FINANCE VPN access

- Click START or the Windows Icon at the lower left of your Windows screen
- Then type CONTROL PANEL
- In the Control Panel click on Network and Sharing Center
In Network and Sharing Center click on Set up a new connection or network:

- Click on Connect to a workplace and click Next

Choose a connection option:

- Connect to the Internet: Set up a broadband or dial-up connection to the Internet.
- Set up a new network: Set up a new router or access point.
- Manually connect to a wireless network: Connect to a hidden network or create a new wireless profile.
- Connect to a workplace: Set up a dial-up or VPN connection to your workplace.
• Select Create a new connection and select next

Do you want to use a connection that you already have?

- No, create a new connection
- Yes, I'll choose an existing connection

• Then click on Use my Internet connection VPN
• Internet address is: ras.finance.upenn.edu
• Destination name is: Division of Finance
• Check ONLY Allow other people to use this connection

Click on the Network ICON on your taskbar and left click which opens up available connections and select Division of Finance.
- Click connect on the VPN screen

At this screen you should be prompted to sign in