



## **Requesting Access**

Follow these steps to submit your request for VPN access. VPN will only work when you are connecting from off-campus

- 1. Access the VPN Request Form at the following:
  - a. On northern.edu
- 2. Click the VPN Request Form link
  - a. Fill out the Signer Information fields

C A https://na3.docusign.net/Member/PowerFormSigning.aspx?PowerF	
PowerForm Signer Information	
Fill in the name and email for each signing role listed below. Signers will receive	
an email inviting them to sign this document.	
Please enter your name and email to begin the signing process	
Vour Dele:	
Initiator *	
Your Name:	
Vour Email:	
Please provide information for any other signers needed for this document.	
Your Role:	
Dean or Department Head	
Your Name:	
Your Email:	
Vour Polo:	
Net Services	
Your Name:	
Vere Energie	
nsupetworkingstaff@northern.edu	
Begin Signing	

- i. For Initiator, enter your Name and Email
- ii. For **Dean or Department Head**, enter the Name and Email of the Dean or Department Head for your area
  - 1. Please list your supervisor if you are a dean or head of your department
- iii. Click Begin Signing
- b. Click Got It, check the box, then click Continue

	CONT	INUE	FINISH LATER	OTHER ACTIONS -	
t Name: partment:		Use the I signing t more	Finish Later option to cont his document at a later tim	inue ne. Learn	
ire VPN ac	cess? Ple	GOT	п		

c. Fill out all required fields on the NSU Virtual Private Network Request Form

d. Click Sign on the Requester's Signature line

ease review the docume	s below. FINISH LATER OTHER A	ACTIONS -
	@ Q ±· ■ 다 0	
Doc	iign Envelope ID: A3213D90-8262-449F-835C-E455089602F0	
START		
	NSU Virtual Private Network Request Form	
	Date	
	First Name:	
	Phone #:	
	Which campus resources do you intend to use which require VPN access? Please list all that apply.	
	Paguastar's clanature: I have read and understand the Accentable Lise Balloy. By claning this document	
	the user agrees that they have met all of the requirements and will keep their computer in compliance	
	with this policy for the duration of time that they have VPN access.	
	5 (44 (3030	

- e. Click Finish
- 3. The request form will be emailed to your Dean or Department Head for review, and their signature
- 4. Once signed by your Dean or Department Head, the request form will be emailed to IT
- 5. IT will work on setting up your account with VPN access
- 6. Once IT has finished setting up VPN for you, they will sign your Request Form, and you will receive an email that all required parties have signed your form, which indicates that your VPN access is configured and ready for you to use
- 7. Should you have any further questions or issues, please contact the NET Services Help Desk with the following
  - a. By Phone: 605-626-2283
  - b. By Email: <u>help@northern.edu</u>

## Connecting with VPN

Once your request has been received and processed, your account will have been granted permissions to connect to the campus network with VPN, and you will have access to the VPN client "Cisco AnyConnect" on either your work laptop, or a checkout laptop provided to you.

- 1. Launch the Cisco AnyConnect Secure Mobility Client
  - a. The icon for the client is pictured below



2. In the window that opens, enter "vpn.northern.edu" (without quotes), then click Connect

S Cisco AnyC	onnect Secure Mobility Client	-		×
6	VPN: Ready to connect.			
-	vpn.northern.edu	~	Connect	
<b>\$</b> ()			_	altada Cito

3. You may notice the padlock icon now has a yellow exclamation point on it. This is normal.

🔇 Cisco AnyC	onnect Secure Mobility Client	—		$\times$
	VPN: Contacting vpn.northern.edu. vpn.northern.edu	•	Connect	
-				
<b>\$</b> (i)				

4. A second window will have opened. Group cannot be changed. Use your NSU Email/Password to sign in, then click OK



5. You will notice the padlock icon change once more, indicating the connection is being established



a. If your AnyConnect client is not up-to-date, you may see windows indicating an updated version is being installed

	VPN: Downloading AnyConnect Secu 27%	ire Mobility Cli	ient 4.7.0305	2 -
<b>¢</b> ()	vpn.northern.edu		Connect	ndrafic cisco
Cisco Anyc	VPN: Exiting. Upgrade in progress. vpn.northern.edu		Connect	×
AnyConnect Se	cure Mobility Client Downloa	der		elindu Cisco
	e AnyConnect Downloader is inst bility Client 4.7.03052. Please wa	alling AnyConi it	nect Secure	< >

b. Once the upgrade has finished, your connection will automatically be established



6. Once connection has been established successfully, the client window will show a green checkmark

Sisco AnyCo	onnect Secure Mobility Client		-		$\times$
	VPN: Connected to vpn.northern.edu. vpn.northern.edu	×.		Disconnect	
00:00:19 (7 H	ours 58 Minutes Remaining)			Ι	Pv4
<b>\$</b> (i)					

## Common Tasks with VPN Access

This section contains tasks that may be applicable to some users. If you are needing assistance working remotely with VPN, and you do not find what you need in this section, please contact the NET Services Help Desk

## Mapping a Missing Network Drive – Faculty and Staff

- 1. Right-click on the **This Computer** icon on your desktop
- 2. Select Map Network Drive
  - a. For Drive:
    - i. Select the appropriate Drive Letter
  - b. For Folder:
    - i. Enter in the appropriate Folder
- 3. NSU Network Drive Letters and Folders are listed below

F: drive	\\nsu-fs01\users\ <u>email username</u>
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This will typically be firstName.lastName

Do not include "@northern.edu"

G: drive \\nsu-fs01\applications\

H: drive \\nsu-fs01\public\

4. Check the box to Reconnect at sign-in if it is not already checked, then click Finish