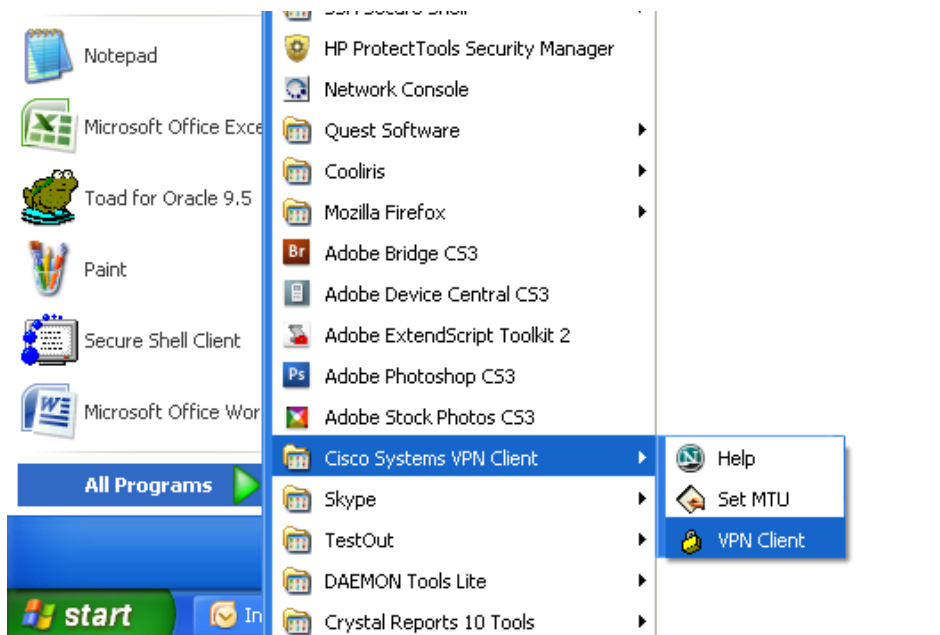


USING YOUR VPN CONNECTION

This document will explain how to connect to the Facilities network from outside of the office. It assumes that you already have the VPN client installed on your machine and configured and that you have a live connection to the internet from the machine you are using.

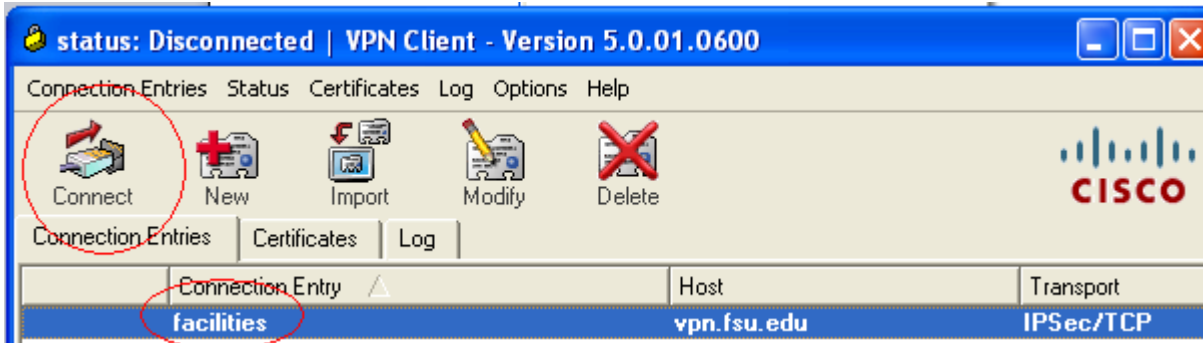
This can be via a wireless connection OR hardwired.

1. Power your machine on and if you are using a work laptop, ensure you log onto the machine locally, do not try to sign in with the Facilities domain selected as you will be unsuccessful.
2. Ensure you are connected to the internet by clicking on your Internet Explorer icon and navigating to www.google.com. If you do not have a live connection, you will not be able to use the VPB client. If you are able to connect to the Google website, please move on to Step 3.
3. Click on your Start menu, Select Cisco Systems VPN Client and the click on VPN Client



4. The client will now launch on your screen and you will be presented with the below window. Click on the **facilities** entry listed under the ‘Connection Entry’ sub heading and then click on

Connect from the menu.



5. You will now be prompted for your **OMNI** login credentials, enter the appropriate details and click OK
6. You will now be prompted to enter a second set of credentials...this will connect you to the Facilities network

User Name: Facilities\username

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

7. 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](http://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](http://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

8. You are now successfully connected to Facilities. At this point you will be able to connect to the test/dev instances of the FMAX database by simply navigating to the appropriate URL's

a. FMAX DEV – <http://webtest.facilities.fsu.edu/fmaxdev>

This instance has the newest version of FMAX that is normally being tested

in preparation for upgrade

- b. FMAX PROD - <http://www.facilities.fsu.edu/fmax>

This instance is production, only valid data should be entered in here

- 9. If you wish to connect to the your 'My Documents' or Shared directory 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, you will be asked for user credentials, enter exactly as follows:

- User Name: Facilities\username

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

- 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, again you will be prompted for user credentials, follow the same method as mentioned in the Step 14 a