

Using VPN Access for Faculty and Staff

This guide covers accessing the VPN for faculty and staff to access their P drives and other secure applications from off-campus.

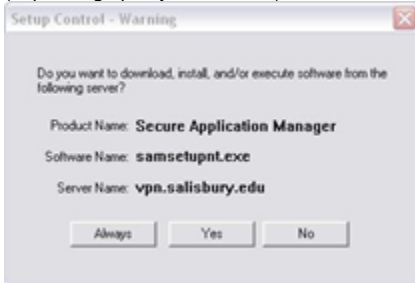
What is VPN?

VPN stands for Virtual Private Networking, which allows faculty and staff members to access network resources securely from a remote location, like at home or away on conferences. It also allows secure access for some on-campus applications, like scheduling (EMS) or payroll applications.

Logging In

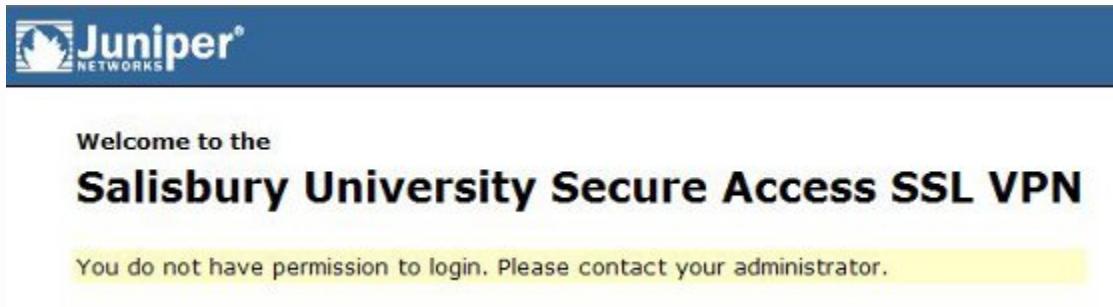
1. To access the VPN from your off-campus computer, enter <https://vpn.salisbury.edu> in your Internet. From on-campus, use <https://vpn.salisbury.edu/campus> from Internet Explorer only. (You should only use this for secure applications, and not for network drive access, from on campus) You will see the login screen below:

2. Log in with your SU username and password, and then click **I Agree, Sign In**. You may get a Setup Warning message similar to the one below (depending upon your browser). If so, click **Yes** or **Always** to install. This may require a restart.



Note

If you attempt to access the VPN from on-campus using the <https://vpn.salisbury.edu> address, you will receive the following error message:




If this happens, use the <https://vpn.salisbury.edu/campus> link instead.

Accessing Your P Drive

Once you have logged in, you'll see a screen like the one below, showing a link to your P drive.

Welcome to the Salisbury University Secure Access SSL VPN, .
 You last signed in on Thu, 25-Feb-2010 14:16:43 EST from 131.118.

Files Windows Files

 **P Drive**
Personal Drive

If you click on **P Drive**, it will open your P drive in the window.

Windows Files > **P Drive** \

P Drive				
	Name	Type	Size	Modified
<input type="checkbox"/>	 email-arrow-letter-small.jpg	File	7240 Bytes	Thu Feb 25 14:25:47 2010

From here, you can delete files by checking the box next to them and clicking either **Delete**.

Downloading Files

Downloaded files are saved as Zip files. When you check files or folders and click **Download**, you'll be taken to a Download Files screen that allows you to name and download the Zip File. When you click **Download**, depending on your browser, you'll be given an option to choose where to save the file.

Windows Files > **Download Files**

You have selected files for download. They will be downloaded in a compressed .zip archive

Zip Archive name: .zip

Files/Folders to download	Size
<input type="checkbox"/> email-arrow-letter-small.jpg .jpg	7k

Creating New Folders

Clicking **New Folder** will bring up a screen that allows you to name and create a new folder on your P drive.

Folder Name:

Create new folder in: P Drive\

The new folder will now appear in your P: drive.

Uploading Files

Clicking **Upload** will allow you to upload up to 5 files at a time. Use the **Browse** buttons to select the files, and then click **Upload**. You can opt to upload a zipped file and have it uncompressed in the target directory. Note that you cannot upload files larger than 500 MB.

Windows Files > Upload Files...

Use the Browse buttons below to select the files, then click Upload. You can opt to upload a zipped file and have it uncompressed in the target directory. Note that you cannot upload files larger than 500 MB.

Files to Upload

Upload to: P Drive

Files:

- Save As: Uncompress .zip
- Save As: Uncompress .zip
- Save As: Uncompress .zip
- Save As: Uncompress .zip
- Save As: Uncompress .zip

Upload Files?

Getting Back to the Start and Logging Out

Clicking **Home** at any time will return you to the main page.

When you have finished using your P: drive, click **Sign Out** in the upper right-hand corner to log out. For added security, close your browser after logging out.

Other Devices

VPN access may work to some degree on other devices. Devices tested that will grant drive access through the device's built-in web browser include:

- iPads
- iPhones
- Android tablets
- Android phones

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