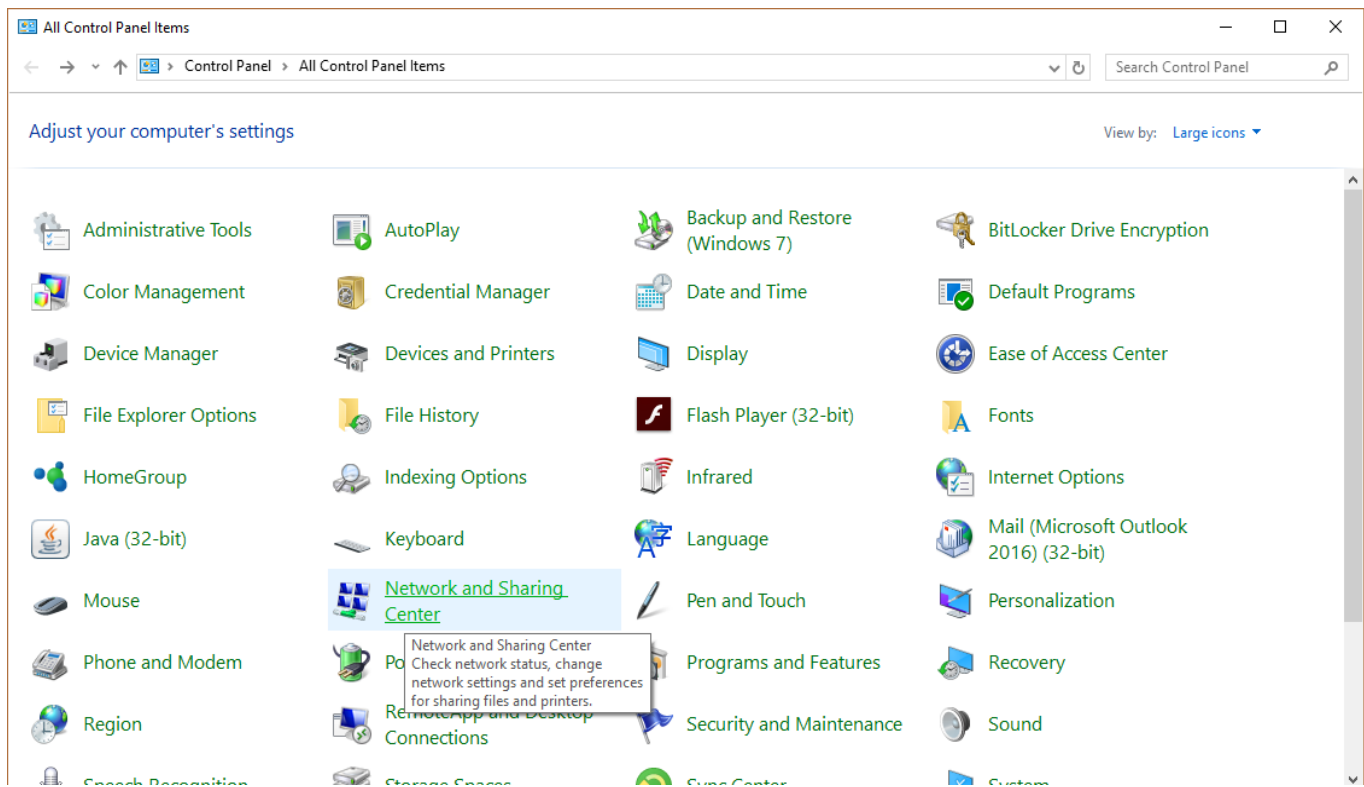
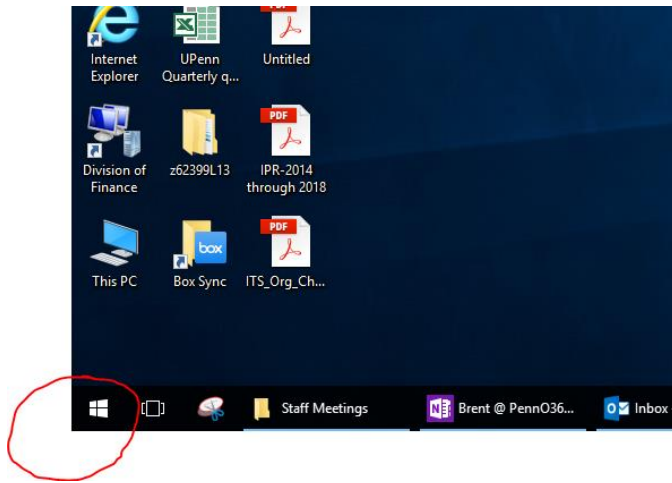
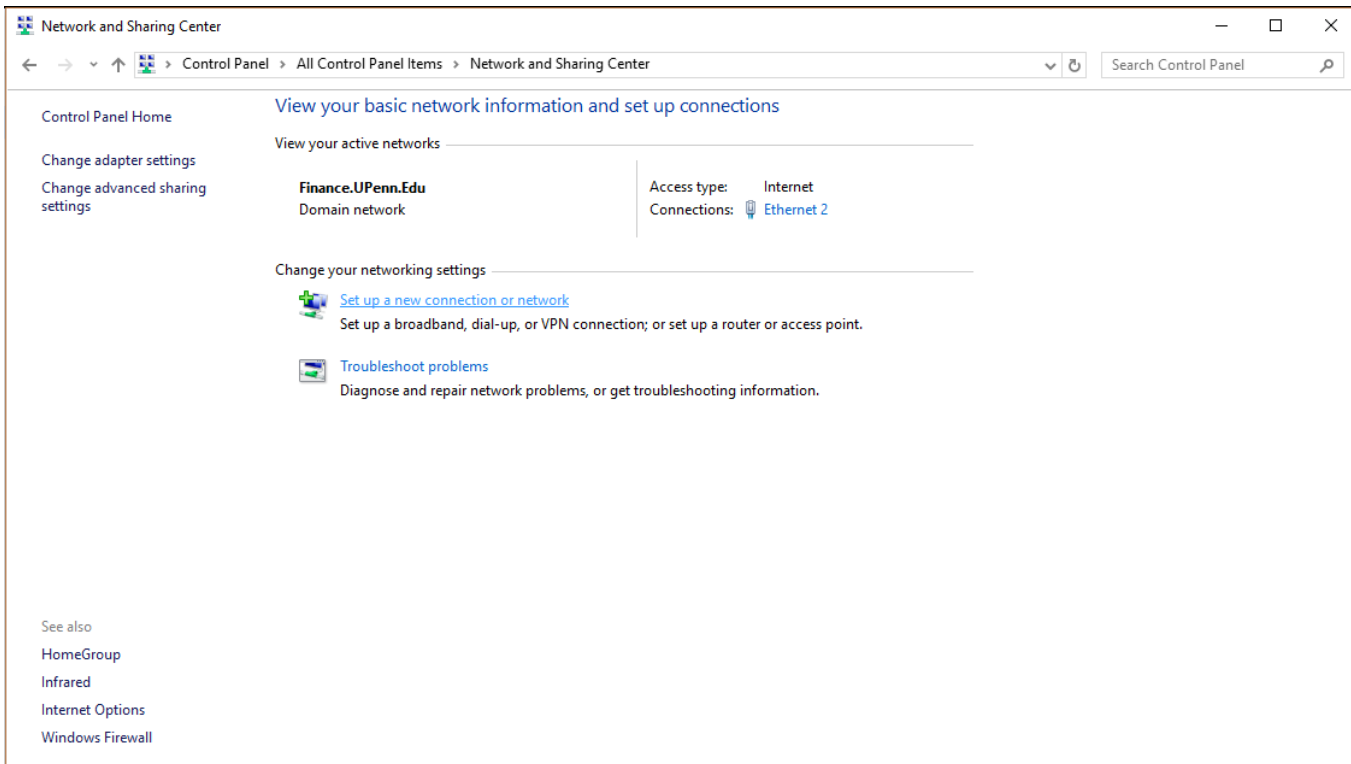


## FINANCE VPN access

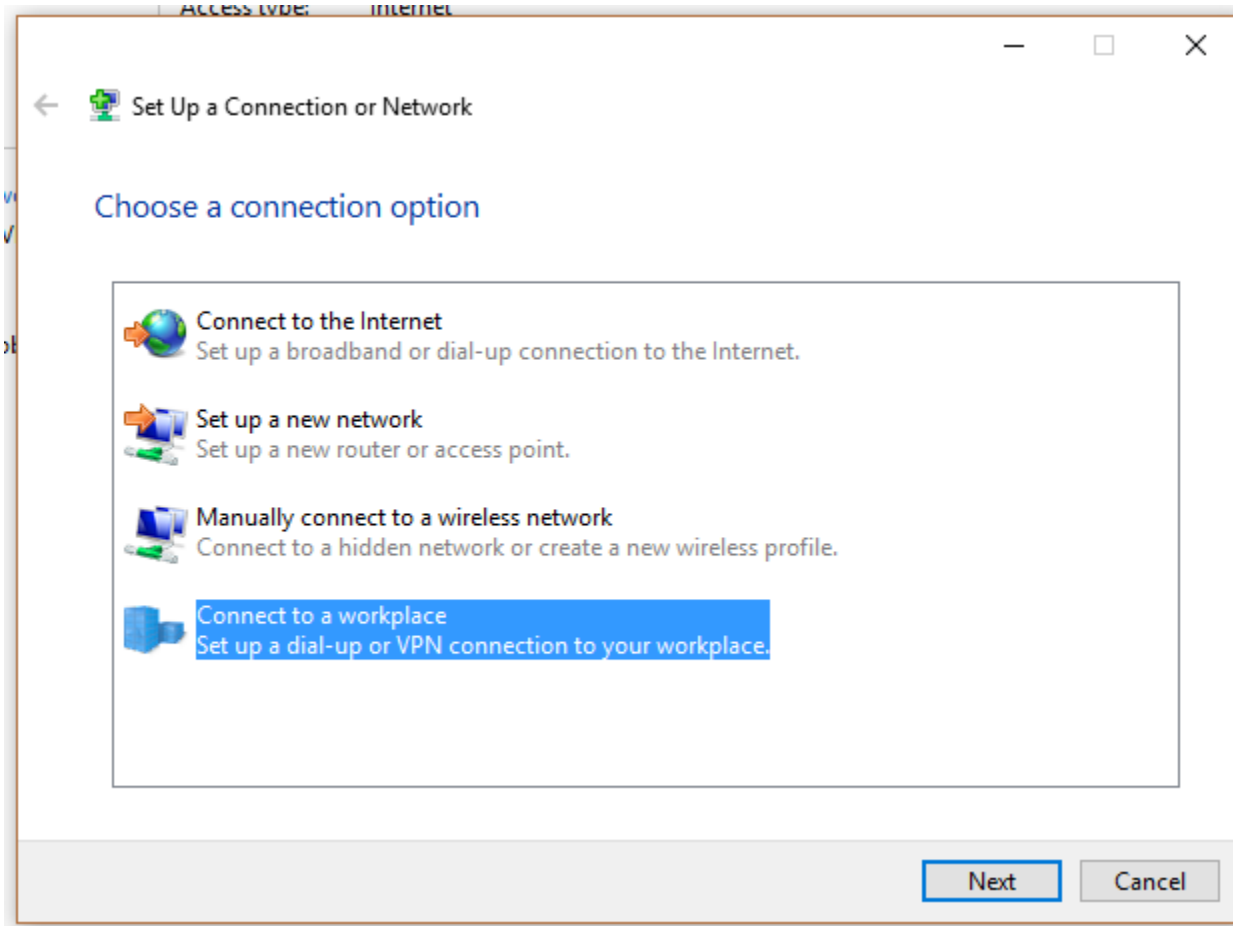
- Click START or the Windows Icon at the lower left of your Windows screen
- Then type CONTROL PANEL
- In the Control Panel click on Network and Sharing Center



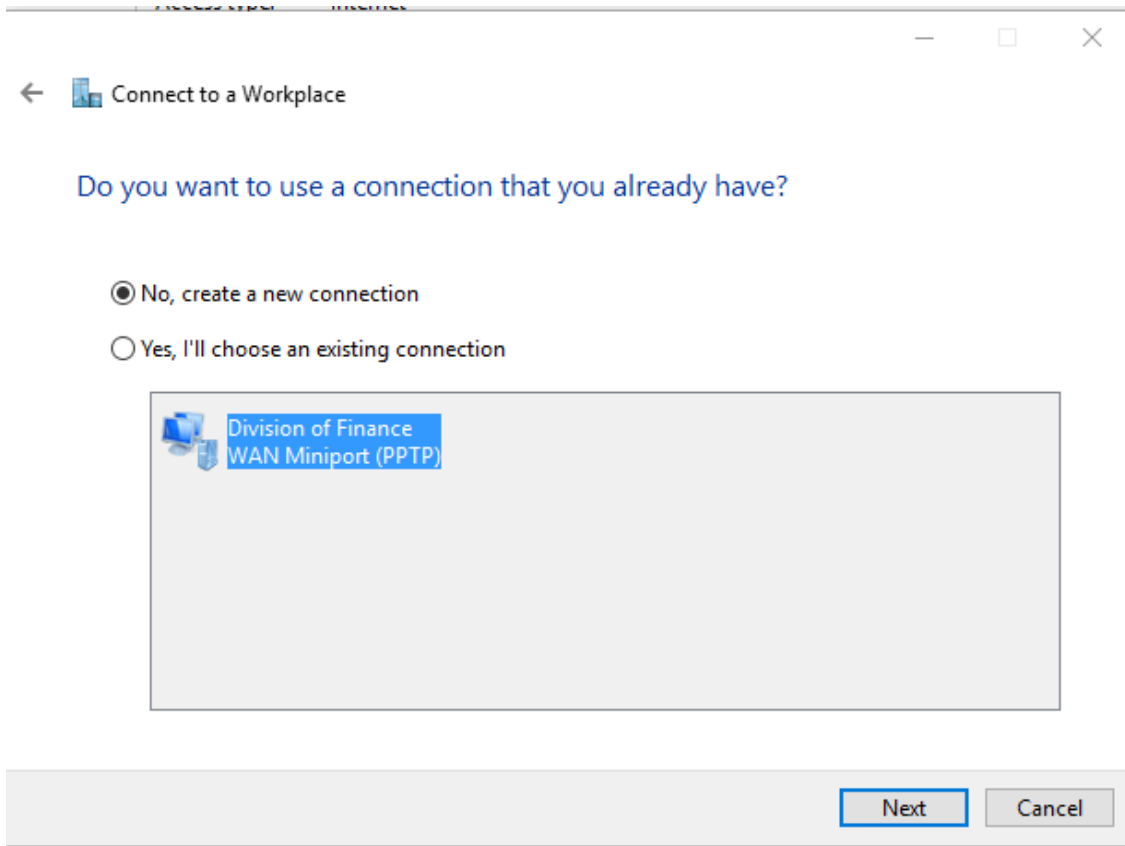
- In Network and Sharing Center click on Set up a new connection or network



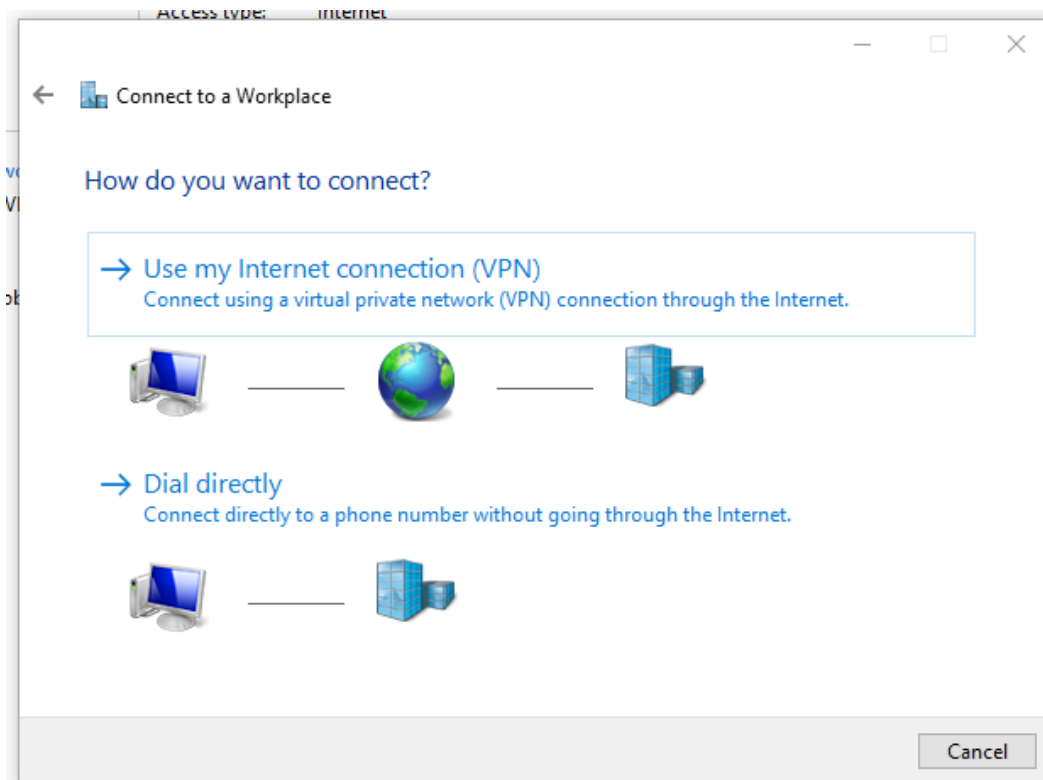
- Click on Connect to a workplace and click Next



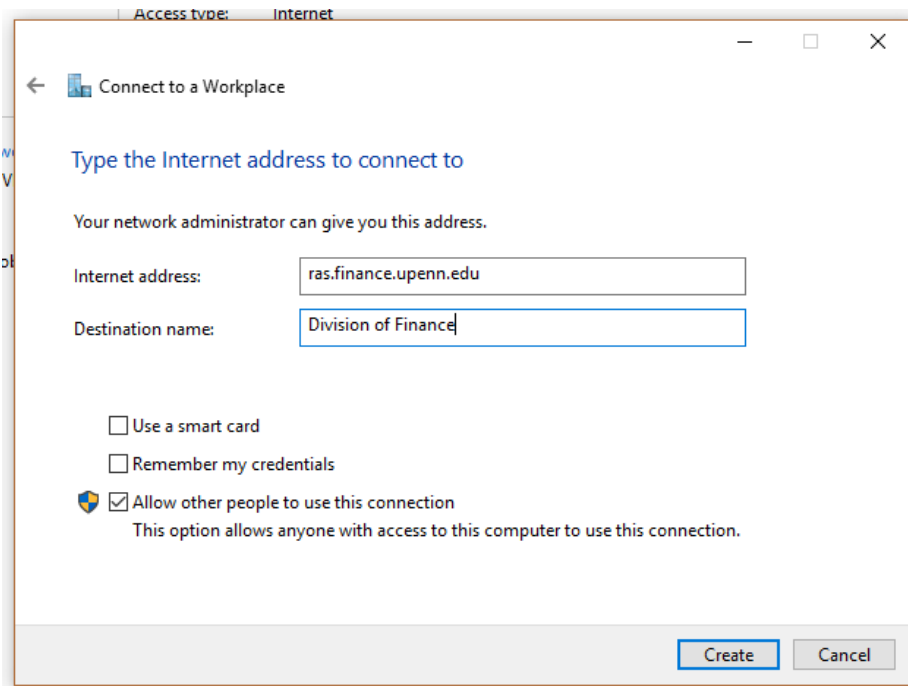
- Select Create a new connection and select next



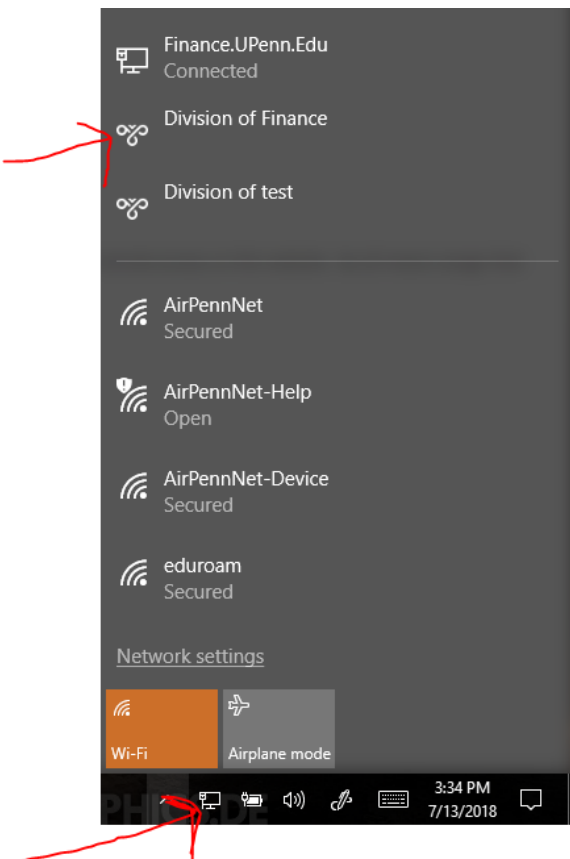
- Then click on Use my Internet connection VPN



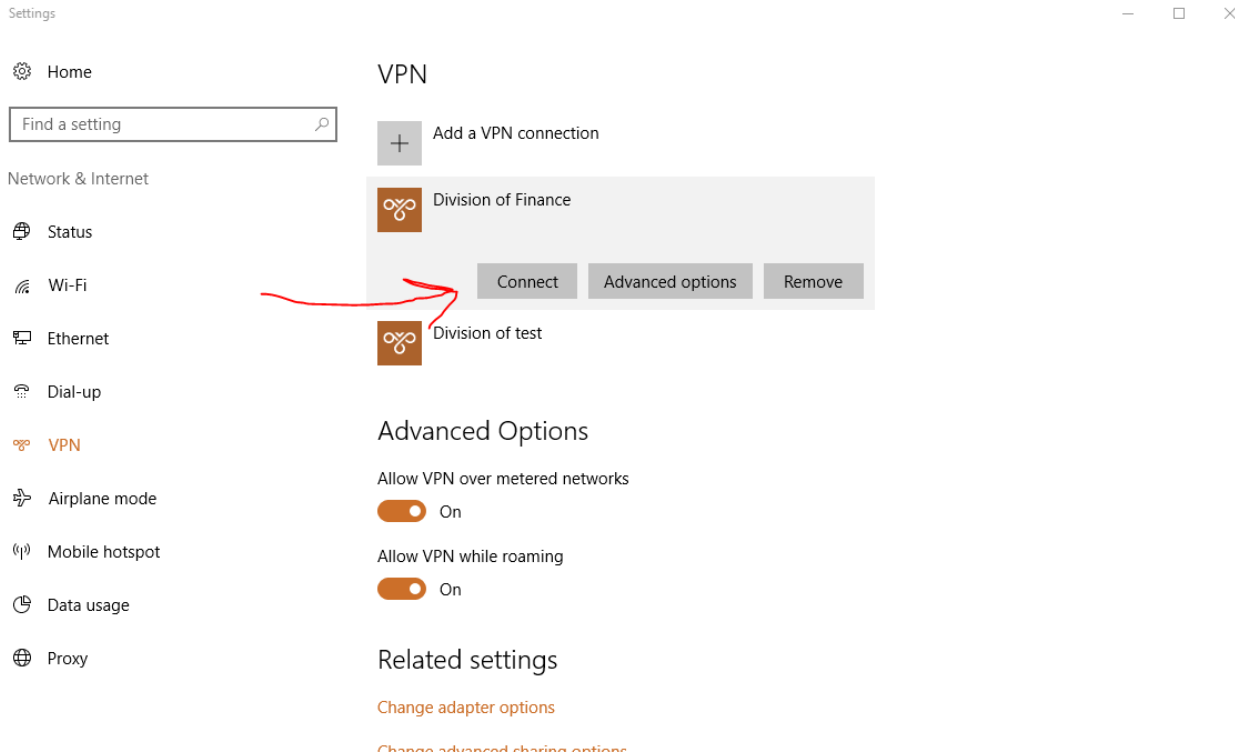
- Internet address is : ras.finance.upenn.edu
- Destination name is : Division of Finance
- Check ONLY Allow other people to use this connection



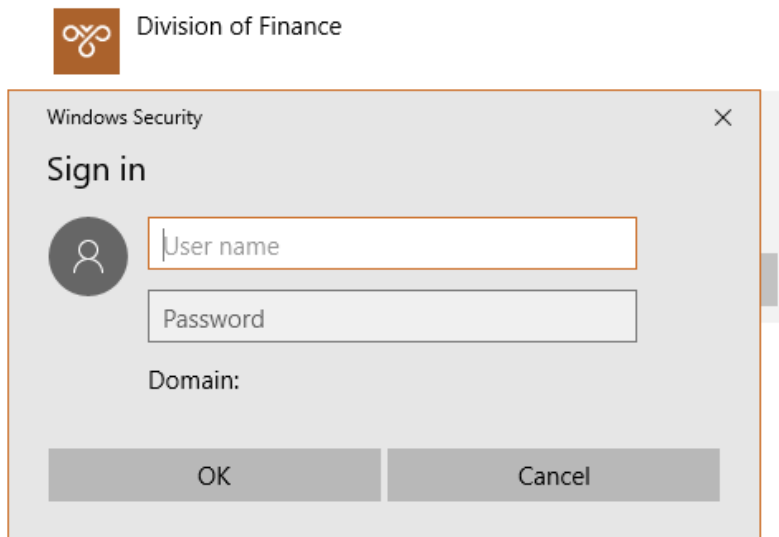
- Click on the Network ICON on your taskbar and left click which opens up available connections and select Division of Finance



- Click connect on the VPN screen



- At this screen you should be prompted to sign in



Allow VPN while roaming

