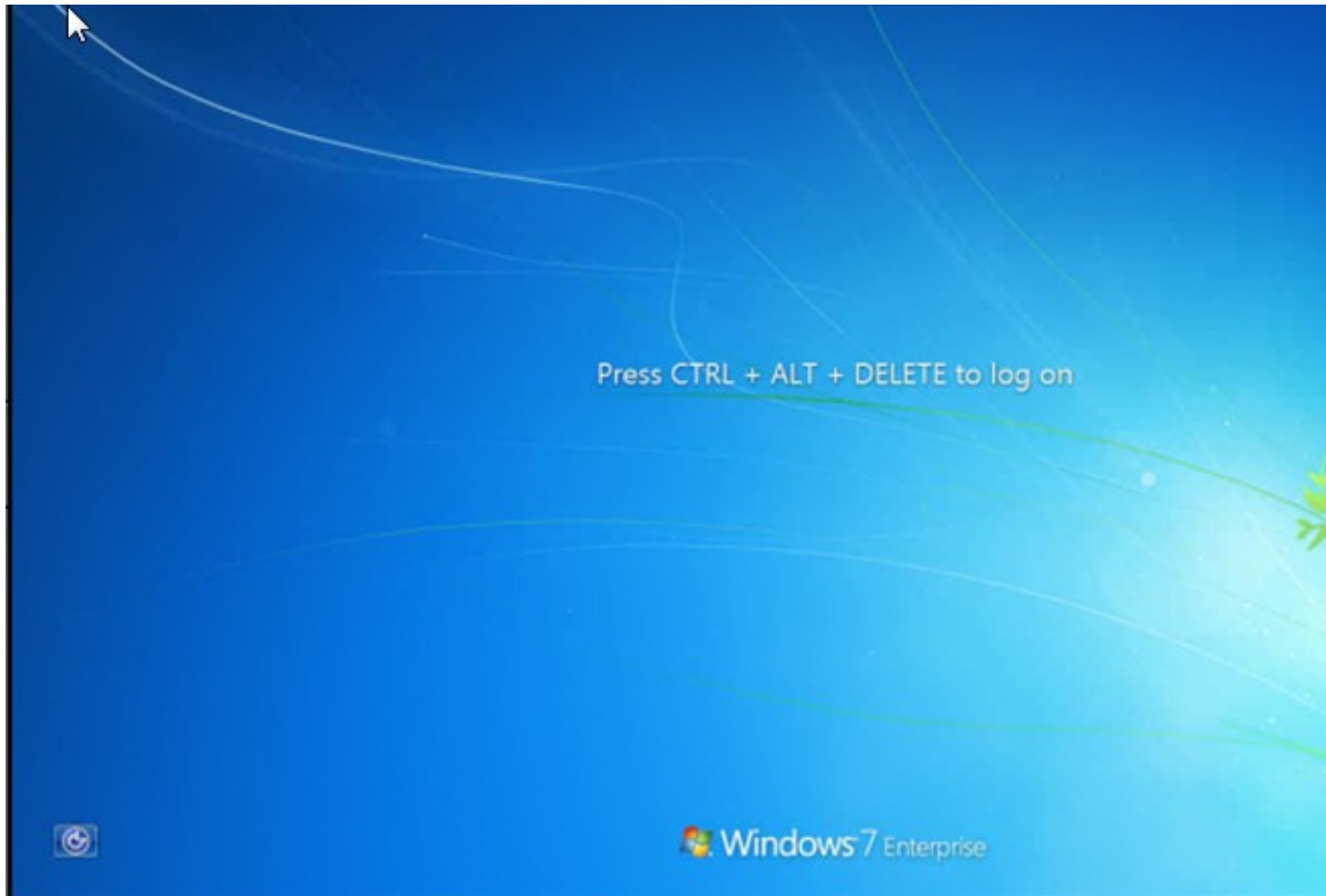


VPN instruction for Windows 7 Enterprise – Finance Laptops Only

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/>

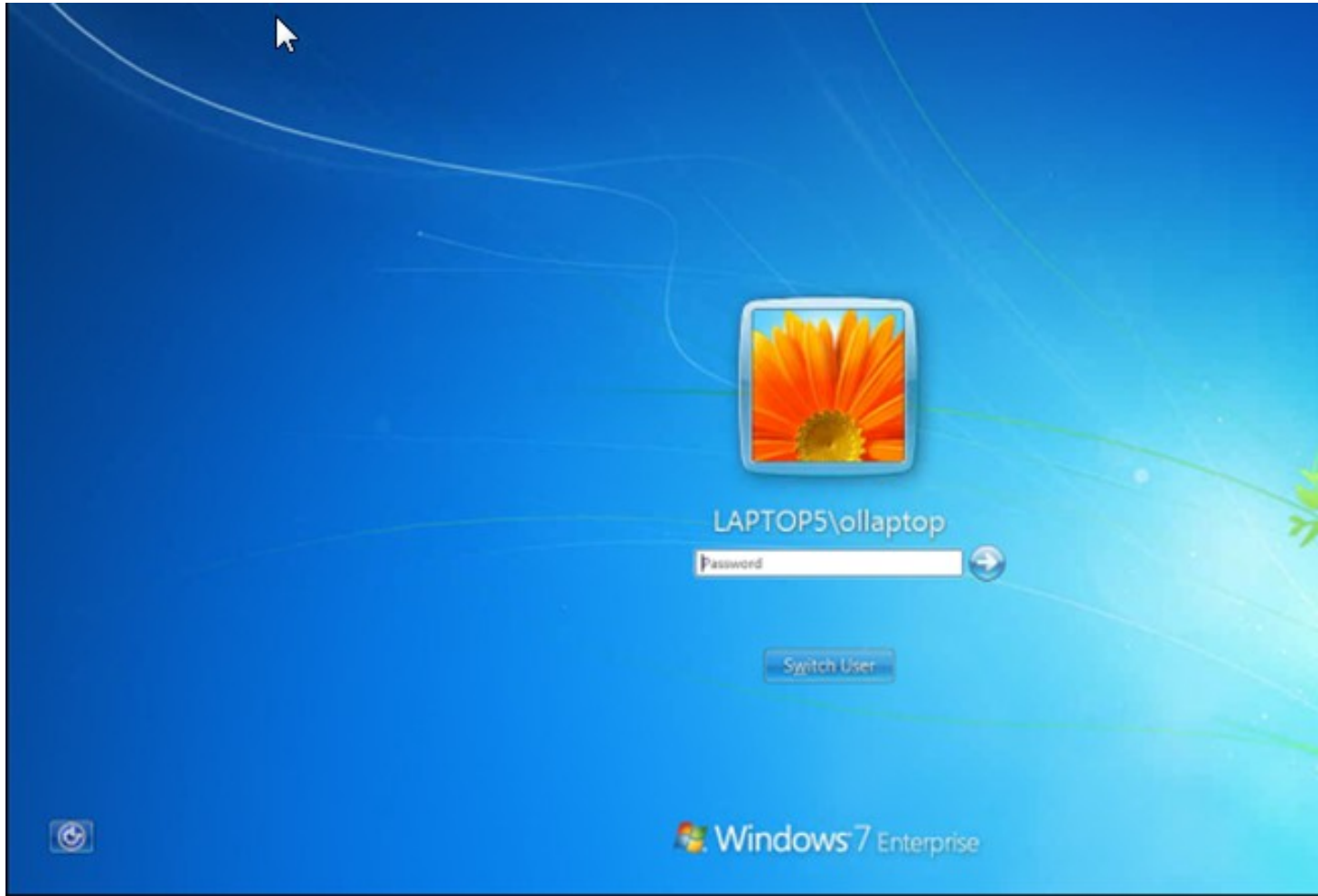
<http://www.upenn.edu/almanac/v47/n04/OR-epriacy.html>

Thank you.

OK

 Windows 7 Enterprise

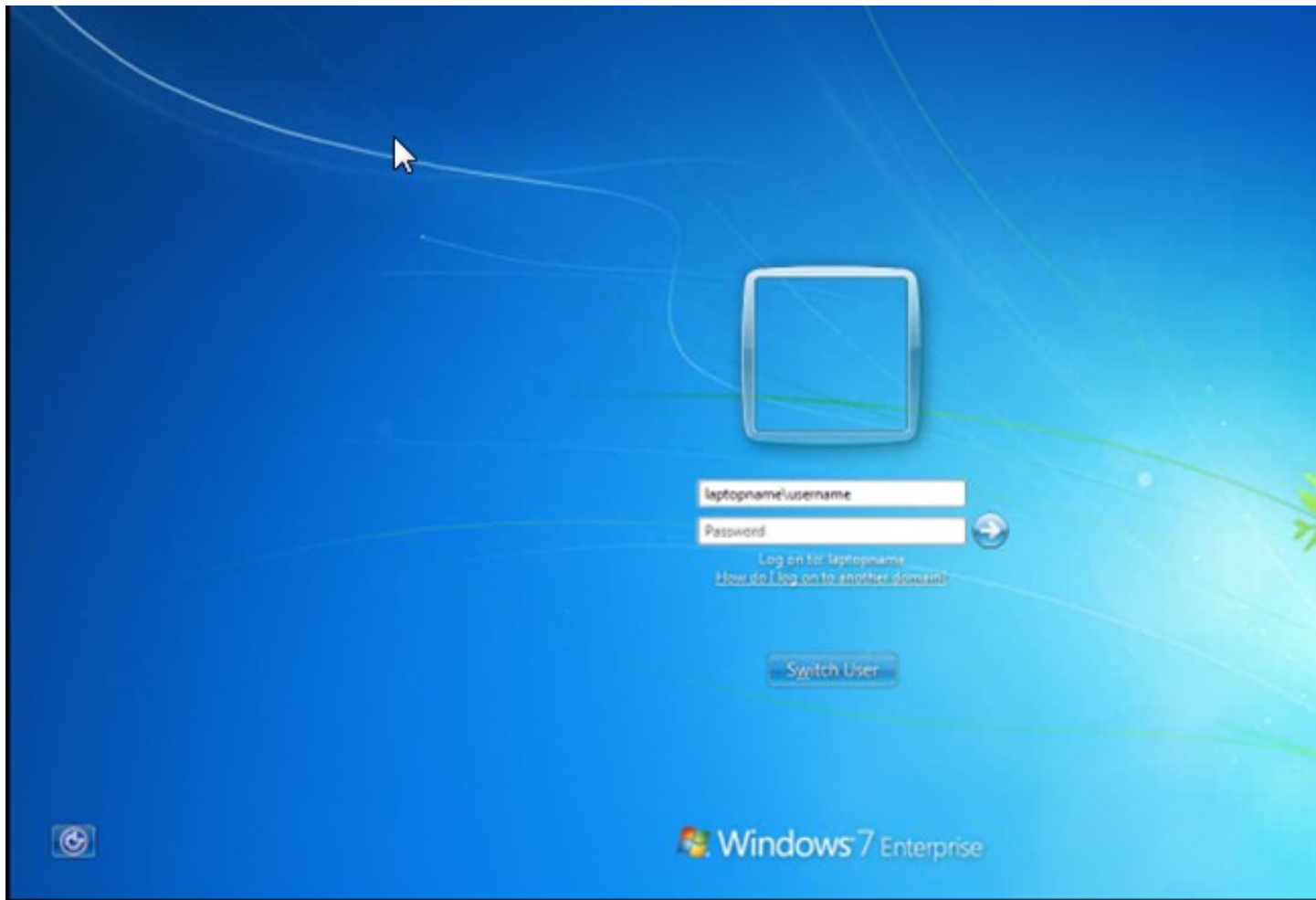
4. Click Switch User



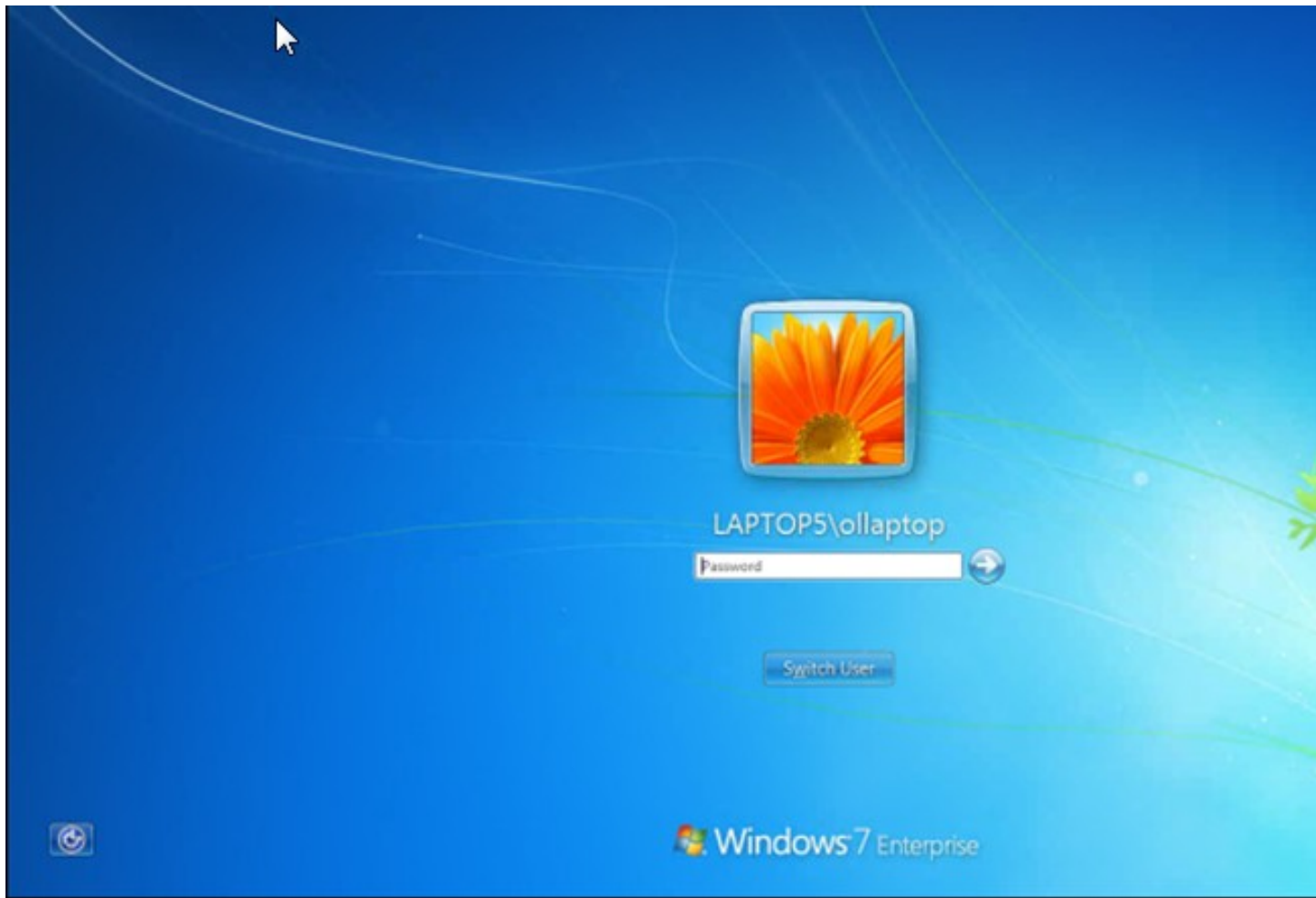
5. Select other user



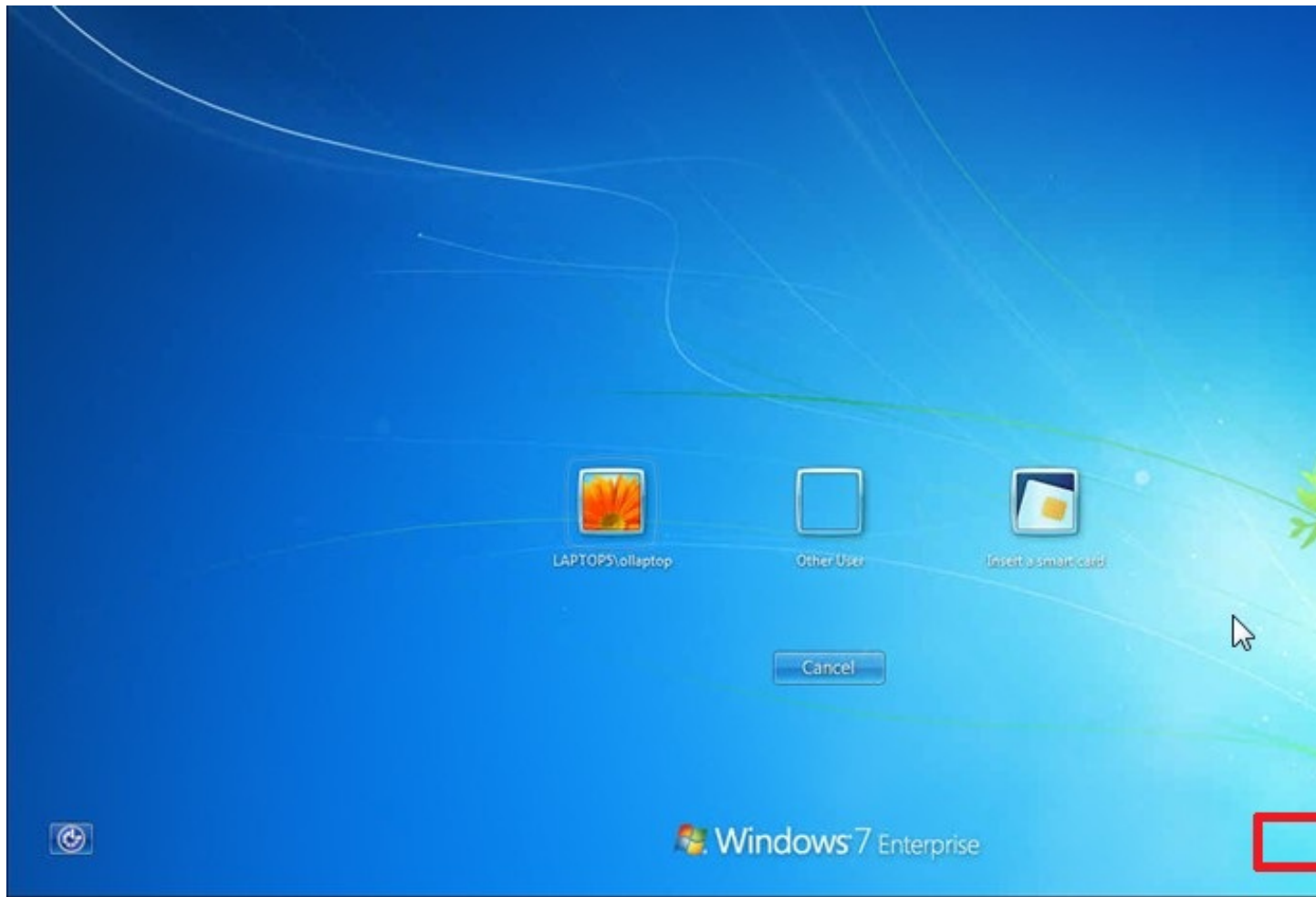
6. Username: **Laptopname\username** (ie. **ITSLAPTOP\ITSUSER**)
Password: **Local account password**
7. After you login to the local account, open Internet Explorer to confirm you are connect to the internet.



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