HOW TO ACCESS VPN USING CISCO ANYCONNECT
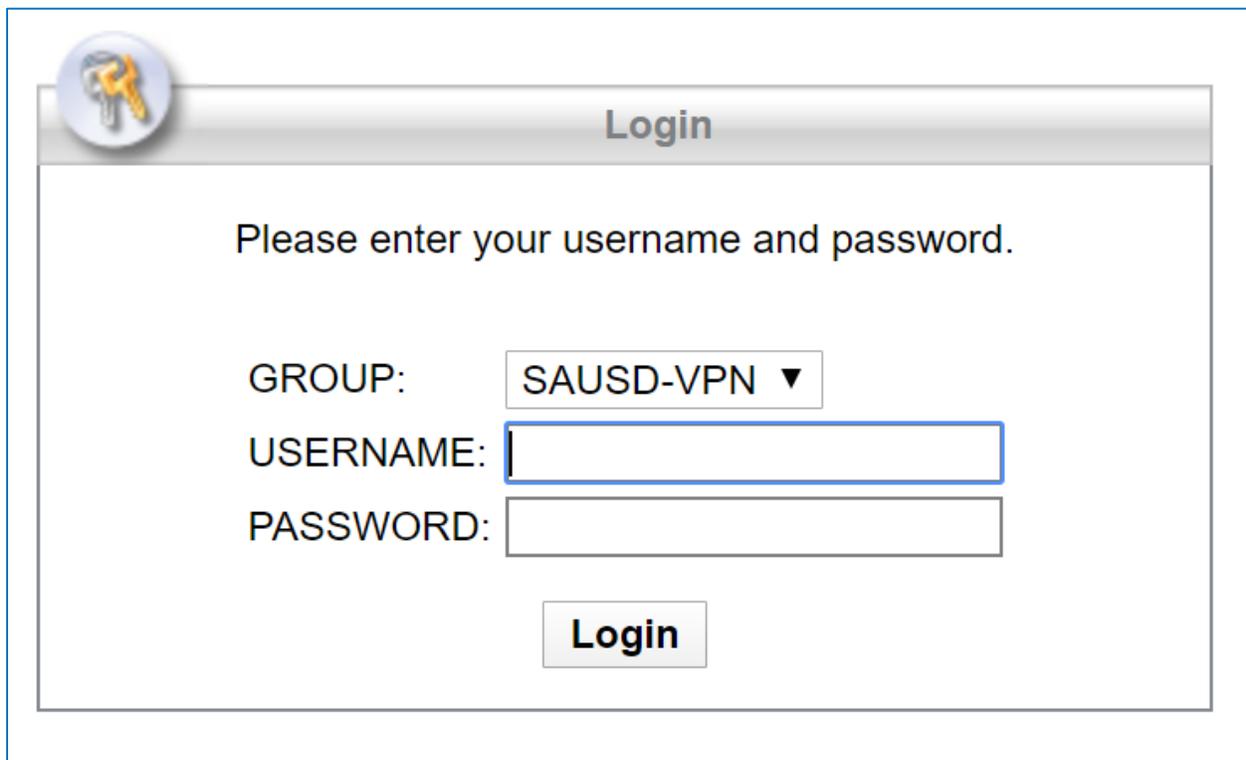
Before you leave, take note of your work computer's IP Address. You will need this information later.

Step 1: Download Cisco AnyConnect

- Go to https://vpn.sausd.us
    - If your browser gives you a security warning, accept permission into the site.
    - Group = SAUSD-VPN
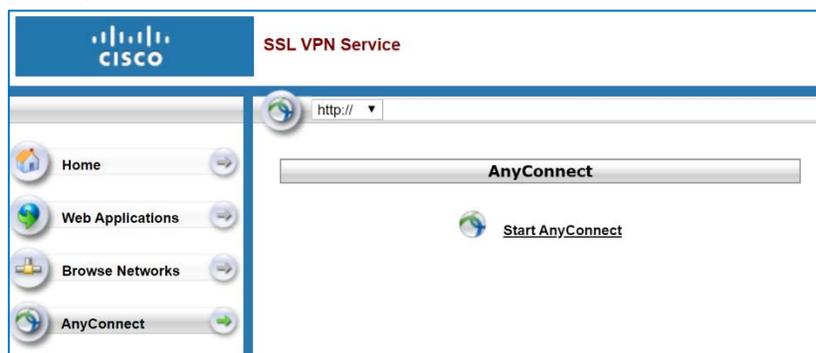   - Username = firstname.lastname
   - Password = Outlook password
    - Click on Login

- Click on **AnyConnect** located on the left hand side menu
- Click on **Start AnyConnect**

- Once the extract is done downloading, your computer should prompt you to click on the extract to start installation process. Or you can go to your Downloads folder, find the extract, and double click to open up the installation window.
- Once you arrive at the screen below, click on **Windows Desktop**

- Go through each page of the Setup Wizard by clicking **Next** and **Accepting Policy**
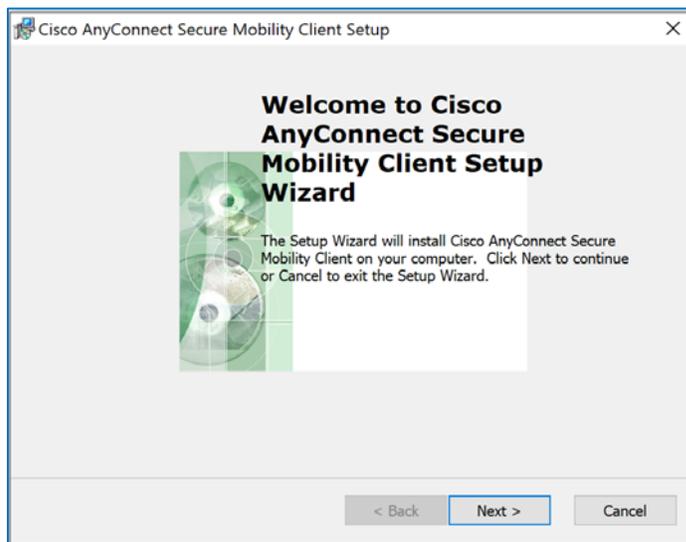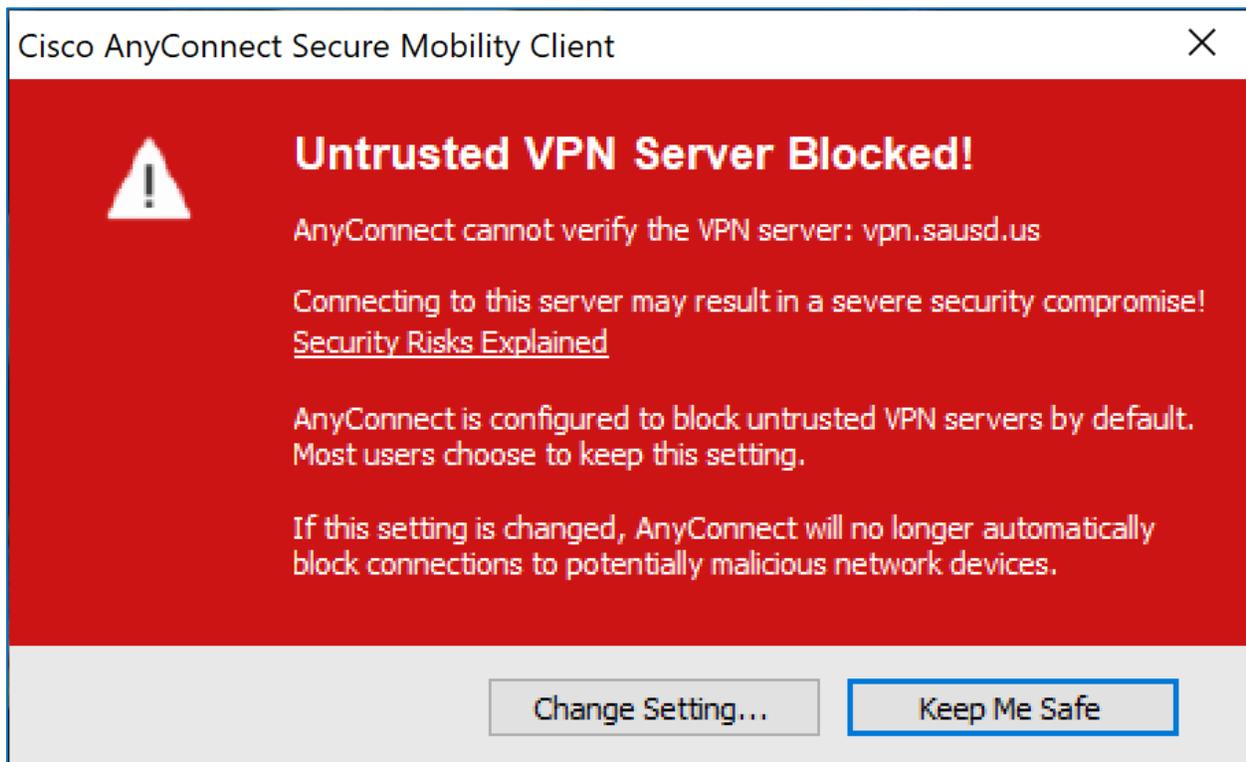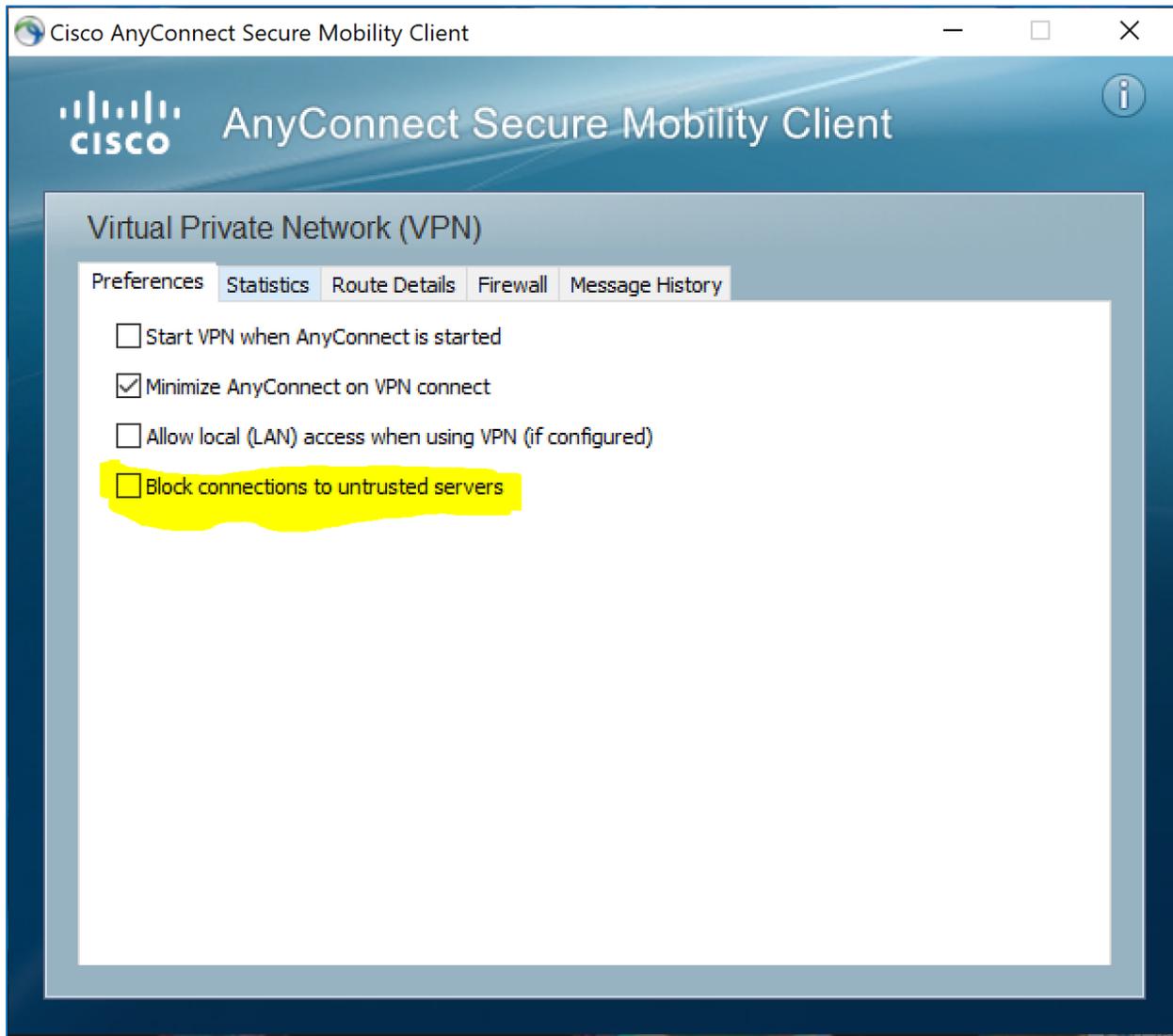
Step 2: Launch Cisco AnyConnect

- Search your computer for "Cisco AnyConnect Secure Mobility Client". You may want to pin this desktop application to your taskbar for easy access in the future.
- In the box, type in "vpn.sausd.us". Click on **Connect**
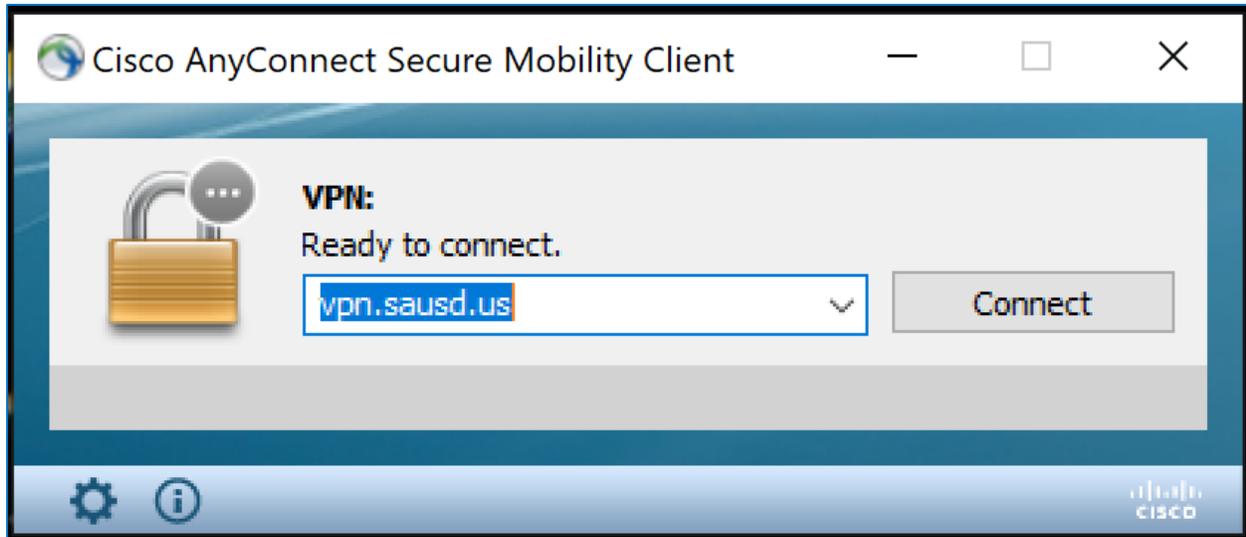
- You may encounter the following warning box. Click on **Change Setting...**

- Uncheck **Block connections to untrusted servers.** Close out the window.

- Connect once again. This time, you may see the following Security Warning box. Click on **Connect Anyway**

- Enter the following information:
  - Group = SAUSD-VPN
  - Username = firstname.lastname
  - Password: Outlook password
  - Click on OK

Step 3: Launch Remote Desktop Connection

- Search your computer for "Remote Desktop Connection". You may also want to pin this desktop application on your task bar for easy access in the future.
- Computer = your work computer's IP Address