

How to Login to the VPN

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

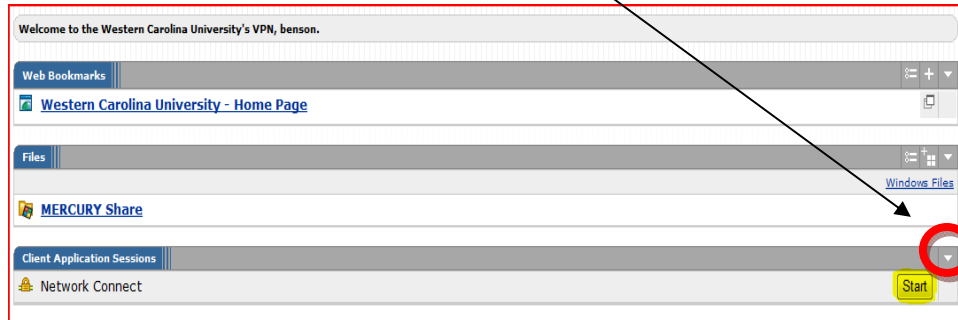
1. Make sure you have access to the internet. Open a Web Browser, i.e. Internet Explorer, Mozilla Firefox or Safari. In the address box, type: <http://vpn.wcu.edu> and press 'Enter'.
2. You will be prompted to log-in to the VPN.
 - a. Enter your Domain (AD, Outlook, Windows) username in the 'Username' box.
 - b. Enter your Domain password in the 'Password' box.
 - c. Click 'Sign-In'



The screenshot shows the login interface for the Western Carolina University VPN. At the top, the university's name "WESTERN CAROLINA UNIVERSITY" is displayed in a serif font, with a purple horizontal bar below it. The main heading reads "Welcome to the Western Carolina University's VPN". Below this, there are two input fields: "Username" and "Password". To the right of these fields is the text "Please sign in to begin your secure session." At the bottom center, there is a "Sign In" button.

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.

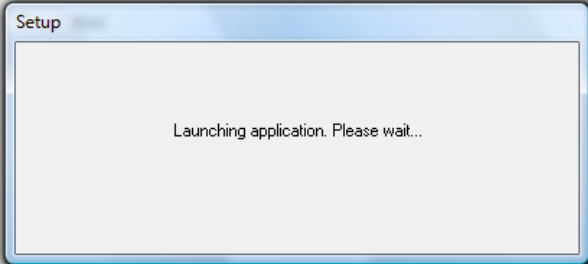
- To start your VPN session, locate 'Client Application Sessions' area and click once on the 'Start' button out to the right of "Network Connect". This will create the connection between your computer and the WCU network. This step can take a few minutes (up to 15 minutes). **If you do not see anything listed under the 'Client Application Sessions', click the arrow out to the right to display the "Network Connect" option.



- 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.

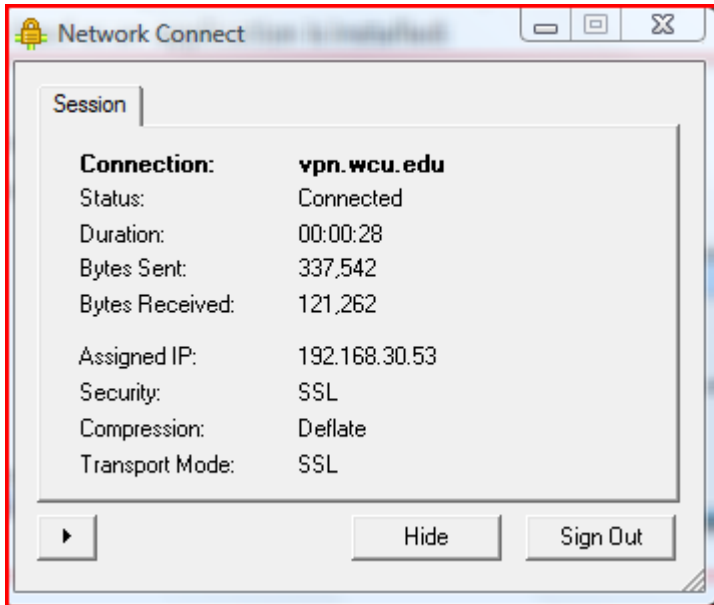


If an error prevents the Network Connect from loading properly, you can:

- [Check browser compatibility](#)
- [Continue](#). Not all functionality may be available.

The image shows a "Please wait..." screen with a "Setup" window overlaid on the right. The "Setup" window contains the text "Launching application. Please wait...". Below the main text, there are instructions for handling errors, including links for "Check browser compatibility" and "Continue".

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.

