How to Login to the VPN

(Virtual Private Network - allows faculty and staff access to on-campus resources from off-campus)

1. Make sure you have access to the internet. Open a Web Browser, i.e. Internet Explorer, Mozilla Firefox or Safari. In the address box, type: http://vpn.wcu.edu and press ‘Enter’.

2. You will be prompted to log-in to the VPN.
   a. Enter your Domain (AD, Outlook, Windows) username in the ‘Username’ box.
   b. Enter your Domain password in the ‘Password’ box.
   c. Click ‘Sign-In’

3. If this is the first time you have logged into the VPN your computer you might prompt you to install two plug-ins and some other boxes may require your attention.
   a. In Internet Explorer you will need to install Active X. There will be a yellow information bar below the Web Browser address box.
      i. Follow the prompts to install Active X. Once ActiveX control has been installed properly, you will be logged into the VPN.
4. To start your VPN session, locate ‘Client Application Sessions’ area and click once on the ‘Start’ button out to the right of “Network Connect”. This will create the connection between your computer and the WCU network. This step can take a few minutes (up to 15 minutes). **If you do not see anything listed under the ‘Client Application Sessions’, click the arrow out to the right to display the “Network Connect” option.

5. Again, if this is the first time you have access VPN on a particular computer it may take several minutes to load as an application is installed:

![Please wait...]

*Launching Network Connect. This may take several minutes.*

If an error prevents the Network Connect from loading properly, you can:
* Check browser compatibility
* Continue. Not all functionality may be available.
6. Once you have successfully launched “Network Connect” you will see the following window and should now appear in the lower right hand corner of your window:

7. You are now connected to the VPN and should be able to setup your Outlook email or browse the Mercury share for your files.

8. Remember to click ‘Sign-out” when you are finished. This will end your session and close the “Network Connect” application.