VPN instruction for Windows 7 Enterprise

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
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 Switch 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).