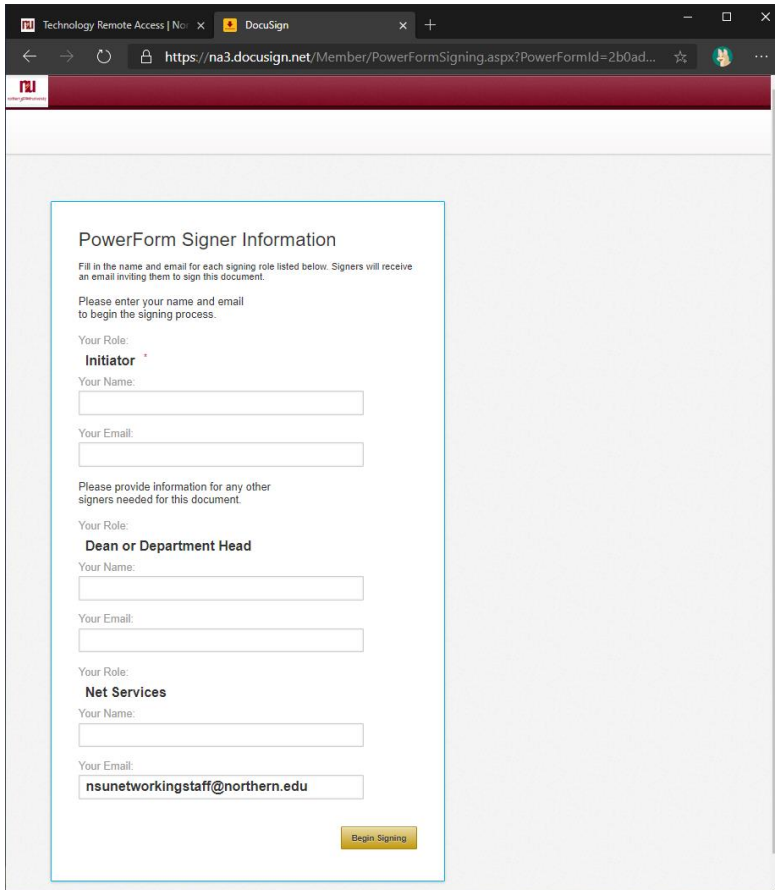


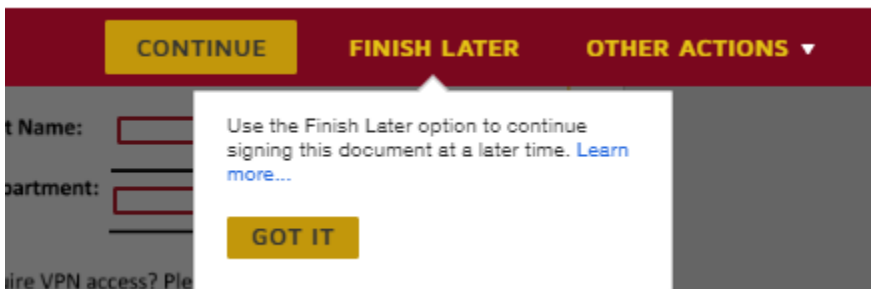
Requesting Access

Follow these steps to submit your request for VPN access. VPN will only work when you are connecting from off-campus

1. Access the **VPN Request Form** at the following:
 - a. On northern.edu
2. Click the **VPN Request Form** link
 - a. Fill out the **Signer Information** fields



- i. For **Initiator**, enter your Name and Email
 - ii. For **Dean or Department Head**, enter the Name and Email of the Dean or Department Head for your area
 1. Please list your supervisor if you are a dean or head of your department
 - iii. Click **Begin Signing**
 - b. Click **Got It**, check the **box**, then click **Continue**



- c. Fill out **all required fields** on the NSU Virtual Private Network Request Form

d. Click **Sign** on the Requester's Signature line

Please review the documents below.

FINISH FINISH LATER OTHER ACTIONS

DocuSign Envelope ID: A3213D90-8262-449F-835C-E455089602F0

START

NSU Virtual Private Network Request Form

Date: 3/11/2020

First Name: Last Name:

Phone #: Department:

Which campus resources do you intend to use which require VPN access? Please list all that apply.

Requester's signature: I have read and understand the Acceptable Use Policy. By signing this document, the user agrees that they have met all of the requirements and will keep their computer in compliance with this policy for the duration of time that they have VPN access.

Sign 3/11/2020

Requester's Signature Date

e. Click **Finish**

3. The request form will be emailed to your Dean or Department Head for review, and their signature
4. Once signed by your Dean or Department Head, the request form will be emailed to IT
5. IT will work on setting up your account with VPN access
6. Once IT has finished setting up VPN for you, they will sign your Request Form, and you will receive an email that all required parties have signed your form, which indicates that your VPN access is configured and ready for you to use
7. Should you have any further questions or issues, please contact the NET Services Help Desk with the following
 - a. By Phone: 605-626-2283
 - b. By Email: help@northern.edu

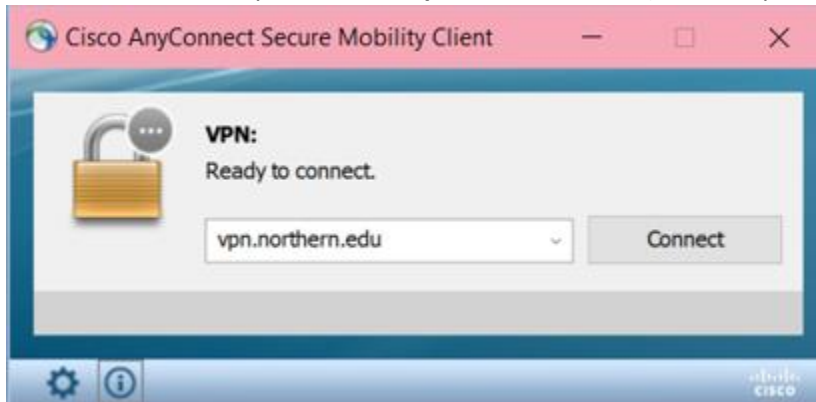
Connecting with VPN

Once your request has been received and processed, your account will have been granted permissions to connect to the campus network with VPN, and you will have access to the VPN client “Cisco AnyConnect” on either your work laptop, or a checkout laptop provided to you.

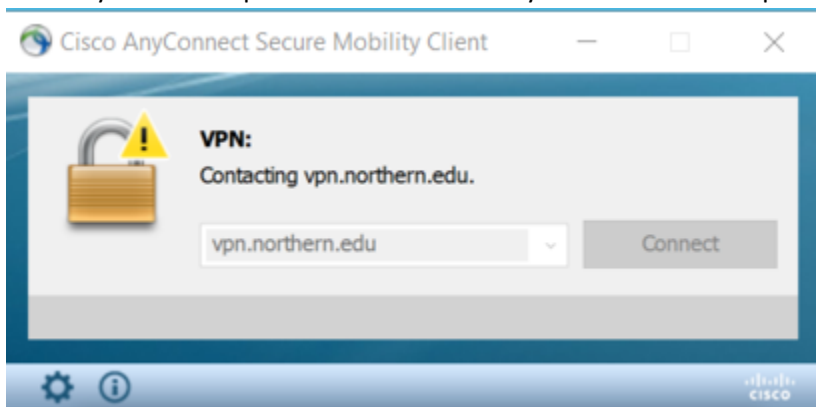
1. Launch **the Cisco AnyConnect Secure Mobility Client**
 - a. The icon for the client is pictured below



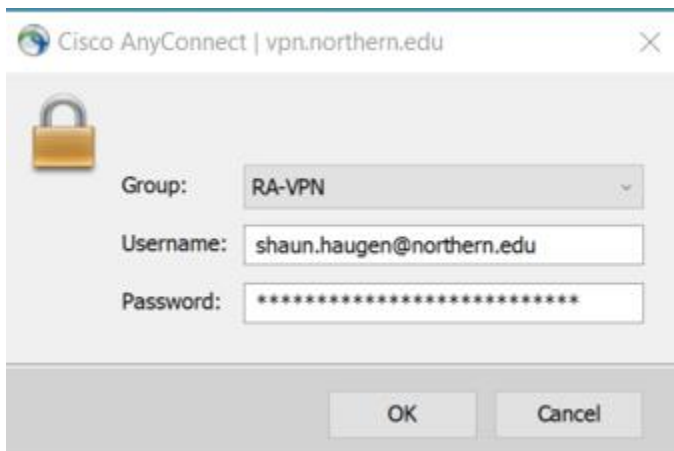
2. In the window that opens, enter “**vpn.northern.edu**” (without quotes), then click **Connect**



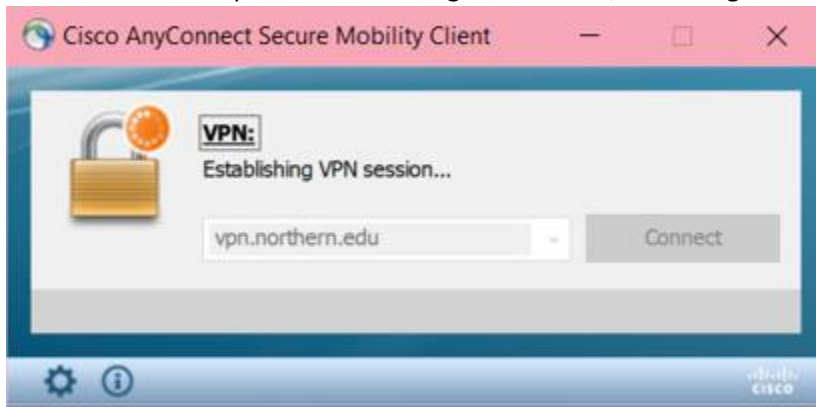
3. You may notice the padlock icon now has a yellow exclamation point on it. This is normal.



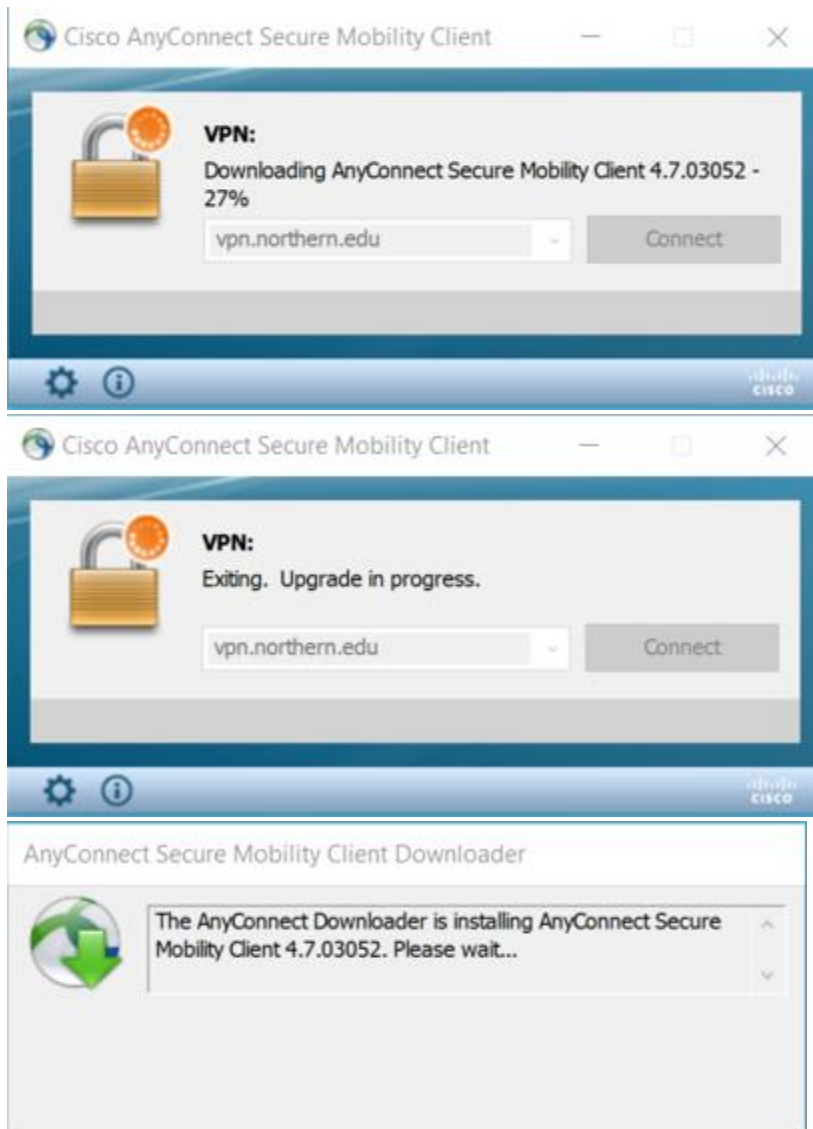
4. A second window will have opened. Group cannot be changed. Use your NSU Email/Password to sign in, then click OK



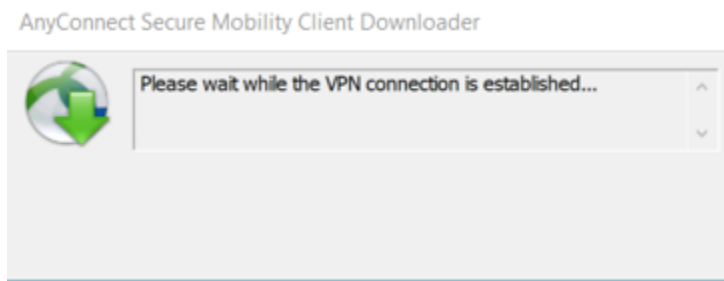
5. You will notice the padlock icon change once more, indicating the connection is being established



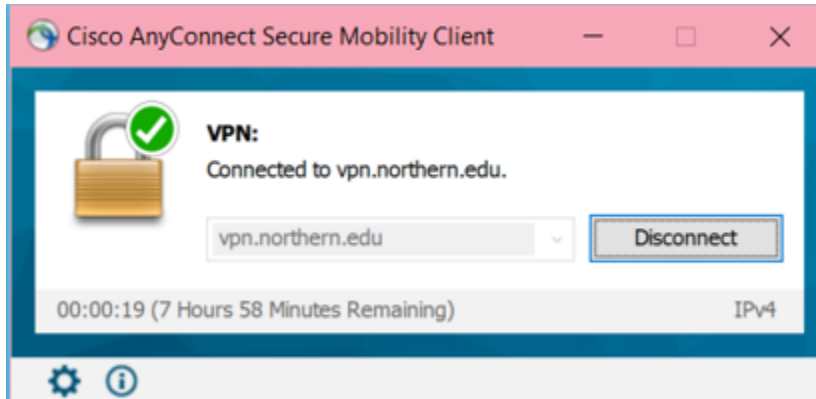
a. If your AnyConnect client is not up-to-date, you may see windows indicating an updated version is being installed



- b. Once the upgrade has finished, your connection will automatically be established



6. Once connection has been established successfully, the client window will show a green checkmark



Common Tasks with VPN Access

This section contains tasks that may be applicable to some users. If you are needing assistance working remotely with VPN, and you do not find what you need in this section, please contact the NET Services Help Desk

Mapping a Missing Network Drive – Faculty and Staff

1. Right-click on the **This Computer** icon on your desktop
2. Select **Map Network Drive**
 - a. For **Drive:**
 - i. Select the appropriate **Drive Letter**
 - b. For **Folder:**
 - i. Enter in the appropriate **Folder**

3. NSU Network **Drive Letters** and **Folders** are listed below

F: drive \\nsu-fs01\users\email username

This will typically be firstName.lastName

Do not include “@northern.edu”

G: drive \\nsu-fs01\applications\

H: drive \\nsu-fs01\public\

4. Check the box to **Reconnect at sign-in** if it is not already checked, then click **Finish**