

Know IT: How To

Connect to the VPN Using a Roswell Laptop – Azure AD

This Know IT procedure describes how to connect to the Virtual Private Network (VPN) using your Roswell network username, password, and a Multifactor Authentication (MFA) application.

Key Learning Objective:

After reading this procedure, you will be able to:

• Use a Roswell laptop to connect to the VPN using your Roswell network username, aand MFA device.

Here's how:



Before you start, be sure that your laptop is connected to the Internet. **First Time Users**—you must already be enrolled with the Microsoft Authenticator App prior to connecting to the VPN. Instructions are <u>here</u>. Or, if you need assistance, then please contact the Service Desk (716) 845-8465.

- 1. On your computer, go to the Windows Start button and click it.
- For Windows 10 computers: Select Cisco > Cisco Secure Client and open Cisco Secure Client. For other Windows versions, in the Windows Start menu select: All Programs > Cisco > Cisco Secure Client and open Cisco Secure Client.

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3. In the **Cisco Secure Client** popup window, click **Connect**.

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4. A **Microsoft** window will appear. Enter your username in the format <u>ab12345@roswellpark.org</u> and click **Next.**



5. On the next screen, enter your network **password** and click **Sign In**.

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- 6. You'll receive the 2-digit code for Microsoft Authenticator. You should receive the notification on your phone tap the notification and enter the 2-digit code.
- 7. Next, you will be connected to the VPN on your computer, and you will see a Cisco confirmation message as shown in the screen capture below. With your VPN connection, you can access your on premise resources.
- 8. In the bottom System Tray task bar, click the **Cisco AnyConnect Secure Mobility Client** icon and the Cisco AnyConnect Secure Mobility Client window appears.

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9. When you are finished, click **Disconnect** to disconnect from the VPN.