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
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

Enter your 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
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 connected 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).