

# Connecting to the Virtual Private Network (VPN)



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Accessing the County Network from home is not as complex as you think. The county has security measures in place to prevent anyone from accessing resources from outside the network. If access to the County Network is required, you must gain approval through OIT.

**NOTE: Email, Office Applications (Word, Excel, PowerPoint, OneDrive, etc.), Kronos, ESS, EasyVista, and collaboration tools (Teams and Skype) are accessible from home WITHOUT the need for VPN.**

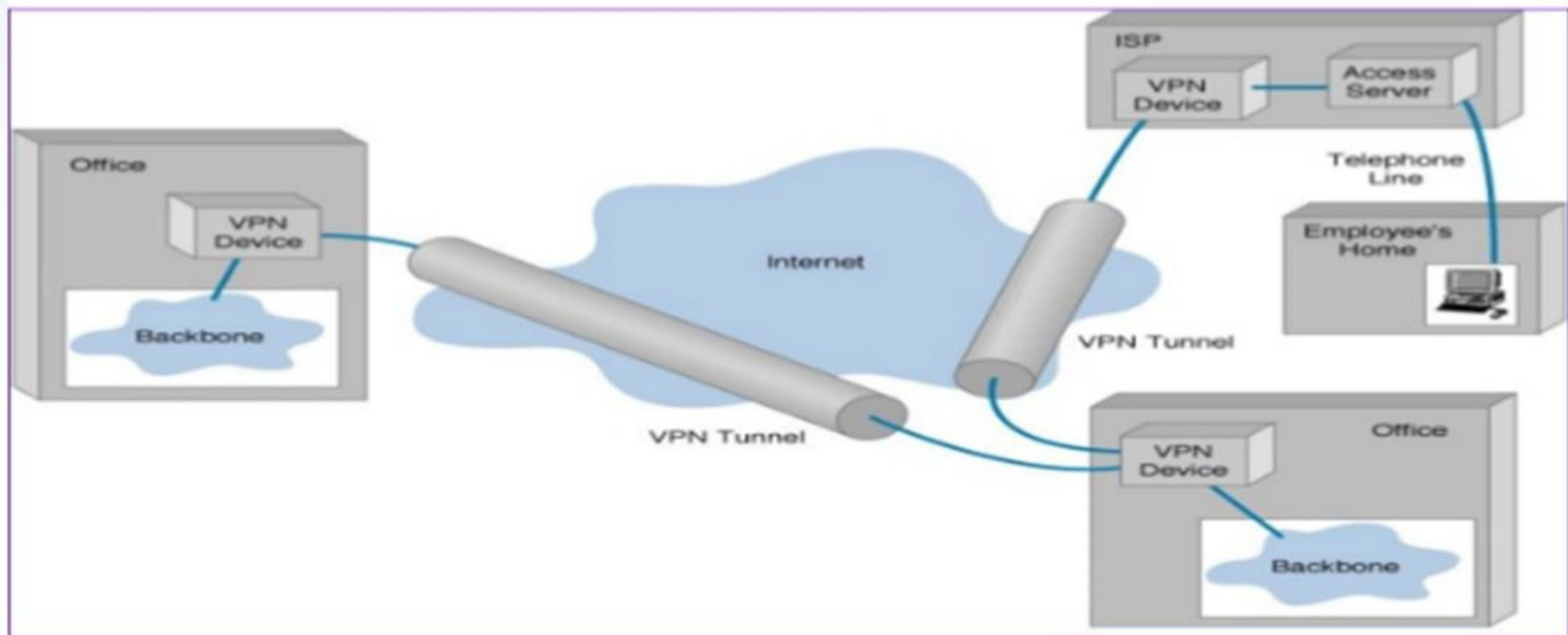


# ► What is a VPN?



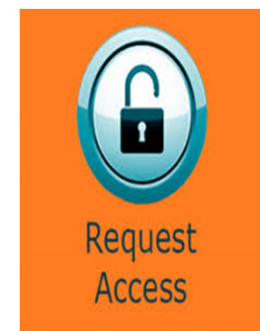
- ▶ A technology that creates a network that is physically public, but virtually private.
- ▶ VPNs require remote users of the network to be authenticated, and often secure data encryption technologies to prevent disclosure of private information to unauthorized parties.
- ▶ VPN client makes it easier for users to connect to a virtual private network. That's because it is the actual software that is installed on your computer, phone or laptop.

# VPN Basic Architecture



# ► How to Gain Access

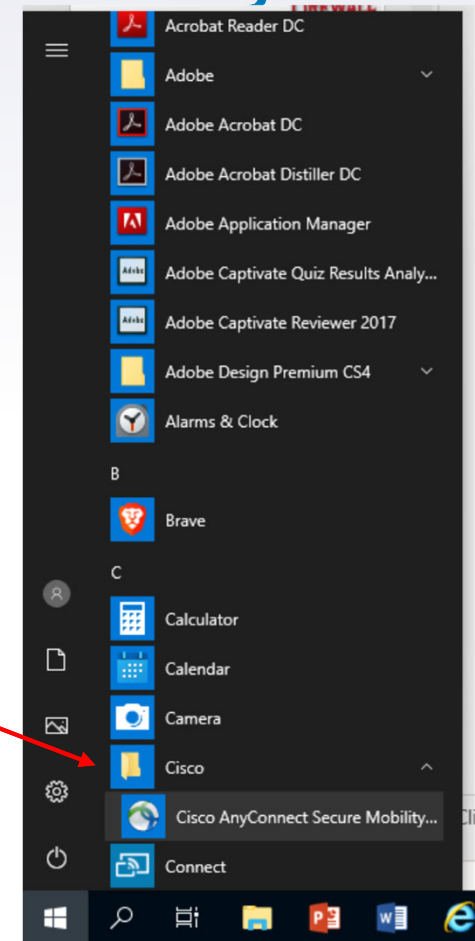
1. An EasyVista Ticket must be generated:
  - Service Request > Network Services > Remote Access > Support > Request to Enable Remote Access
2. All employee requests for VPN access are processed through EasyVista and approved by the Agency IT Coordinator.
3. Ticket is routed to OIT for authorization and completion.
4. Notification is sent to requester.



# How to connect Cisco VPN to my laptop

From the Start menu:

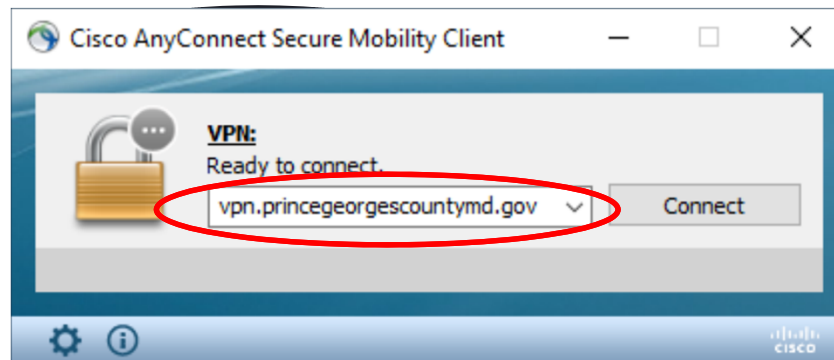
1. Click the Cisco folder to open.
2. Click the Cisco AnyConnect Secure Mobility Client folder to open. You will see the Cisco AnyConnect Secure Mobility Client program in the folder.
3. Click the Cisco AnyConnect VPN Client.



# How to connect Cisco VPN to my laptop

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4. On the Cisco AnyConnect Secure Mobility Client screen, in the login window that appears, ensure that *vpn.princegeorgescountymd.gov* is selected for the Group.
5. Click Connect.

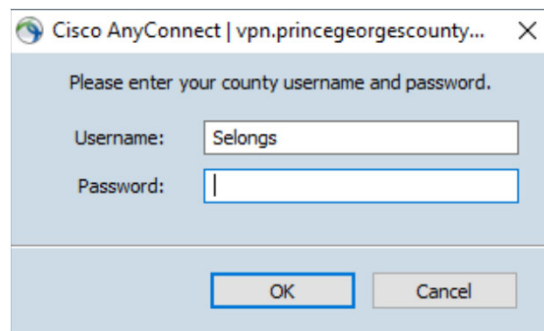


# ▶ How to connect Cisco VPN to my laptop

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6. Enter your username and password.

Note: Your username and password are your county credentials.

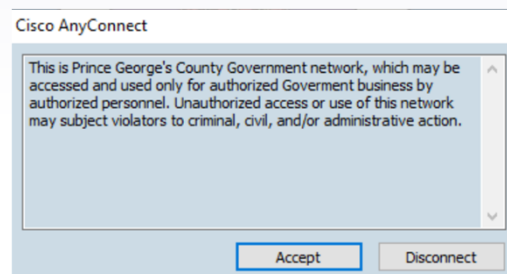




# How to connect Cisco VPN to my laptop

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7. Click Accept.



8. Once you are connected, you will see the icon, located in the system tray, that indicates connection. This icon, represented by the Cisco AnyConnect symbol and a gold lock, is outlined in the image below.



# THANKS!

# Any questions?

## Contact OIT's Service Desk

301-883-5322

