

Installing and Configuring your Facilities VPN client

1. Prior to the installation it is important that you have the Facilities VPN profile on your machine. This will be provided to you by the FAC-IT staff in an email. You will need to save this attachment to the machine you wish to utilize the VPN connection on. Ensure you take note of where you saved this file as you will need to reference it on your initial connection to the Facilities VPN.
2. Navigate to the following link in your browser :http://us.fsu.edu/index_vpn.html
3. Download VPN client, by clicking on the 'Download' link as per below

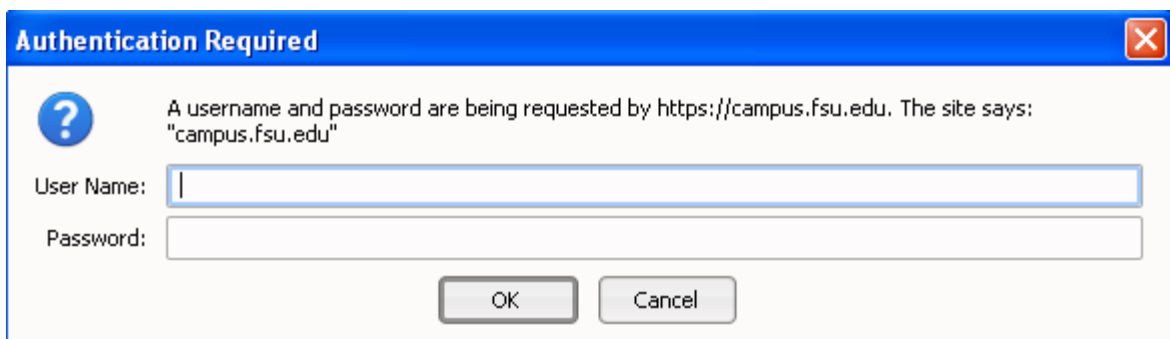
VPN Client - Download / Installation / Use

VPN INSTALLATION - For use by Staff and Employees ONLY

SOFTWARE

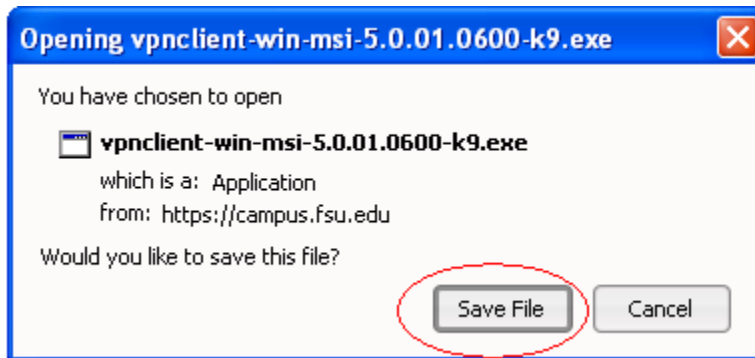
- **Windows Client**
 - Obtain a VPN User Guide - (DOWNLOAD)
 - Terminate all applications and windows on your workstation.
 - Get the VPN client - (DOWNLOAD)
 - (*Valid FSUID Required - For use by Staff and Employees ONLY*)
 - Save it in your C:\Temp folder (if you do not already have a C:\Temp folder, create one first)
 - Go to **My Computer** > C:\ drive > **Temp** folder.
 - Double click on the **vpnclient-win.exe** file.
 - Change the folder to C:\Temp\VPN
 - Unzip all files to that folder.
 - Go to **My Computer** > C:\ drive > **Temp** folder > **VPN** folder.
 - Double click on **setup.exe**
 - **Accept all the defaults.**
 - After the Installation has finished, you will need to reboot your computer.

4. It will now prompt you for FSUID credentials which are the same as what you use to log into OMNI

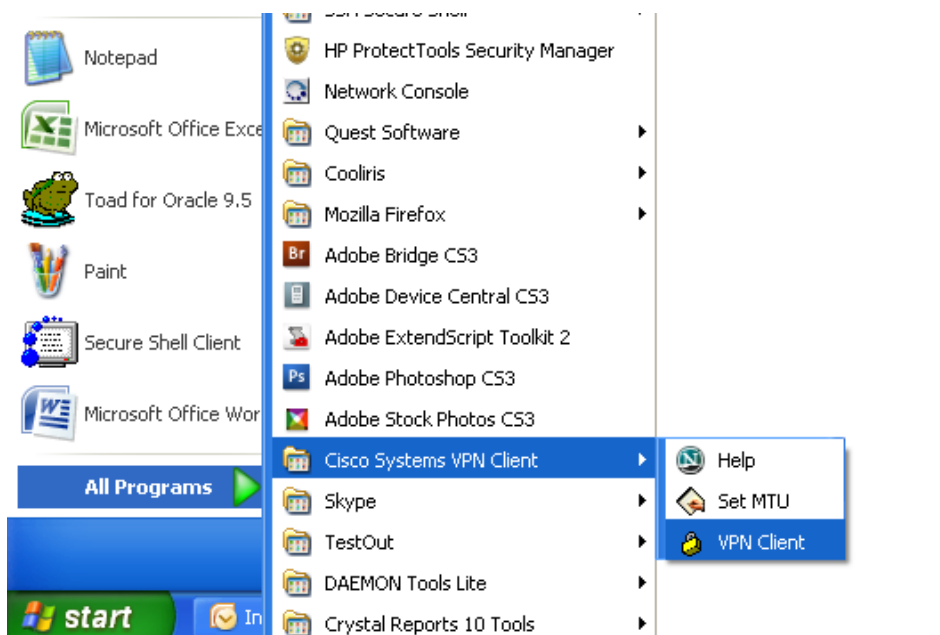


The image shows a Windows-style dialog box titled "Authentication Required" with a blue header and a red close button in the top right corner. On the left, there is a question mark icon. The main text reads: "A username and password are being requested by https://campus.fsu.edu. The site says: 'campus.fsu.edu'". Below this text are two input fields: "User Name:" followed by an empty text box, and "Password:" followed by an empty text box. At the bottom of the dialog, there are two buttons: "OK" and "Cancel".

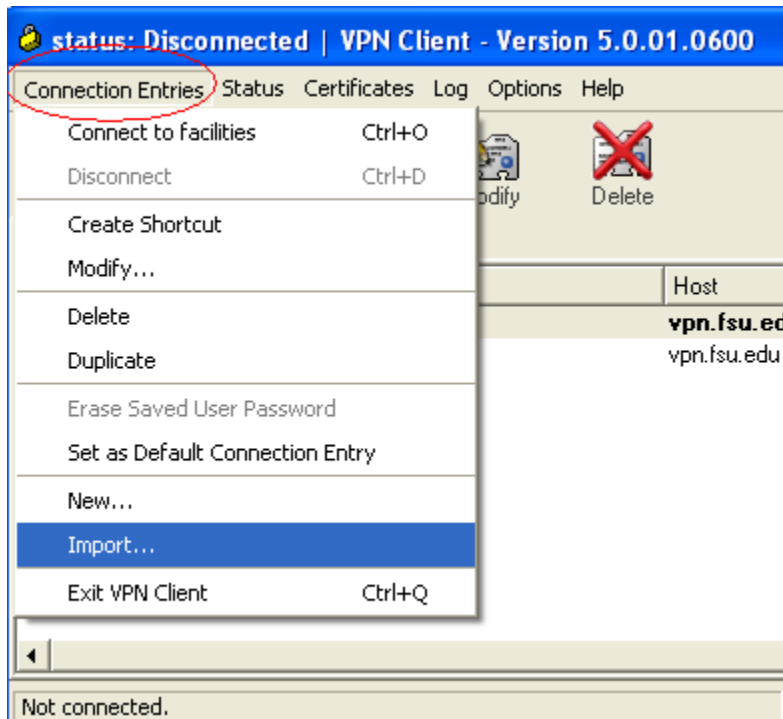
5. You will now be prompted to save the executable to your computer, click on 'Save File'



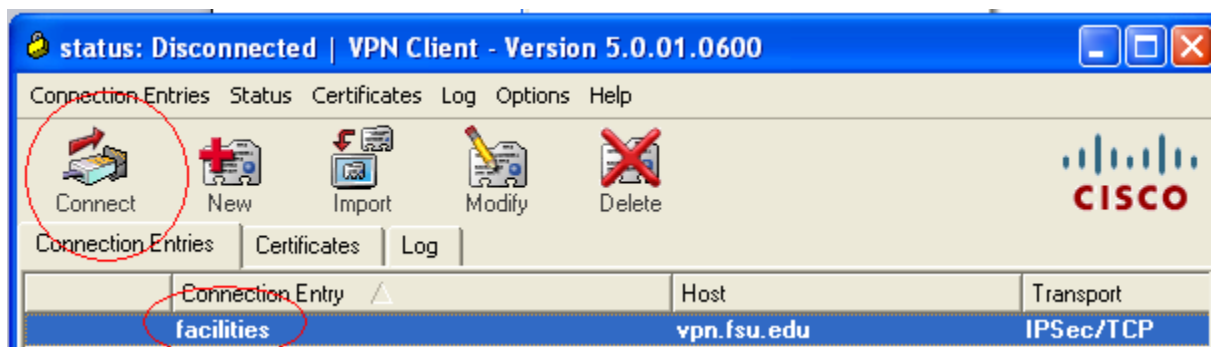
6. The client will now begin installing, click on RUN
7. You will now be prompted to 'Unzip' your files, click on 'Unzip' and save them to your 'My documents' folder, ensuring you note the path of where the files will be saved to. You will need to navigate her to manually execute the installation should it not happen automatically
8. Throughout the installation process, continue to accept the default prompts by clicking Next. Once the installation is complete, it will then ask you to reboot your machine. Please do this !
9. Once your machine has rebooted, navigate to the following location via your Start menu, Start, All Programs, Cisco Systems VPN Client, VPN Client



10. When your client has launched, click on the menu item labeled 'Connection Entries' and select 'Import' from the sub menu



11. You now have to navigate to the location where you saved the Facilities VPN profile as referenced in Step 1. Double click on the file
12. You will now see the Facilities profile loaded on your client window. Highlight the Facilities profile and then click on Connect from the menu



13. You will now be prompted for your OMNI login credentials, enter the appropriate details and click OK

14. You will now be prompted to enter a second set of credentials...this will connect you to the Facilities network

User Name: Facilities\jdoe

Password: << the one that you sign into your machine with>>

15. At this point you will be able to connect to the test / dev instances of the FMAX database. To navigate to the shared directory and your 'My documents' folder (B:\drive) please follow the below steps:

a. Shared directory : Click on Start , Run and type the following

i. [\\xxx.xxx.xxx.x\shared](#) (contact Facilities IT for "xxx.xxx.xxx.x") then click OK

b. My Documents : Click on Start, Run and type the following

i. [\\xxx.xxx.xxx.x\users\profiles\username](#) (contact Facilities IT for "xxx.xxx.xxx.x") then click OK

NB : Replace the user name with your user name, this username is the one you use when you sign into your machine at the office

Congratulations, you have successfully connected to the Facilities VPN.

You can now function as if you were in the office!