

# 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.

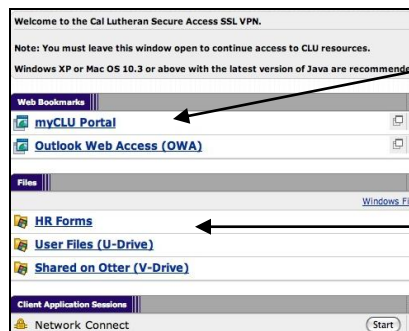
If prompted with a security screen, select the link that says *Continue to this website (not recommended)*.

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.

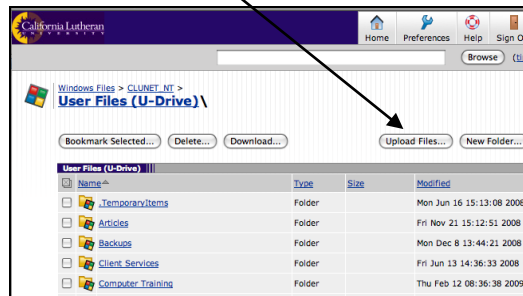
Minimize the *Welcome to the Cal Lutheran Secure Access SSL VPN* and the *Network Connect* windows. Then run another instance of a Web browser or other program as appropriate to access CLU resources.



### 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](mailto:helpdesk@callutheran.edu)