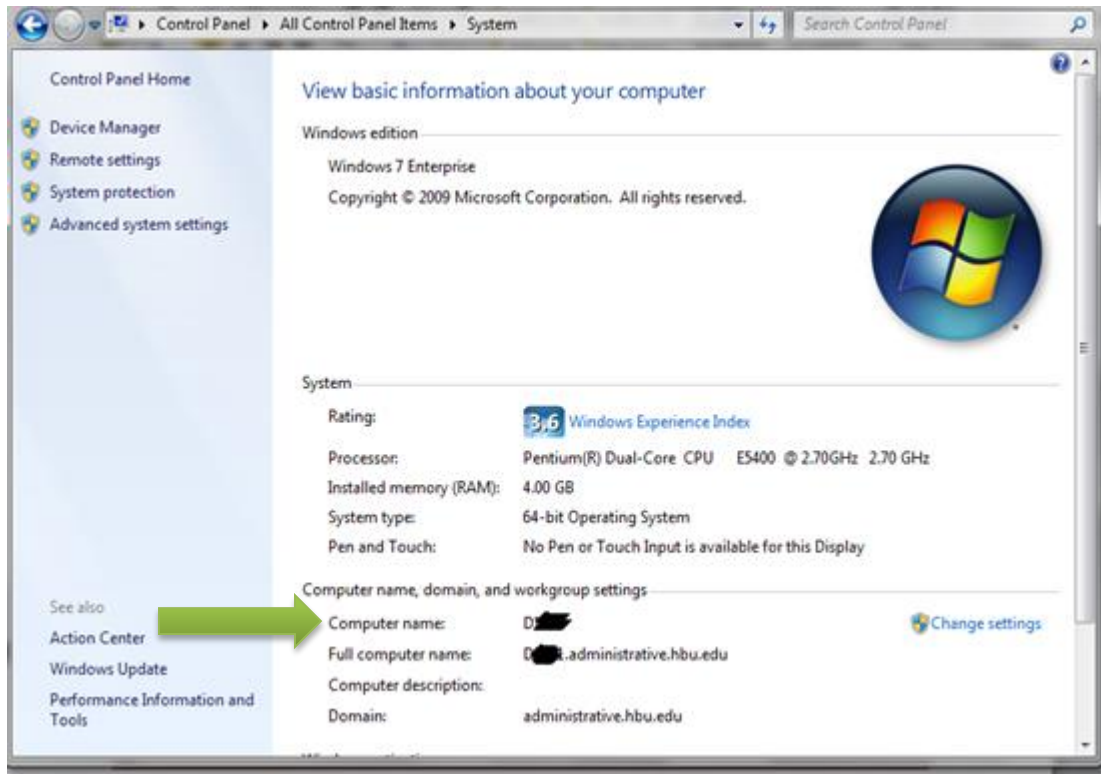
This is where you get your computer name from so click on System properties



This is where you get your computer name from so click on System properties  
you can now see your computer name



## Getting Started with VPN



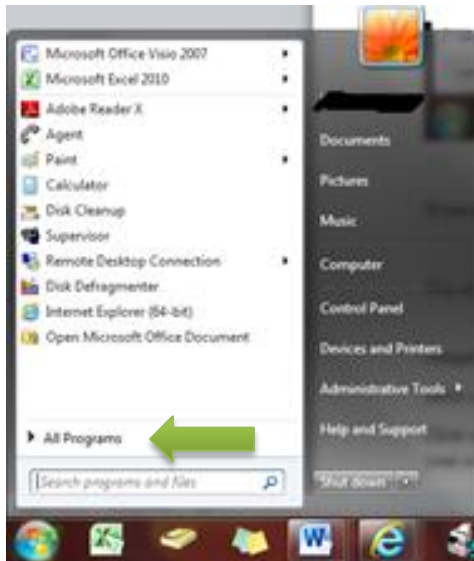
Now that you have your computer name you will need to insert it into your Remote Desktop Connection.

## Getting your Remote Desktop Connection

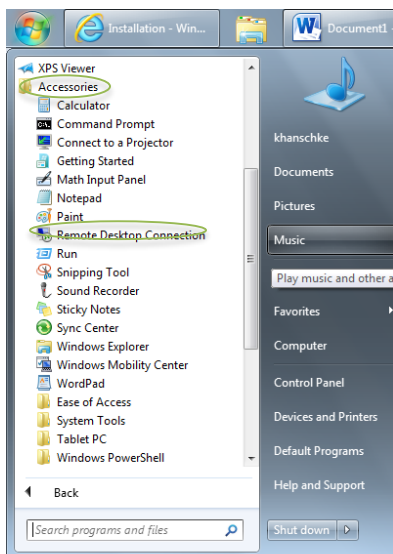
1. Go to “Start” button



2. Go to All Programs



Accessories and under the Accessories folder you will find your Remote Desktop Connection



## Getting Started with VPN

3. Click on Remote Desktop Connection and insert your computer name



You should have access to <https://vpn.hbu.edu> on your desktop in your office. Your computer will need to be “On” in your office for you to gain access to your office computer while off campus.

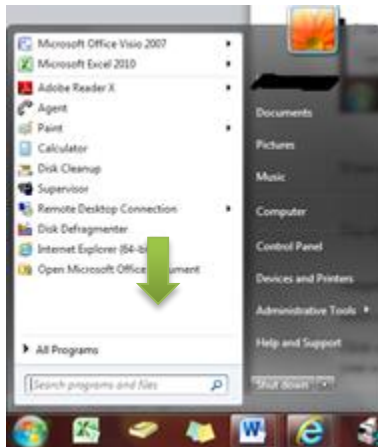
### Locating your HBU Computer IP Address

Follow the instructions below to locate the **IP address** of your office computer:

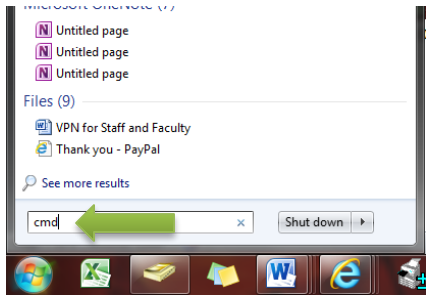
1. Go to Start button



2. Click on Run or if you are on a Windows machine type cmd in the search box

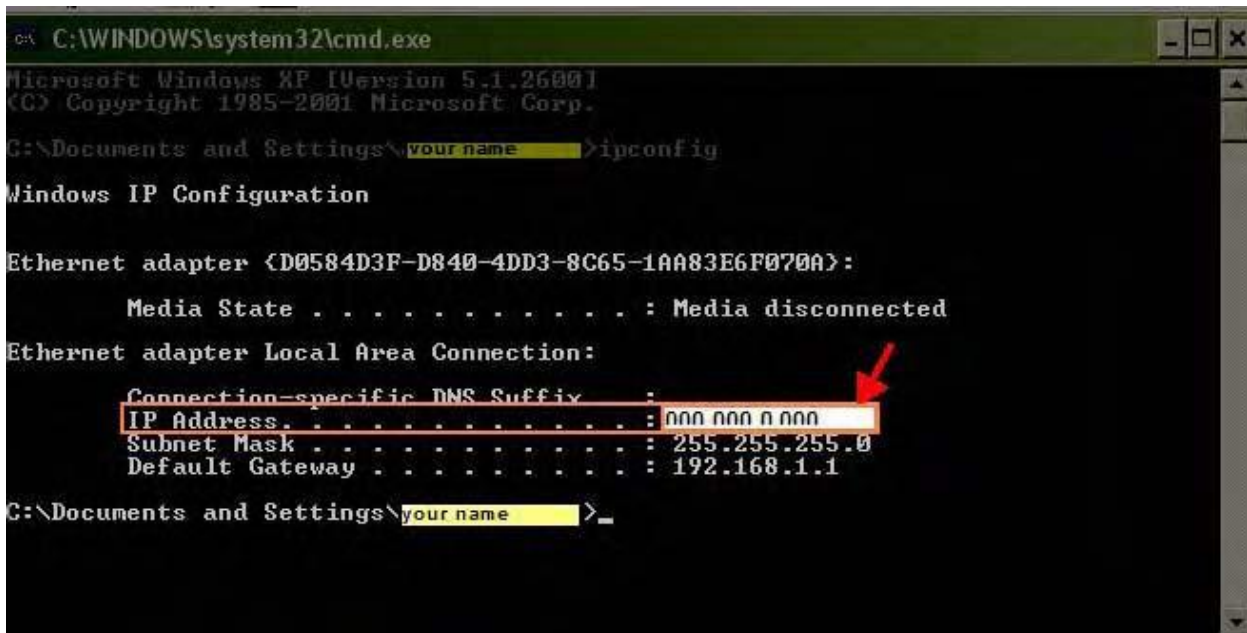


## Getting Started with VPN



3. Hit enter.

Type **ipconfig** and press enter. Your IP address will show on the black screen window. Write down your IP Address for future use.



Now that you have your IP Address you will be able to connecting to your office PC from home using Remote Desktop Connection

Note: Your office PC must be powered on

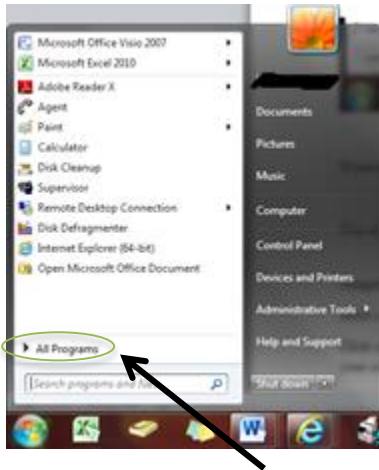
## Getting Started with VPN

**To connect Remote Desktop using your IP Address see the following steps:**

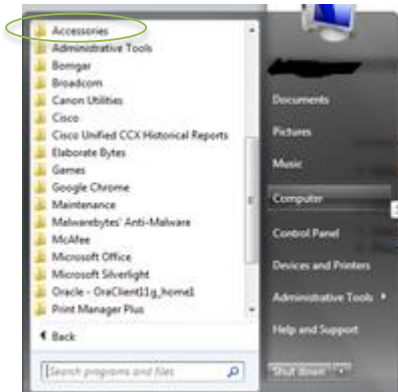
1. Go to Start button



2. Select All Programs

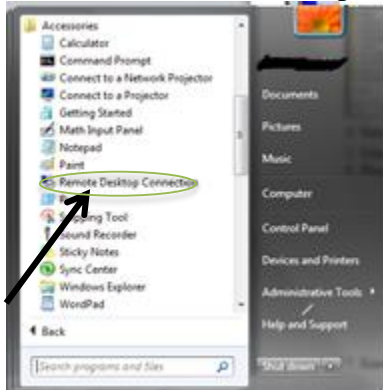


3. Select Accessories



## Getting Started with VPN

### 4. Select Remote Desktop Connection



### 5. Hit Enter

Place your IP address in the text field as required and then click Connect



Note: *Your office PC must be powered on*

6. Enter your network user ID and password on the Login screen (*use the same user ID and password you use to log into your HBU computer*).
7. Click **OK** to connect. To disconnect you can log off.

## Logging Out of VPN

1. To quit or cancel the VPN connection from home **RIGHT** click on the icon show in the system tray.



## Getting Started with VPN

2. Click on the Cisco icon.



3. Press Disconnect

