

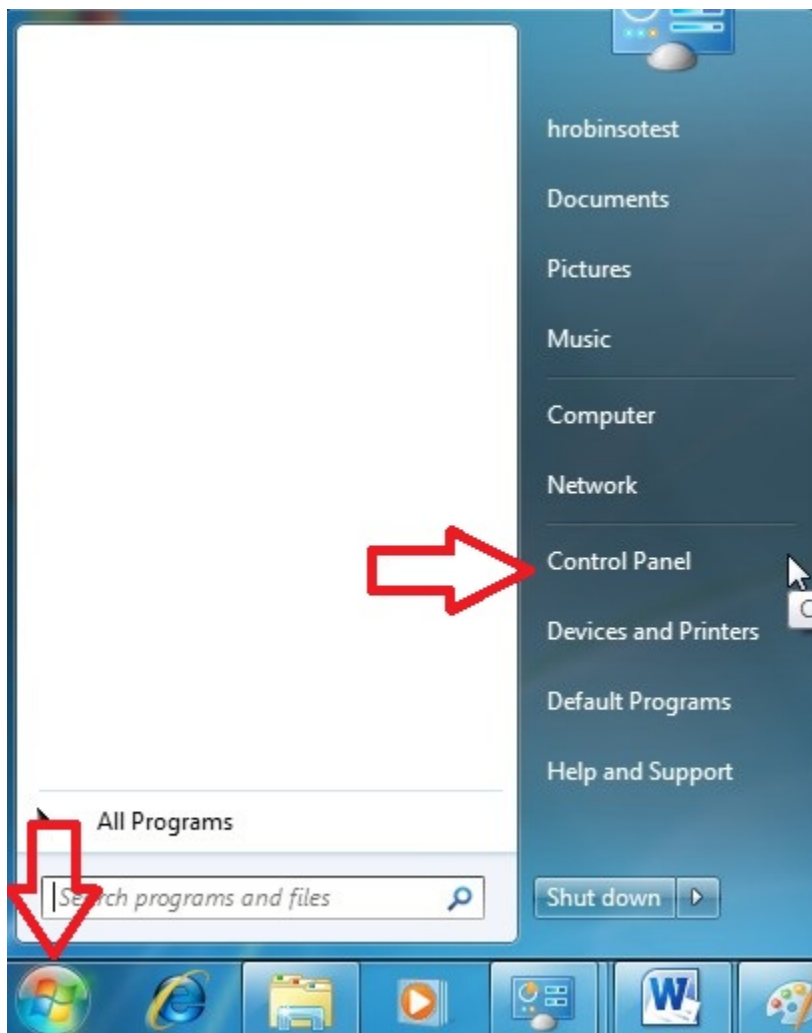
VPN setup instructions for Windows 7 Professional or higher

1. Make sure your system is up-to-date

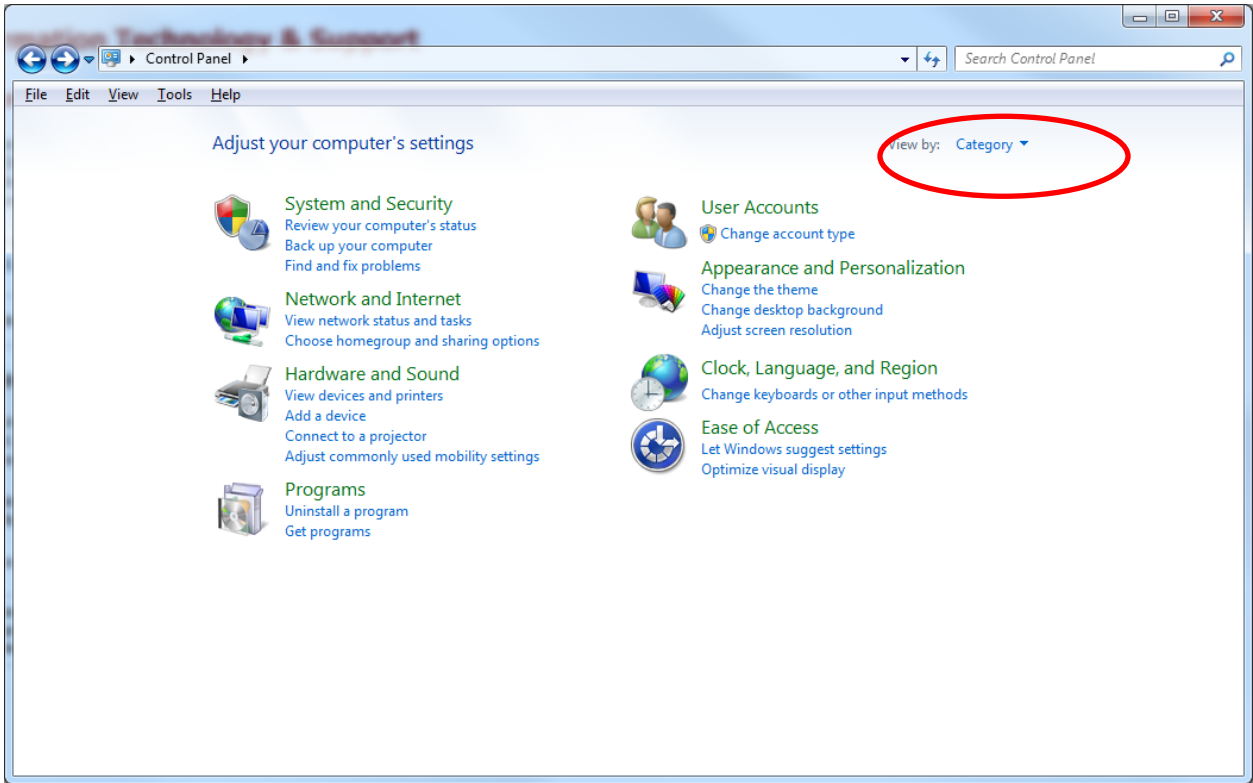
Be sure that you run Windows Update before setting up your VPN connection.

2. Open the Control Panels

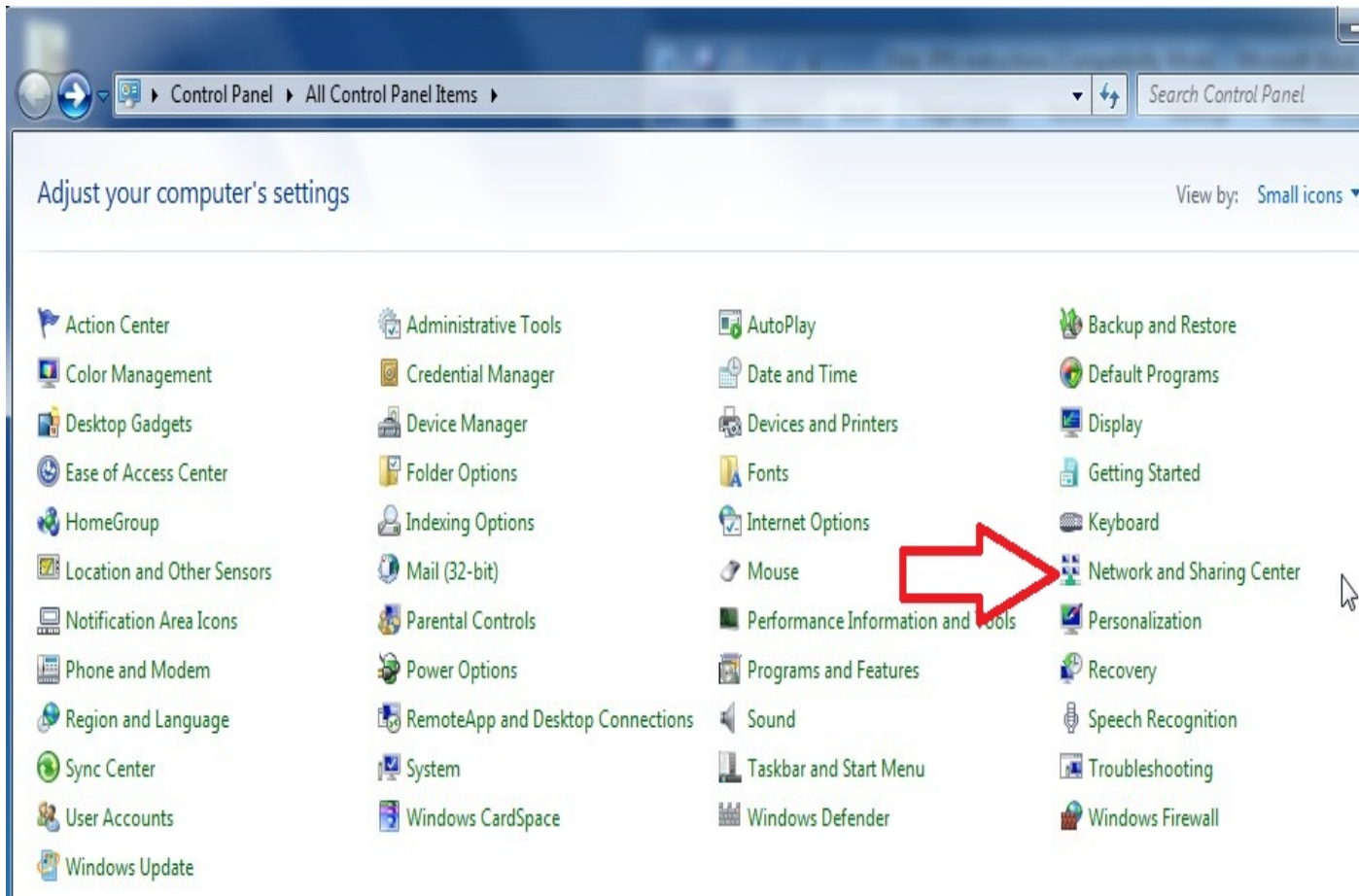
First, click on the Start button and click “Control Panels”. This opens up the “Control Panel Home.”



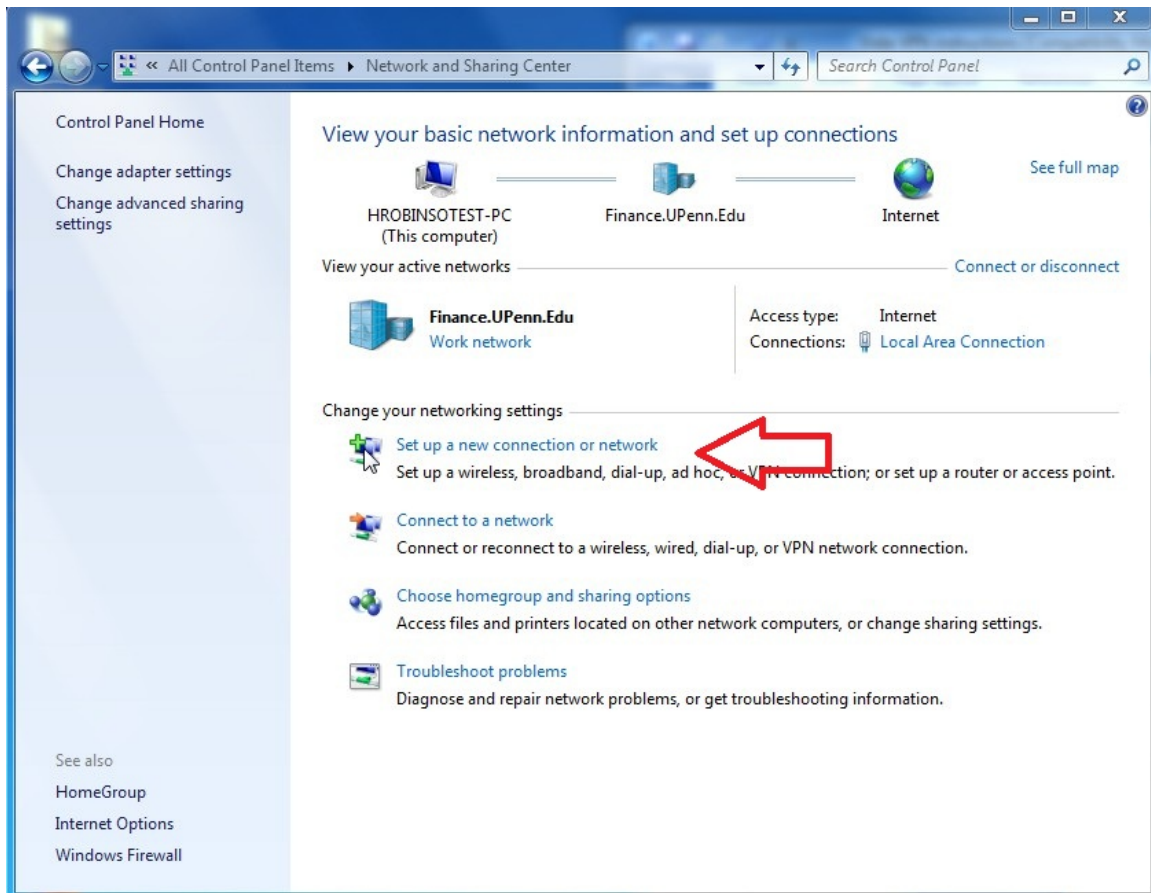
3. Go to the Control panel and change it to small icons



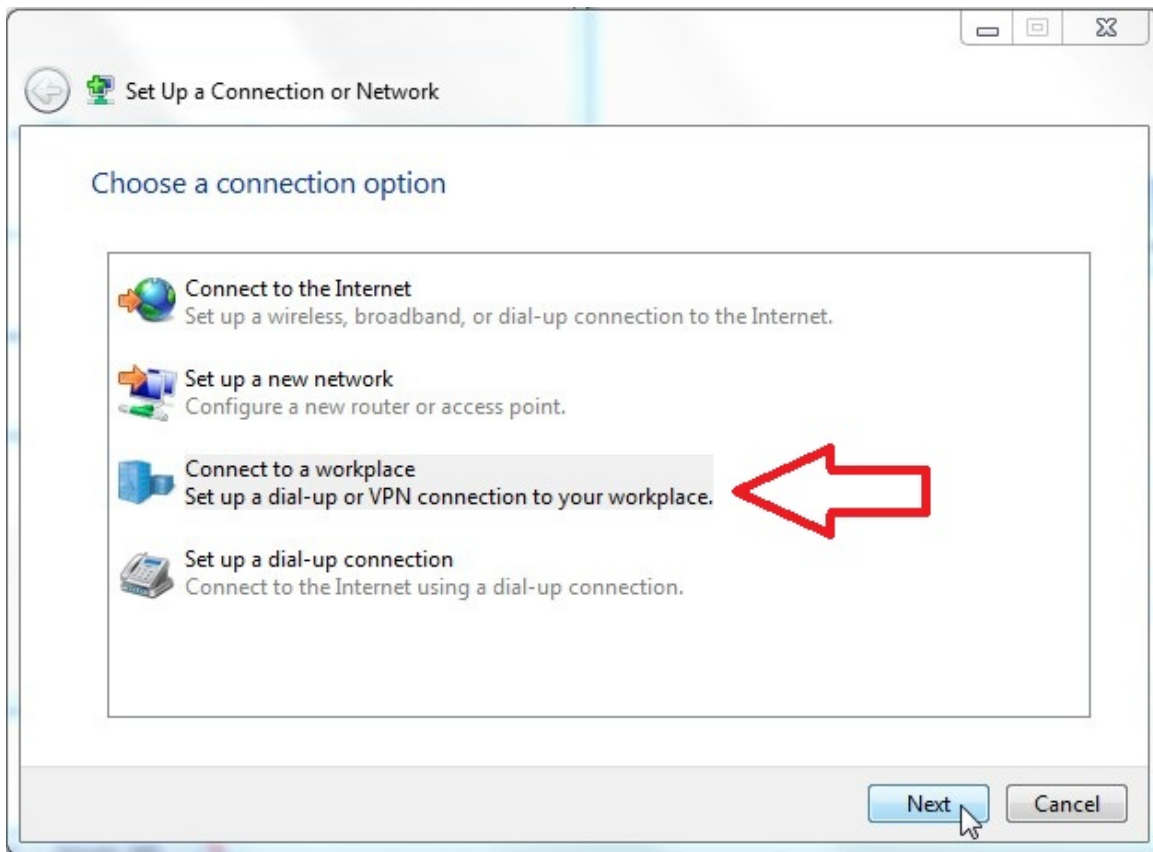
4. Next, click on the “Network and Sharing” control panel



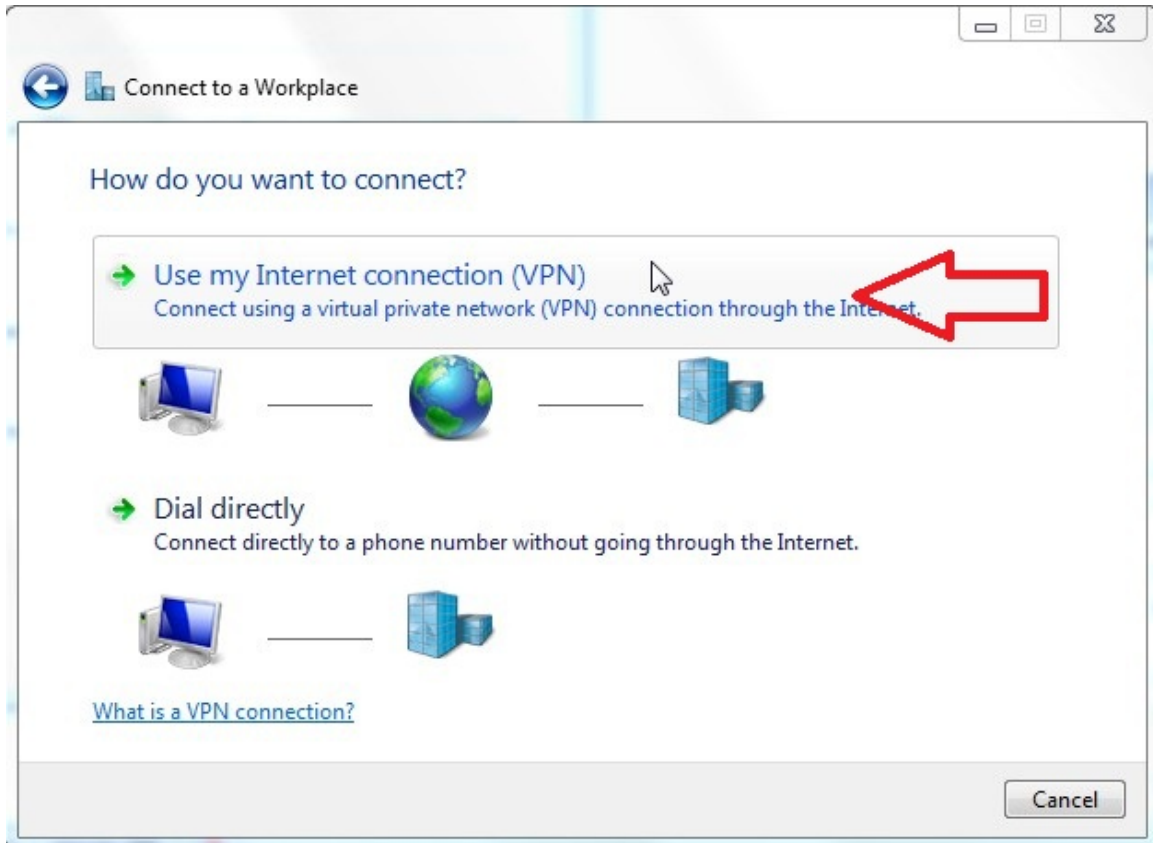
5. Click “Setup a new connection or network”



6. Select “Connect to a workplace” and click next.

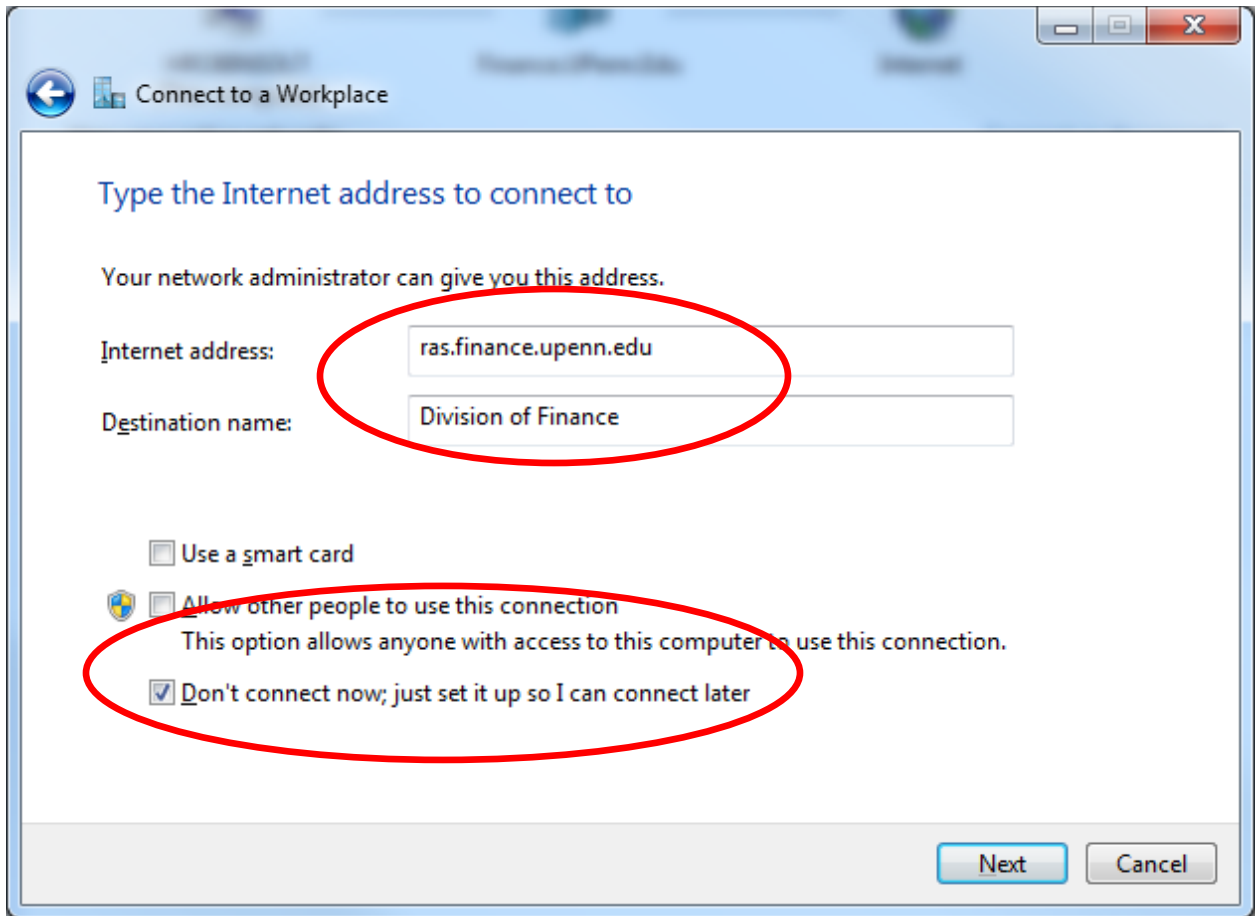


7. Next click “Use my Internet connection (VPN).”



8. For Internet address enter **ras.finance.upenn.edu** and **Division of Finance** for Destination name

Select **Don't' connect now; just set it up so I can connect later**



9. Enter your **Finance** username and password

In this screen, enter your Division of Finance username and password. This is the same username and password that you use to log in to the Division of Finance.

10. Click **Create**

Connect to a Workplace

Type your user name and password

User name:

Password:

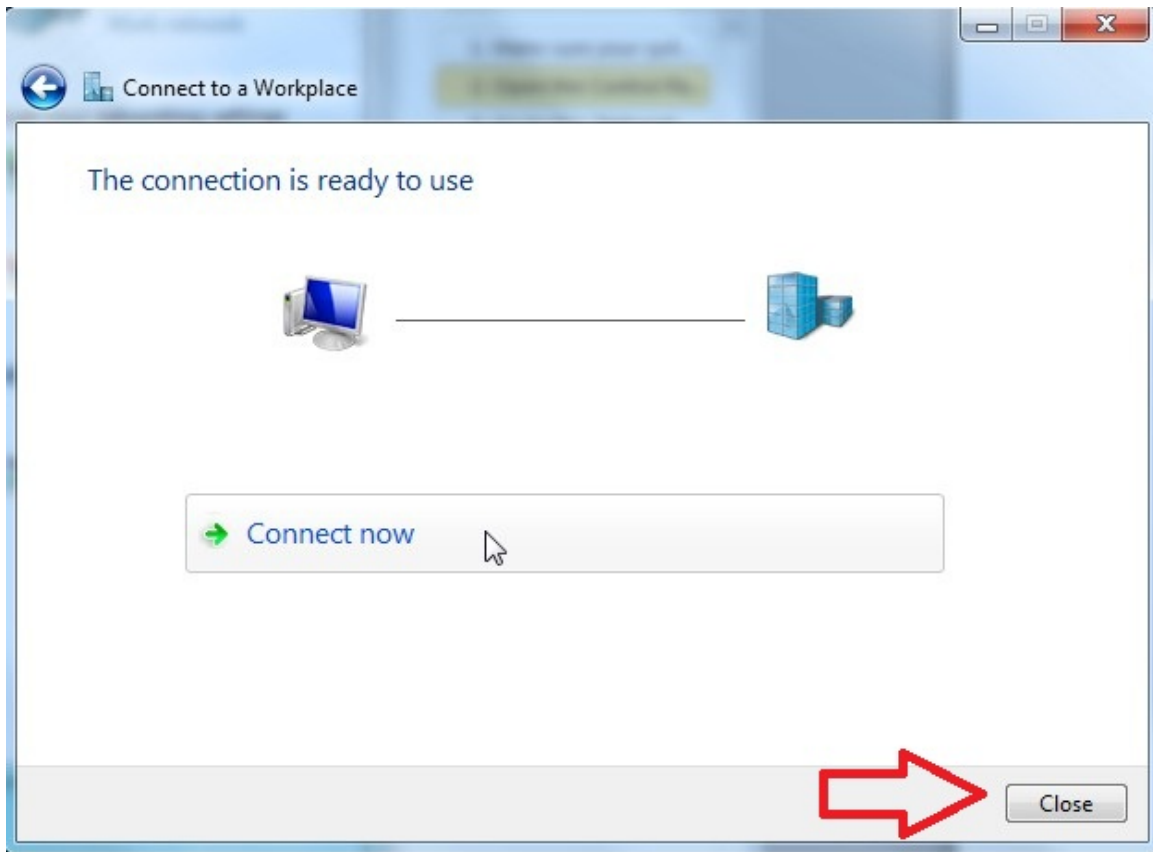
Show characters

Remember this password

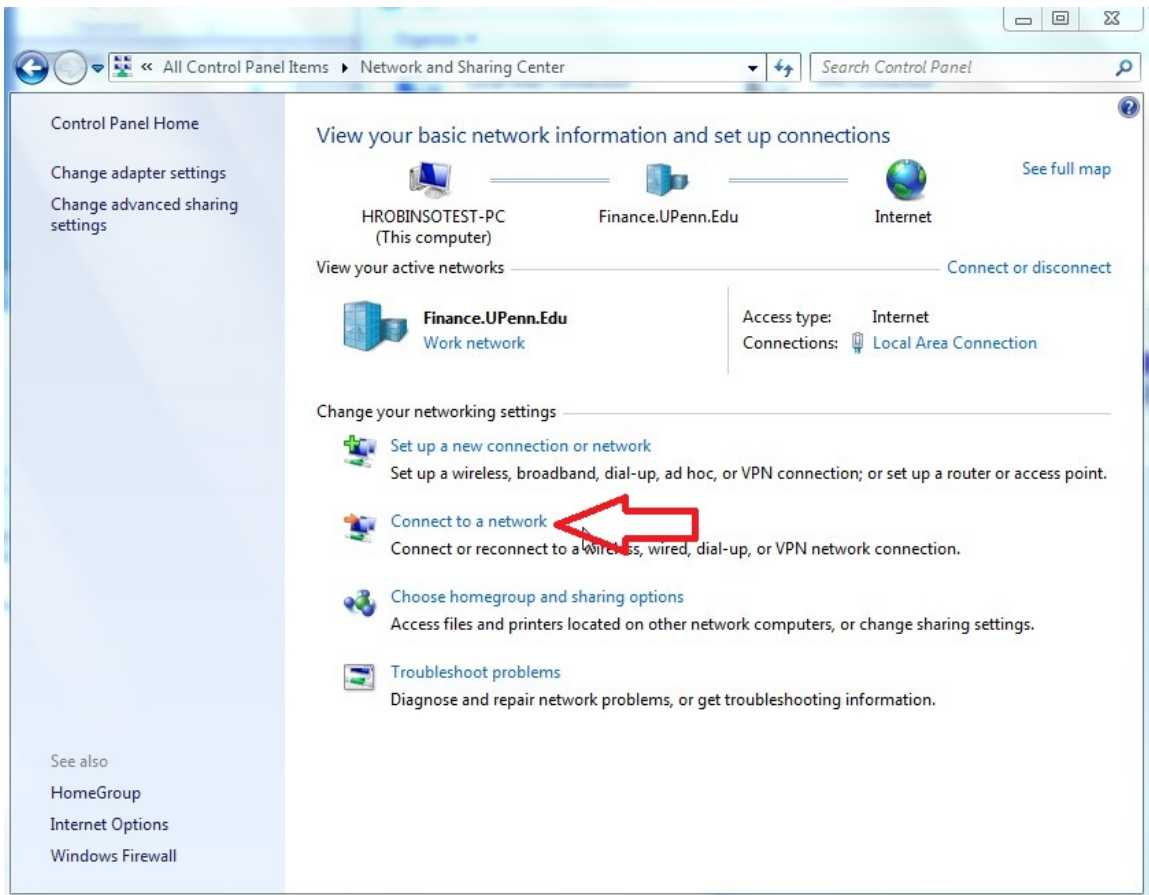
Domain (optional):

Create Cancel

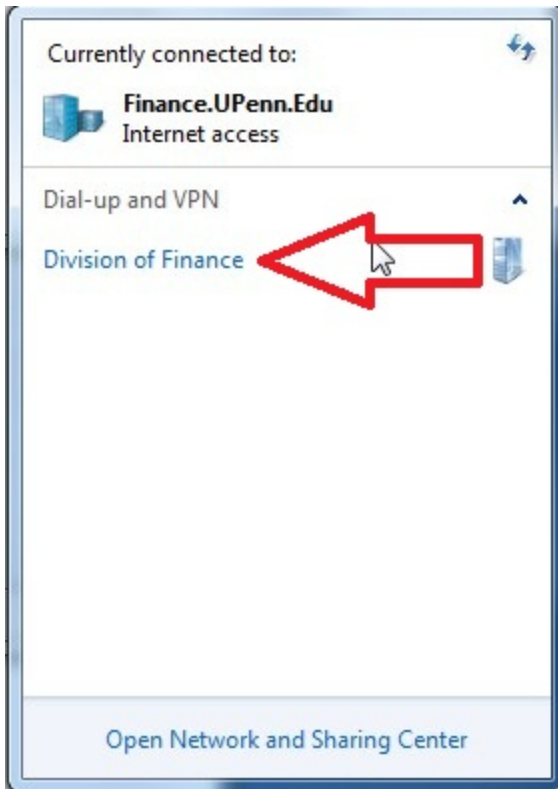
11. You should see this screen next. Click the “**Close**” button to return to the “**Network and Sharing**” screen.



11. Select **Connect to a network**



12. Then click on the **Division of Finance** entry.



13. Click **Connect**



13. Login to Division of Finance VPN



The screenshot shows a Windows-style dialog box titled "Connect Division of Finance". At the top, there is a close button (X) and a small icon of a globe. Below the title bar is a graphic showing a laptop on the left, a globe in the center, and a desktop computer on the right, all connected by a green line. The main area contains the following fields and options:

- User name: Enter your Finance user name
- Password: [masked with dots]
- Domain: FINANCE
- Save this user name and password for the following users:
 - Me only
 - Anyone who uses this computer

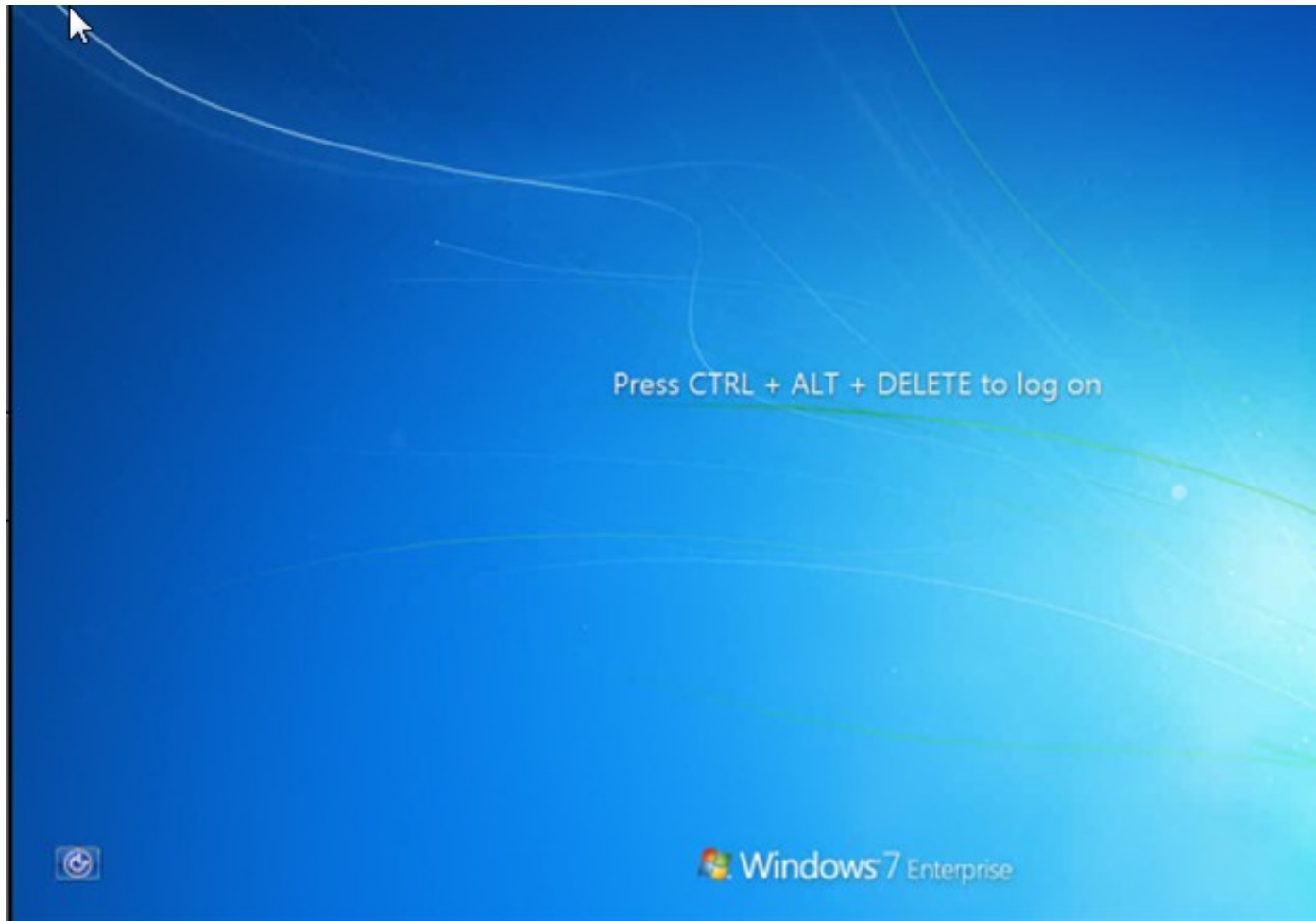
At the bottom, there are four buttons: "Connect", "Cancel", "Properties", and "Help".

Enter you Finance user name, password and Finance in their respective fields and click connect.

14. If you have home computer, you would stop here. If you have a Finance managed laptop, please proceed to the next section.

VPN instruction for Windows 7 Enterprise – Finance Laptops Only

1. Before you can access the division of finance you have to first login to your laptops local account to establish a connection to the Wi-Fi signal.
When logging into the local account you need enter
2. Login to Division of Finance CTRL + ALT + DELETE



3. Click OK

Unauthorized Use is Strictly Prohibited!

You have connected to the DoF network. This network, the attached workstations, and components are for business use pertaining to the operation of the University of Pennsylvania DoF only. All other use is strictly prohibited.

In order to protect and maintain the confidentiality, integrity, and availability of this network, your activity is logged and your connection may be monitored in accordance with Penn's Policy on Privacy in the Electronic Environment.

By clicking OK you accept this agreement and its terms and conditions. For further information regarding your rights please visit:

<http://www.hr.upenn.edu/policy/default.asp>

<http://www.upenn.edu/computing/policy/>

<http://www.upenn.edu/almanac/v47/n04/OR-epriacy.html>

Thank you.

OK

 Windows 7 Enterprise

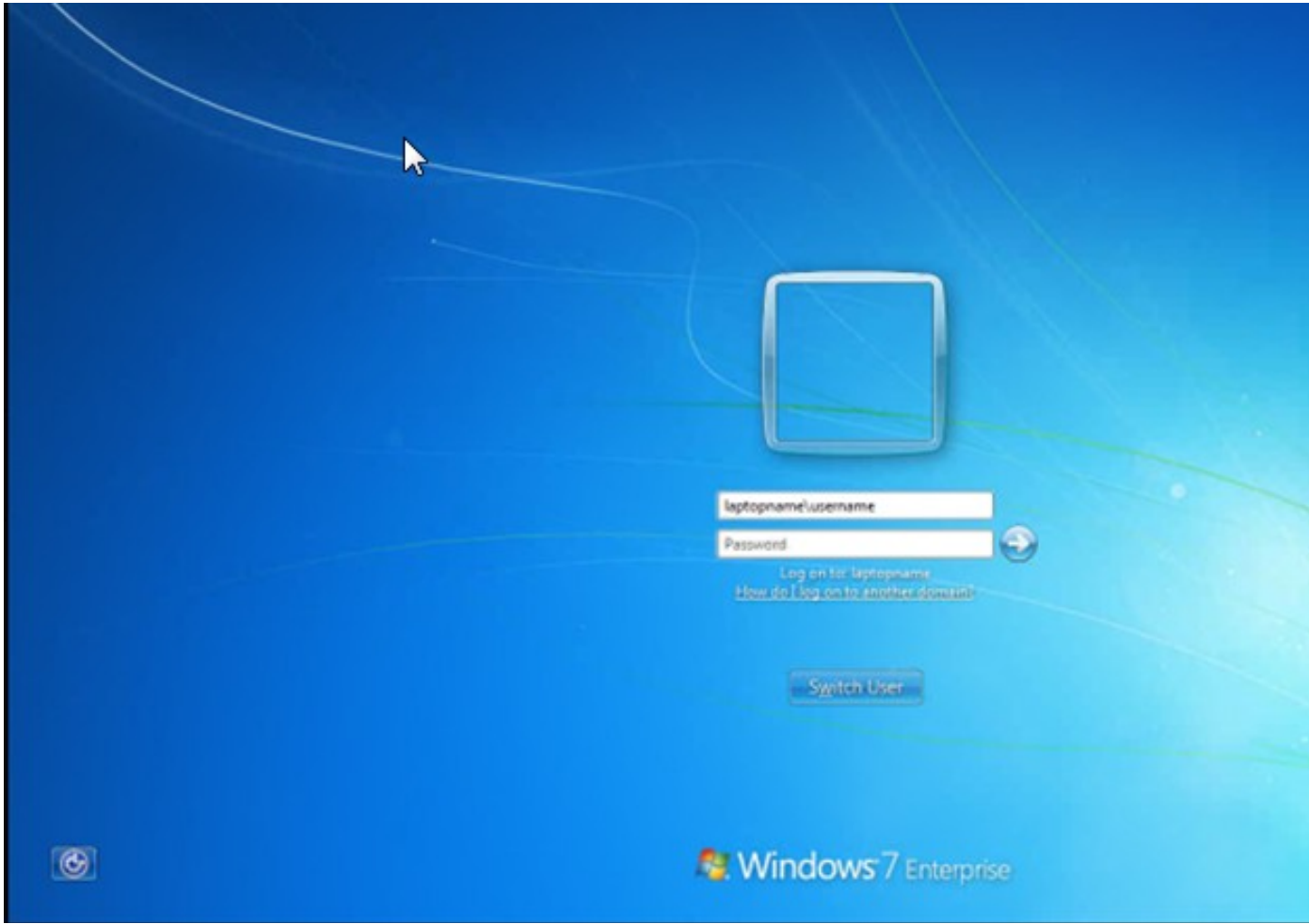
4. Click Switch User



5. Select other user



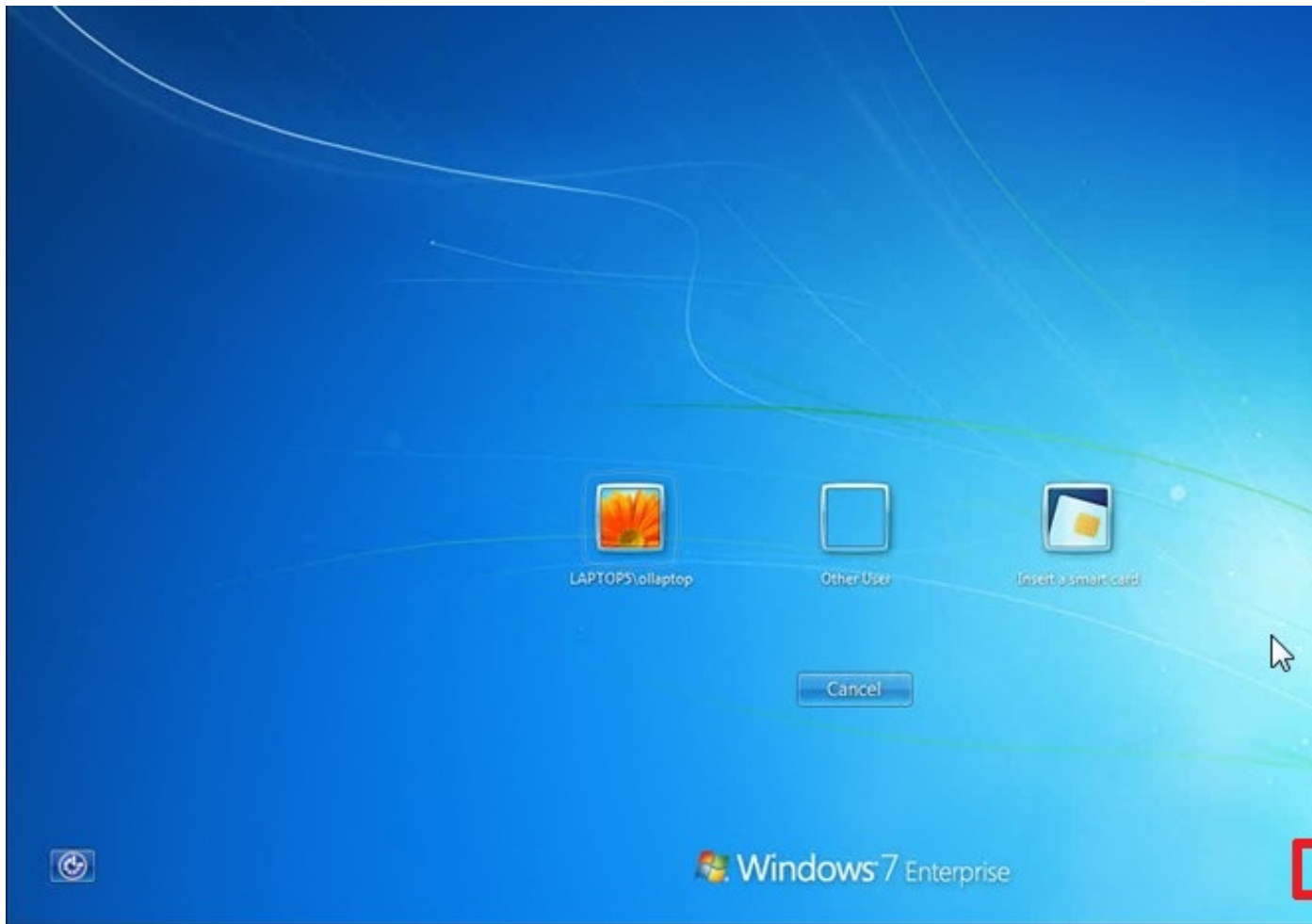
6. Username: **Laptopname\username** (ie. **ITSLAPTOP\ITSUSER**)
Password: **Local account password**
7. After you login to the local account, open Internet Explorer to confirm you are connect to the internet.



8. Logoff and click Swith user.



9. Click the icon in example below to login to the Division of Finance.



10. Login with your **Division of Finance** user name and password (Like you would if you were in your office).



Division of Finance

Username

Password



Use a smart card to log on to Windows

Cancel



 Windows 7 Enterprise