

ISSInfo



How to Connect to the Virtual Protocol Network (VPN)

Use VPN for accessing CLU resources securely while off campus. VPN emulates an on-campus connection when the user is actually off campus.

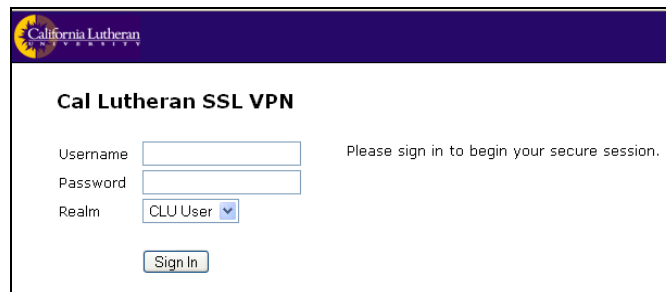
Important Note: Staff personnel must secure supervisor approval for permission to provide after hours support.

Connecting

Open a Web browser (e.g., Safari, Internet Explorer, Firefox) and type <http://connect.callutheran.edu> into the address bar.

If prompted with a security screen, select the link that says *Continue to this website (not recommended)*.

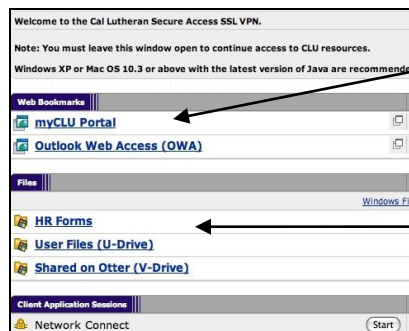
Next, login using your CLUnet username and password. Select the **Sign In** button to begin the secure session.



Note: Running the program for the first time will prompt you to install software. Follow installation directions to complete connection. Subsequent logins will be faster.

The Welcome and Network Connect Window

Once successfully logged in a *Welcome to the Cal Lutheran Secure Access SSL VPN* window will appear.



The links under *Web Bookmarks* are direct links to the MyCLU Portal and Outlook Web Access.

The links below *Files* are HR Forms (normally located on the P: (public) drive and on the HR website), your personal files saved to the U: drive, and department-specific files saved to the V: drive.

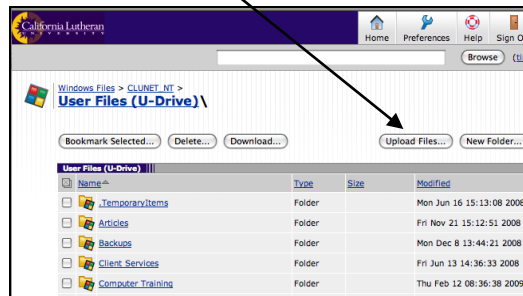
Minimize the *Welcome to the Cal Lutheran Secure Access SSL VPN* and the *Network Connect* windows. Then run another instance of a Web browser or other program as appropriate to access CLU resources.



Accessing Files While Off Campus

If you use a laptop and normally have the U: or V: drives mapped, you can now access these drives as you would on campus. You will be able to both read and write back to these network drives.

Alternatively, to retrieve a file from the U: or V: drive, navigate back to the *Welcome* screen and select the desired drive. Locate and select the file to begin work. To upload files back to the U: or V: drive, navigate back to the *Welcome* screen, select the desired drive, and then select the **Upload Files...** button.



Choose the files to upload back to the U: or V: drive and then select the **Upload** button. The file has now been moved to the network-specific drive.

Session Time Limits

VPN has time limits that will force you to reenter your username and password to keep access open.

- If your session remains idle, the time limit before reentering your password is 30 minutes.
- If you are working actively in VPN, the time limit before reentering your password is 180 minutes.

Note: A reminder to reenter your password will occur 10 minutes before the session times out. Make sure to save your work since the connection to the network may be lost.

Logout of Session

To logout, return to the *Welcome* screen and select the **Sign Out** icon located in the top right corner.

If you have questions or need assistance, please call the Help Desk at (805) 493-3698 or send e-mail to helpdesk@callutheran.edu