

# Accessing VPN Instructional Guide

## To access VPN from your device, the following conditions **MUST** be met:

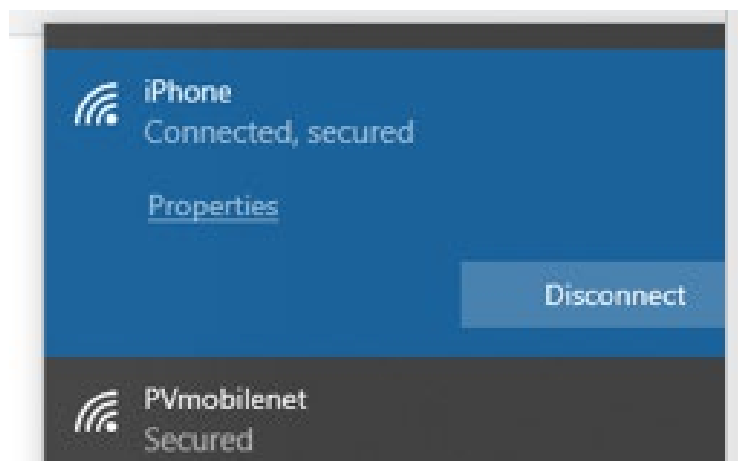
1. VPN software must be properly installed on your device. To obtain VPN software, please visit <https://downloads.pvamu.edu>, select the PVAMU VPN folder, and click on the appropriate guide for your type of device, i.e. Mac, Windows.
2. You **MUST** be connected to a WiFi or Hot Spot connection.
3. **Caution:** Most phone companies do not allow you to make or receive phone calls at the same time you are on your Hot Spot connection. If you make or receive a call while on your Hot Spot, you will lose your VPN connection.

## Connecting to WiFi or Hot Spot

1. Navigate the lower right hand corner of your screen and click on the icon below:



2. Select and connect to your desired WiFi or Hot Spot.



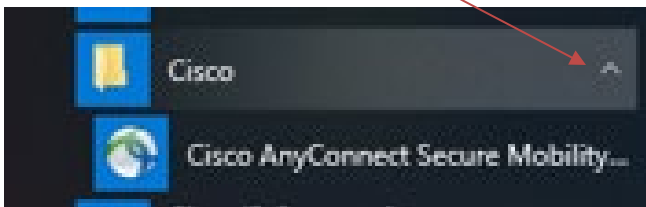
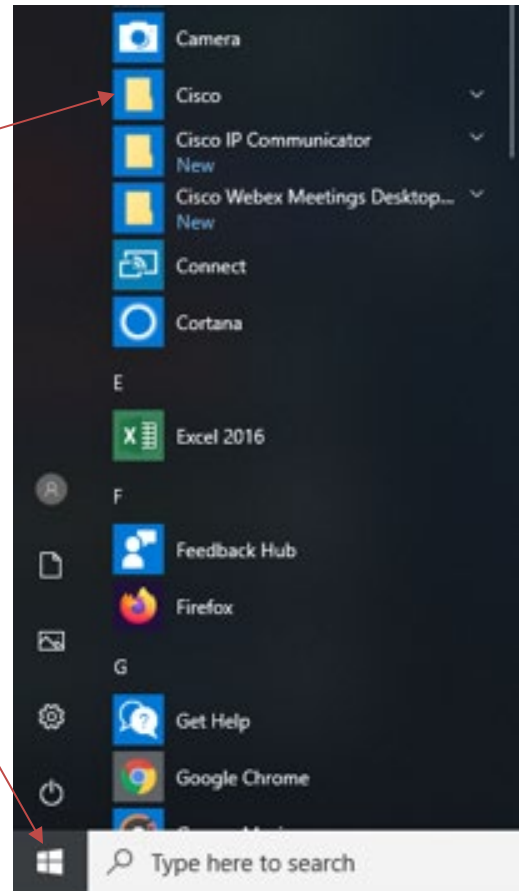
3. The above screen shot will show once your WiFi or Hot Spot connection has been secured.

## To access VPN, following the steps below:

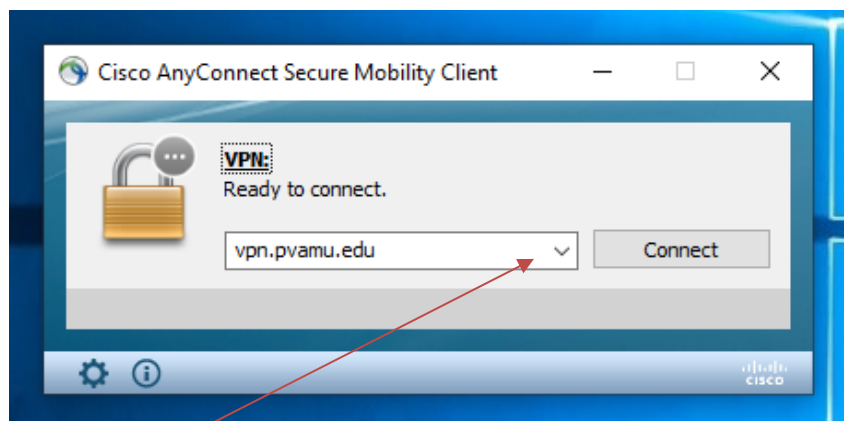
1. Click on the **Windows Icon** in the lower left hand corner to display your list of options:

2. Scroll to Cisco

3. Click the drop down and select  
"Cisco AnyConnect Secure Mobility"

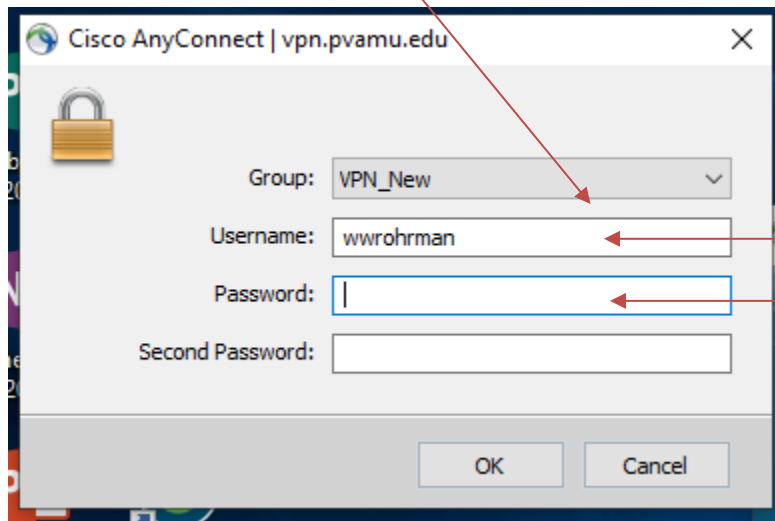


4. The pop-up window below will appear. If this is your first time logging onto VPN, you will need to input **"vpn.pvamu.edu"** in the box provided. Going forward, this input will be saved and you will no longer have to input it when accessing VPN.

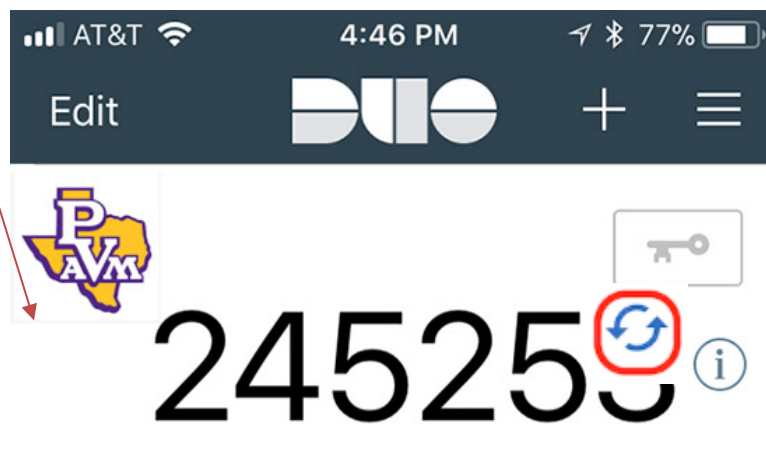


5. Click **"Connect"**

6. You will then see the pop-up window below. If this is your first time logging onto VPN, you will see “VPN\_Group” in the Group Box, **which is not the correct option.**
7. Click the drop down arrow and select “VPN\_New” to populate in the box provided. Going forward, this input will be saved and you will no longer have to input it when accessing VPN.

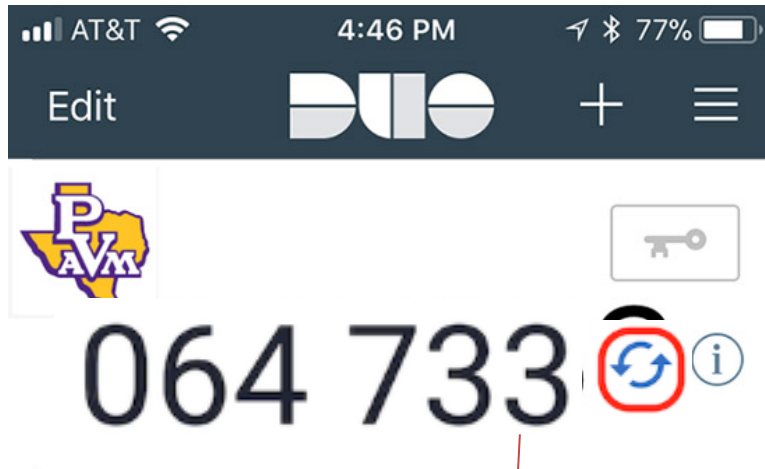


8. Input your **User Name** in the box provided (Same as your PVAMU Credentials).
9. Input your **Password** in the box provided (Same as your PVAMU Credentials).
10. You will be prompted to input a second password. To obtain the second password, on your cellphone or smart device, navigate to your **DUO app**, Click **PVAMU**. (Note: If you do not see the PVAMU profile, please refer to the Duo Mobile App installation guide located at [pvamu.edu/telecommuting](http://pvamu.edu/telecommuting).)
11. A six digit one time use pass code will populate on your device screen.

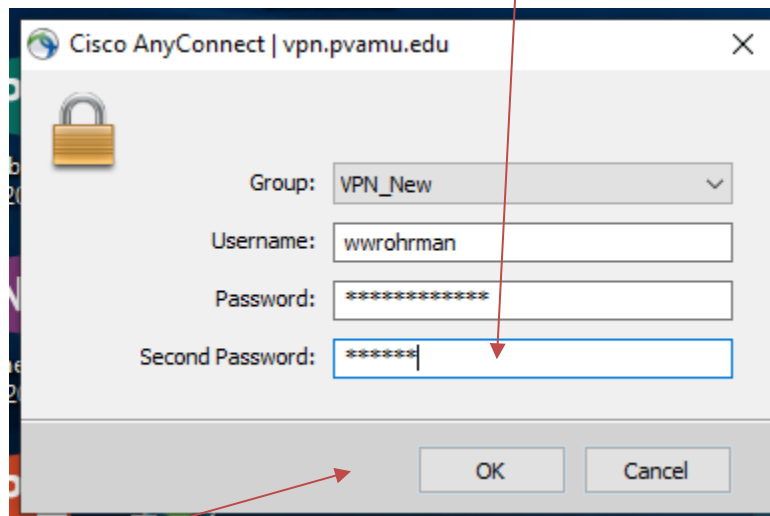


12. Click on the **rotating arrows** to the right of that code to refresh and obtain a new one time

use pass code. **Note: doing so ensures you are not utilizing a code that has been previously used nor has been compromised.**

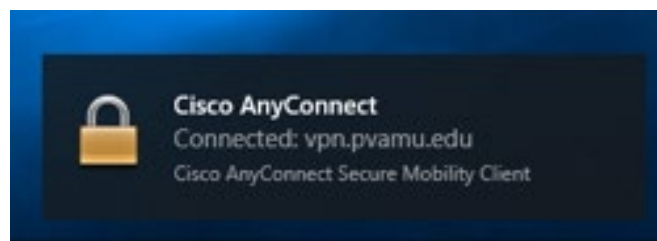


13. Input the refreshed code into the second password box.



14. Click OK

15. Once connected you will receive the following message to inform you that you have successfully connected to the network:

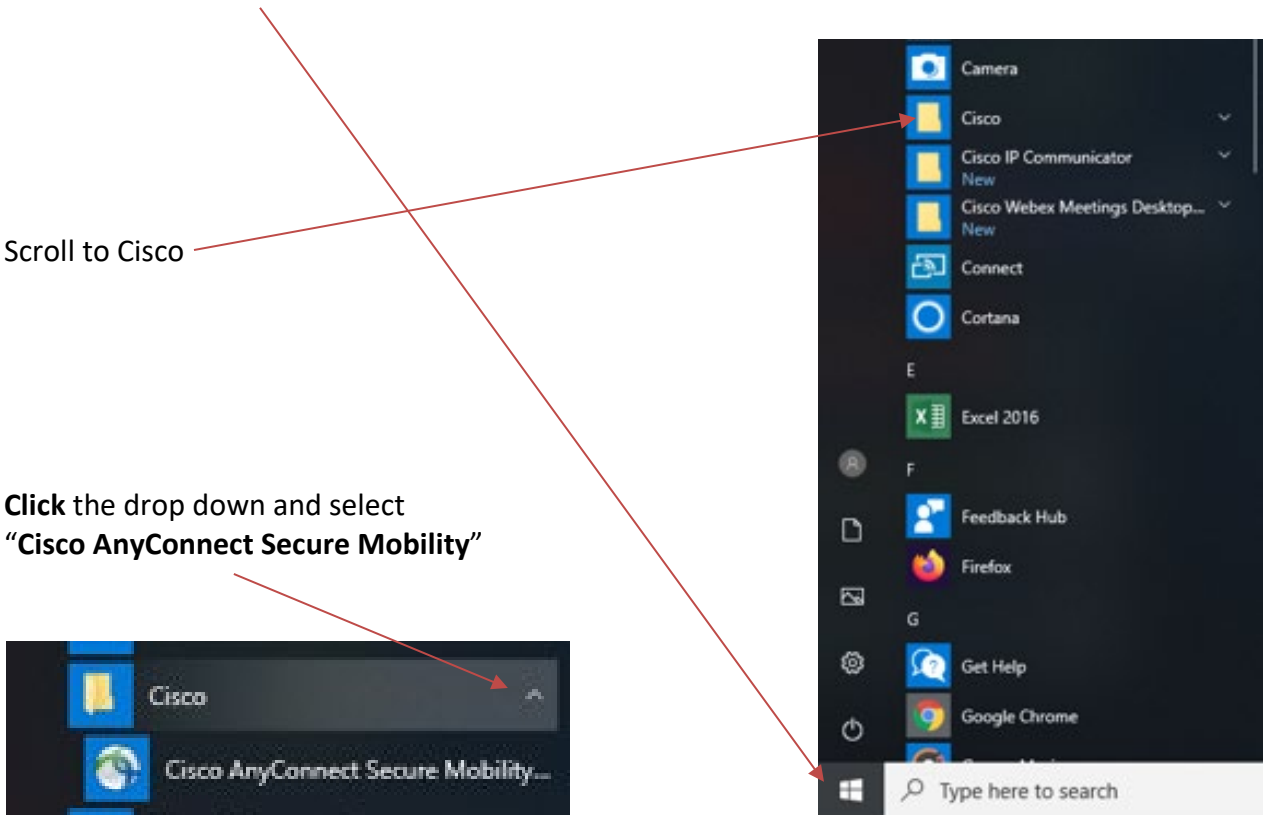


## To disconnect from VPN, following the steps below:

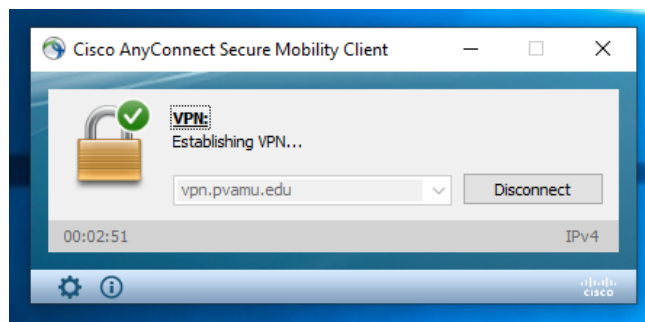
1. When you have completed your work and no longer need access within VPN, please ensure you **“disconnect”** from VPN.
2. **Click** on the **Windows Icon** in the lower left hand corner to display your list of options:

3. Scroll to Cisco

4. **Click** the drop down and select **“Cisco AnyConnect Secure Mobility”**



5. When the following pop-up window appears, click **“Disconnect.”**



6. You will then receive the following pop-up window to validate that your disconnection.

