DC SSL VPN FOR WINDOWS

An Installation Guide

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This short guide will help you connect to the DC Network from home.
If you haven’t done so already please go to http://dcftp.dc.edu and click on the link for the VPN program for either Windows or MAC.

**Note**

To make life easier, I recommend using Internet Explorer for the downloads.
So, let's begin.

Click the link to run the VPN installation.

Click “Run”
Click "Run as Administrator"

Now click "Install"
The program installs...

And it's done. Click “Close”.

Go to “Start” and Programs” to find the VPN program.

Double click it to open.
We are presented with empty fields.

Click “Settings” to bring up the setup dialog box.
Tick the top checkbox to “Keep connection alive..”

Click “New Connection”
In “Connection Name” enter the name of your VPN connection..

You can be creative here and call it “DC VPN”. anything will work really.

In the “Server Address” field enter vpn.dc.edu.

Make sure to check the next box warning about a server certificate.

Now, enter your network user name – Firstname.lastname

Now enter your network password. Yes, the same one you use for logging into your PC at the office.

Ignore the last field “Client Certificate” and click “Ok”.
It should look like this...

![Edit Connection Settings - DC VPN](image)

...just with your name and password.
When you click “OK” you will see the completed product.

NOTE* Make sure to check the box underneath “Global Settings”. This will keep your connection alive. Do you want this? Yes. Check it.

Now click “OK”.
Now we have a VPN client ready to use!

(Before clicking “Connect” make sure you are connected to the internet.)

Click “Connect”
You will notice the status counting upwards. When it reaches 100% you will see it changed to “Connected”

Important* In order to stay connected and close this box make sure to click the “X” on the top right and not the “Exit” button.

The “Exit” button will disconnect the VPN connection.

To disconnect from the VPN Right click the VPN icon on the bottom right tray of your taskbar… and choose “Disconnect” or “Exit”.
Connecting to your “P” Drive

Once connected to the DC Network through the VPN you’ll want to have access to your files.

To access your “P” Drive:

Click the “start orb” or “Start” button and type one of the following in the search area - `\a-fs2.dc.local\firstname.lastname`

If this doesn’t connect you can try `\172.16.100.8\firstname.lastname`
You will have a dialogue box asking for credentials.

Use your DC Credentials like this:

1)Dc\firstname.lastname

2)Password

Your “P” Drive will now appear on your computer. Please note that to effectively use these files first copy the file to your computer and then work on it. When you’re done copy it back to your “P” Drive. Opening a file and working on it directly from the “P” Drive is not advisable and can cause file corruption.
Please contact the IT Department at 845-848-4049 with any questions.