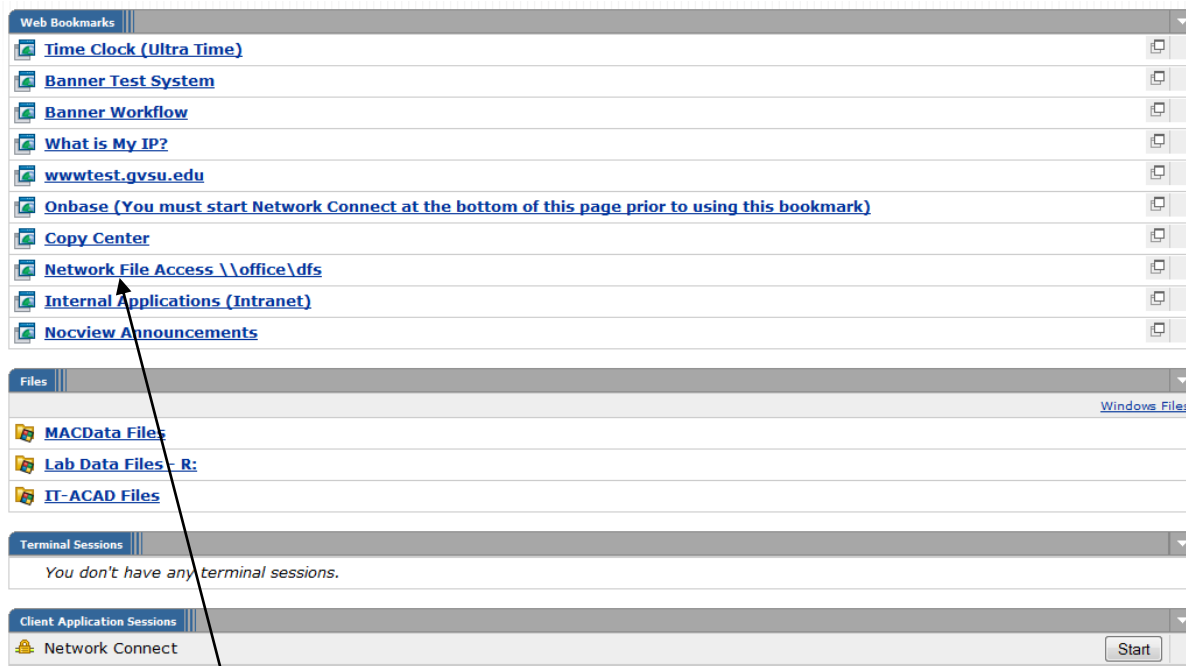


# VPN Access for GVSU Faculty and Staff

## Windows and Mac

If you need access to Ultra Time, Banner, or network files from off campus you will need to log into the VPN client.

- In any browser go to <https://vpn.gvsu.edu>
- Login with your network login ID and password to log in.
- Click on any of the links to directly access the referenced systems.



### If using a Non GVSU machine

- Click **Network file access** to create a secure connection to access your N: and L: drives
- Login again with your network ID and password.
- (department name)-private = N drive
- (department name)-Data = L: drive

Double click on the folders to drill down to the information that you want to access. You can upload and download files from here.

Name	Size	Type	Modified
Financial-Aid-Data		File Folder	3/5/2010 10:36:30 AM
GVSU-Labdata		File Folder	8/31/2011 2:08:52 PM
GVSU-MacData		File Folder	10/31/2011 10:27:13 AM
GVSU-Printers		File Folder	3/9/2010 10:52:52 AM
GVSU-Software		File Folder	3/5/2010 10:36:30 AM
Housing-Data		File Folder	3/5/2010 10:36:30 AM
IT-Acad-Data		File Folder	3/5/2010 10:36:30 AM
IT-Acad-Private		File Folder	3/5/2010 10:36:30 AM
IT-Admin-Data		File Folder	3/5/2010 10:36:30 AM

### If you are using a GVSU owned computer

- At the bottom of the screen **Click Start**
- Follow the Using Network Connect instructions below
- You may now access your n: drive and l: drive directly from the *links on the desktop*.



## Using Network Connect

Network Connect is a client application that the secure gateway installs on your computer. Once you start the application it provides a secure tunnel through the secure gateway to your corporate network from a remote location, such as a customer site, conference kiosk, or home office. Using this secure tunnel, you can access your N: drive and L: drive.

### To begin a Network Connect session:

- Click the **Start** button next to **Network Connect** in the **Client Application Sessions** panel.
- Read the session information and then click **Start Session**.
- Wait for the secure gateway to download the Network Connect application to your computer. The Network Connect status window opens and an icon appears in the Windows Taskbar when your session begins, indicating that the secure tunnel to GVSU network is open:

### Ending Your Network Connect Session

To end your Network Connect session and sign out of the secure gateway, do one of the following:

- Click the **Sign Out** icon in the Network Connect status window.
- Select **Sign Out...** from the **Network Connect** menu.
- Click and hold down the mouse button on the **Network Connect** icon in the Dock and select **Sign Out...** from the pop-up menu