Remote Access to Server Resources

1. Go to our staff page located here (https://www.careersourcegc.com/Staff-Portal.aspx)

2. Log in to the Staff Documents section on the middle right with a username and password of staff.

Staff Documents

You must login to access this content.

Username:

staff

Password:

•••••

SUBMIT

3. Once logged in, scroll down to the *Staff Email Setup* section and look for a link labeled **VPN software.**

Staff Documents

Travel Forms

- Leave of Absence Form
- Purchase Requisition
- TDY Form
- Travel Expense Voucher (Oct 2016)

Staff Email Setup

- iPhone, iPad, iPod
- Outlook 2010
- VPN Software

4. Download and install the software. As you install it, you may see one or two prompts requesting permission. Go ahead and click Yes to allow each and then finish to complete the install.

5. Search for Cisco AnyConnect software and click to run it.
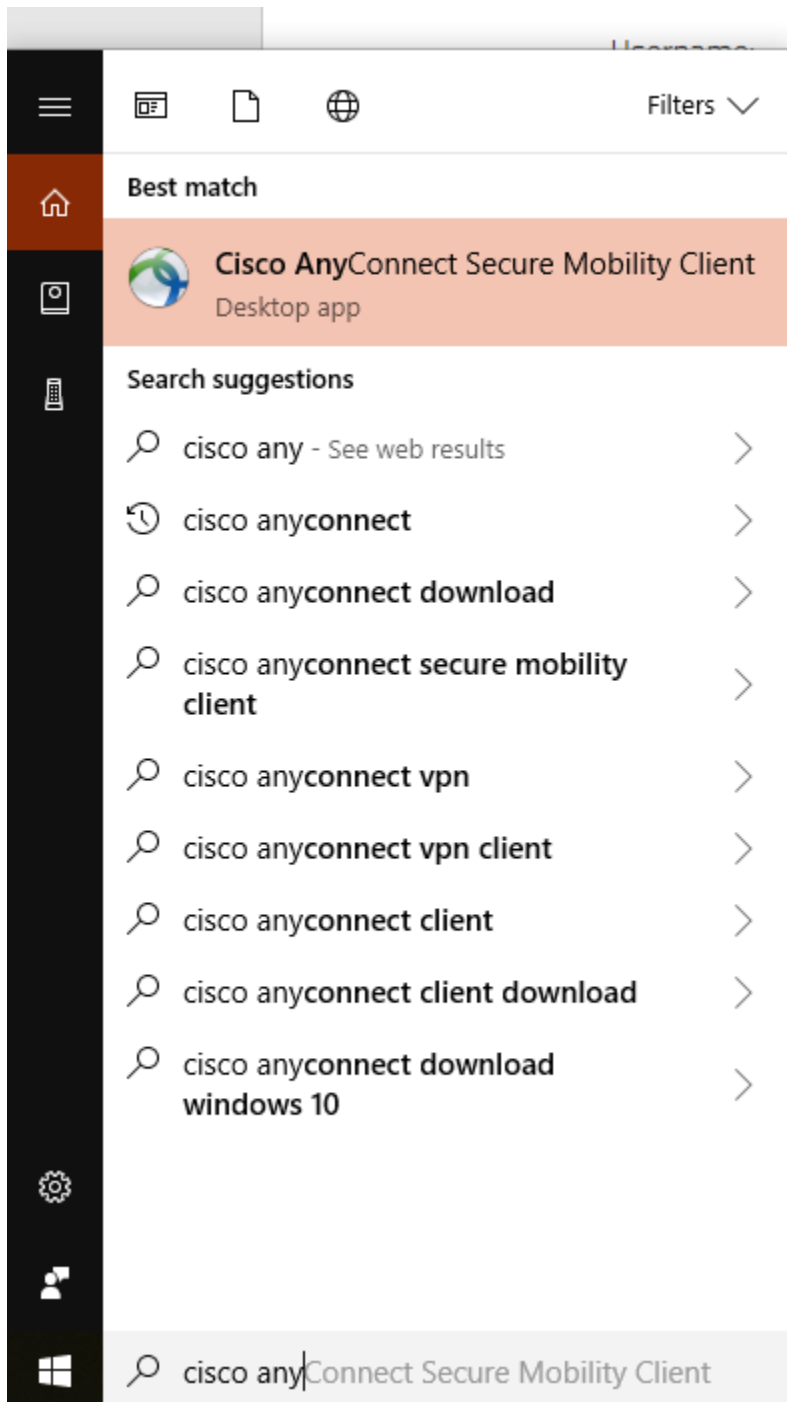
6. Once the client is open, type in **vpn.careersourcegc.com** in the dropdown next to the *Connect* button and then click Connect.
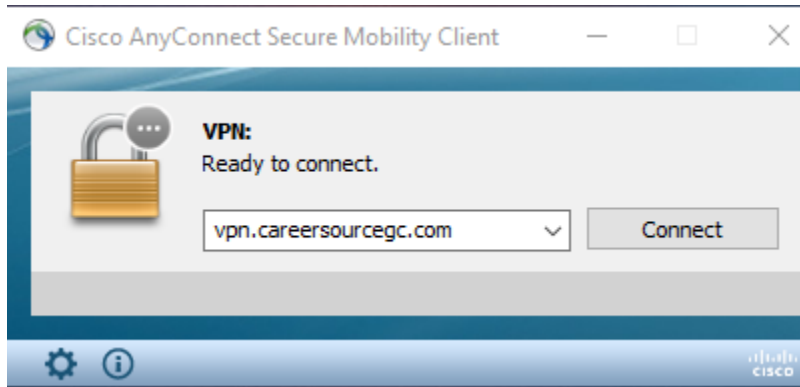
7. You may get the following popup window. It is safe to ignore the warning, please click *Connect Anyway*.
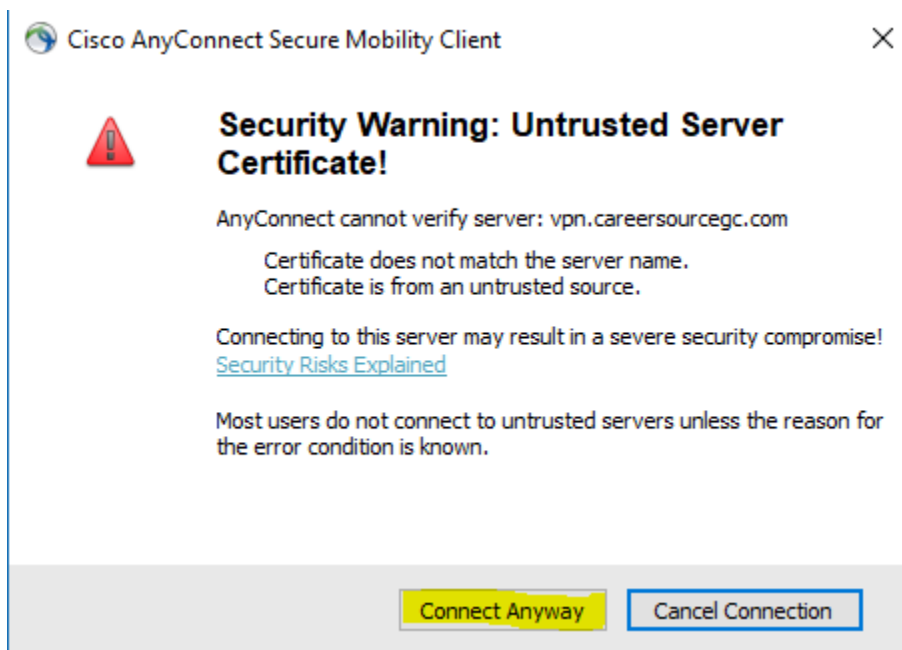

*Instructions continued on the next page.*

8. You will be prompted for a username and password prior to making a successful connection. Use the following settings and click *OK*:

    Username: This will be in a first initial, last name, format.

    Password: Reach out to me for your unique password if you aren't sure what it is. In the future, it will match whatever your password is to log in to your computer (*synchronized*), but this isn't ready quite yet.
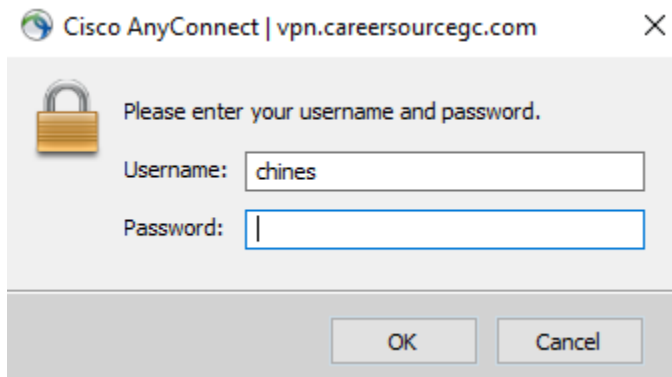
9. You may get the same popup from step 7 to click on again as well as automatically update the VPN software the first time you connect. The VPN connection should then briefly display a banner that lets you know you are connected similar to the image below.
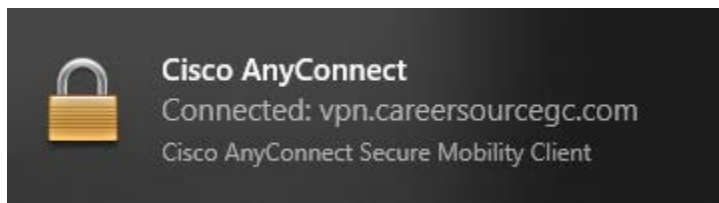
Most of you already have shortcuts on your desktop for the server resources you need, and they should be ready for use now that you have connected. If you don't have a shortcut to a specific resource then please reach out to me for further assistance.