



**MARICOPA**  
COMMUNITY COLLEGES

# VPN CLIENT INSTALLATION USER GUIDE

INFORMATION TECHNOLOGY SERVICES



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## INTRODUCTION

While most of Maricopa's applications and services can be accessed remotely and from anywhere, some applications, services and functions are restricted to the Maricopa network.

VPN access will be required in these cases. VPN is a technology that enables secure, encrypted connectivity between your computer and resources on the Maricopa network.

Note: VPN access and instructions may vary by location. Please contact your [local help desk](#) for assistance.

## TARGET AUDIENCE

**Important:** As VPN instructions vary by college, these instructions apply to users located at the following locations **only**:

- District Office
- Emerald Point
- Wood Street
- Maricopa Public Safety

**If you are at a college, please contact your local help desk for assistance.**

## QUESTIONS OR IF ASSISTANCE IS NEEDED

If you have questions or need assistance, please contact the **Maricopa Information Technology Services** help desk at **480-731-8632**.

## PREREQUISITES

In order to setup and use the **Cisco VPN AnyConnect Secure Mobility Client** software, the following prerequisites must be met:

- You must have administrative access on your computer to install the software
- You must be granted VPN access to use this service. To request VPN access, please submit a [help desk ticket](#) at your location.

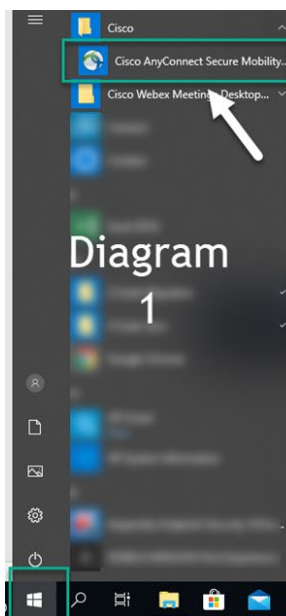
If you have questions about these prerequisites or encounter issues installing the Cisco AnyConnect software, please contact the **Maricopa Information Technology Services** help desk at **480-731-8632**.

## STEP 1: BEFORE YOU START

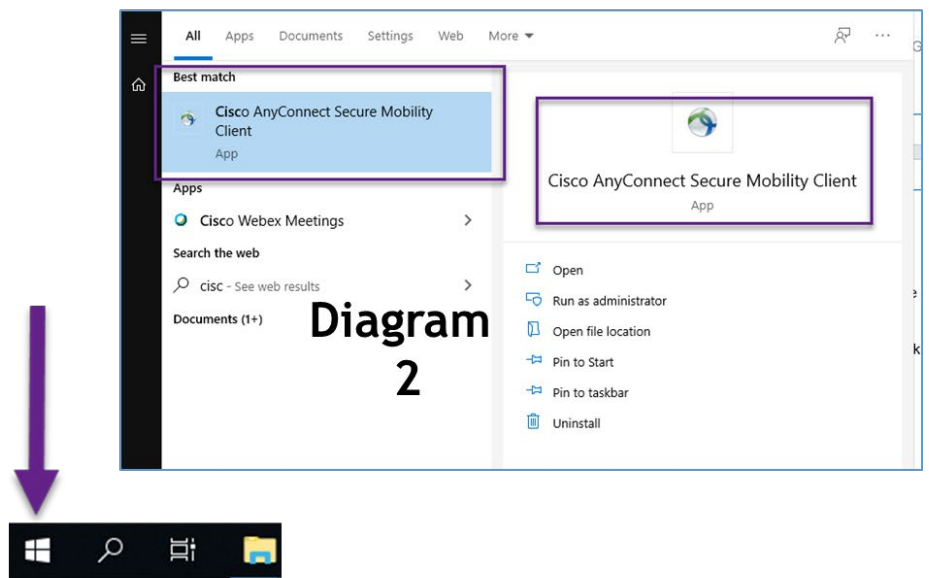
**IMPORTANT:** Many Maricopa-issued devices have the **Cisco VPN AnyConnect Secure Mobility Client** software installed already.

Follow these steps to determine if the VPN software is installed on your computer. Use either of the following options:

1. Use the Windows start menu: select the **Cisco AnyConnect Secure Mobility Client** from the **Cisco** applications group – see diagram 1
2. Use search: click the Windows start menu and start by typing **cisco** – see diagram 2



OR



If VPN software is installed, skip to [STEP 3: USING THE VPN CLIENT FOR THE FIRST TIME](#).

If the software is not installed, proceed to [STEP 2: INSTALLING THE VPN CLIENT](#).

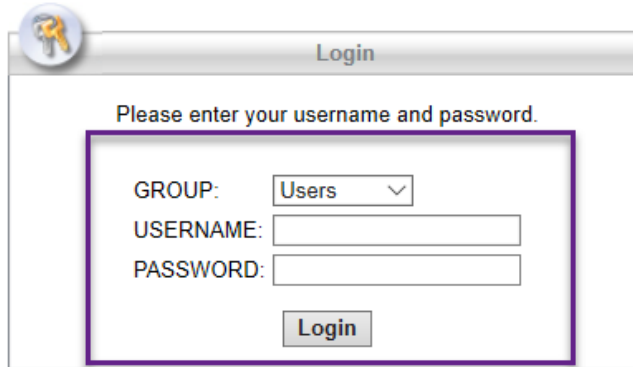
If you have questions or need assistance, please contact the **Maricopa Information Technology Services** help desk at **480-731-8632**.

## STEP 2: INSTALLING THE VPN CLIENT

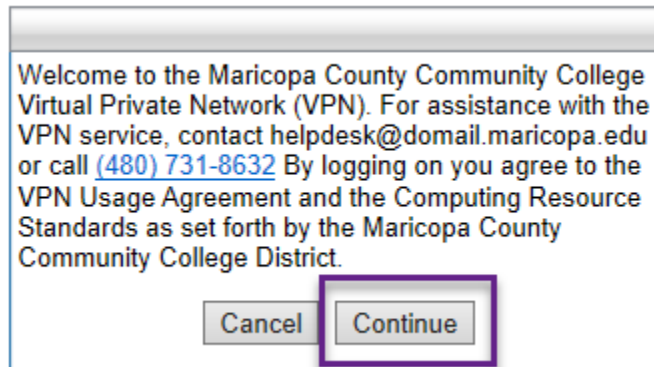
**IMPORTANT:** This step only applies if the **Cisco VPN AnyConnect Secure Mobility Client** is not installed on your computer.

If you do not have **Cisco VPN AnyConnect Secure Mobility Client** software installed, it is available to install from this online location.

1. Go to <https://secdovpn.maricopa.edu>
2. When the login screen appears, do the following
  - a. In the **GROUP** drop down field, select **USERS**
  - b. In the **USERNAME** field, enter your **MEID**
  - c. In the **PASSWORD** field, enter your **password**
  - d. Click **LOGIN**

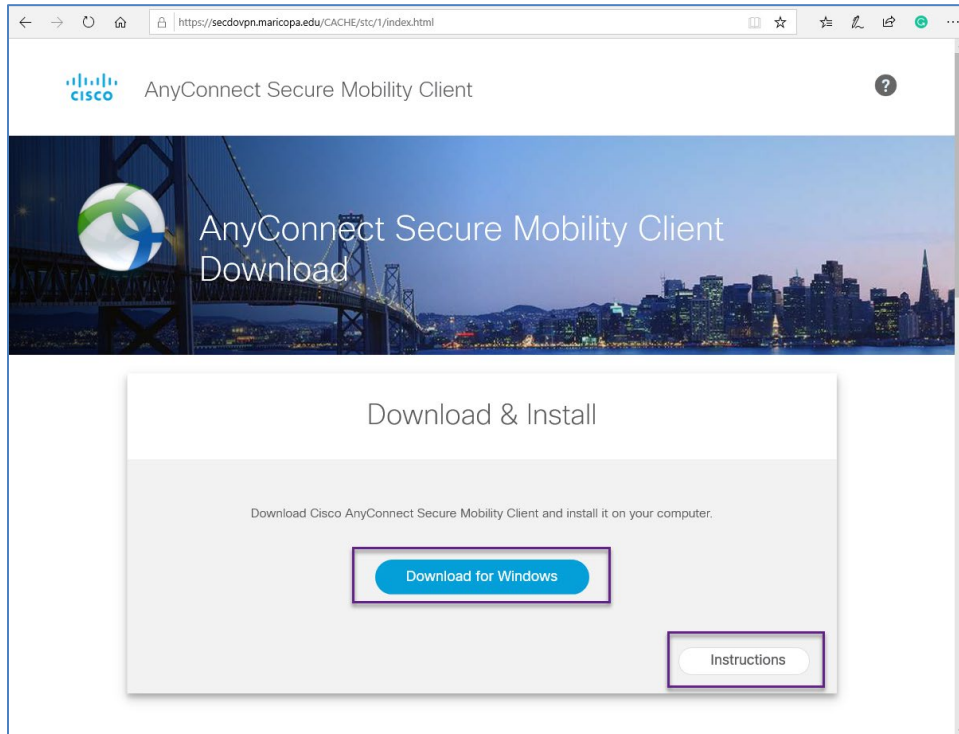


3. Click **CONTINUE** to accept the terms and conditions for use.

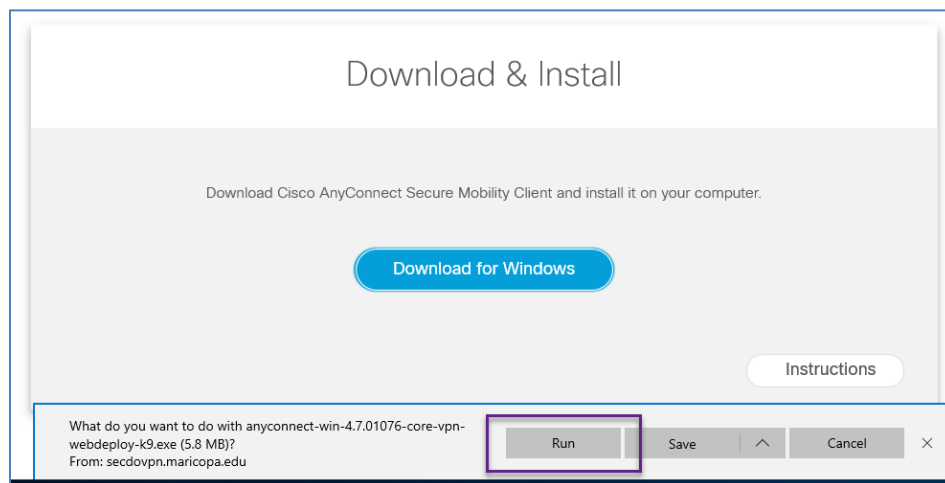


The **Cisco VPN AnyConnect Secure Mobility Client** download window will appear.

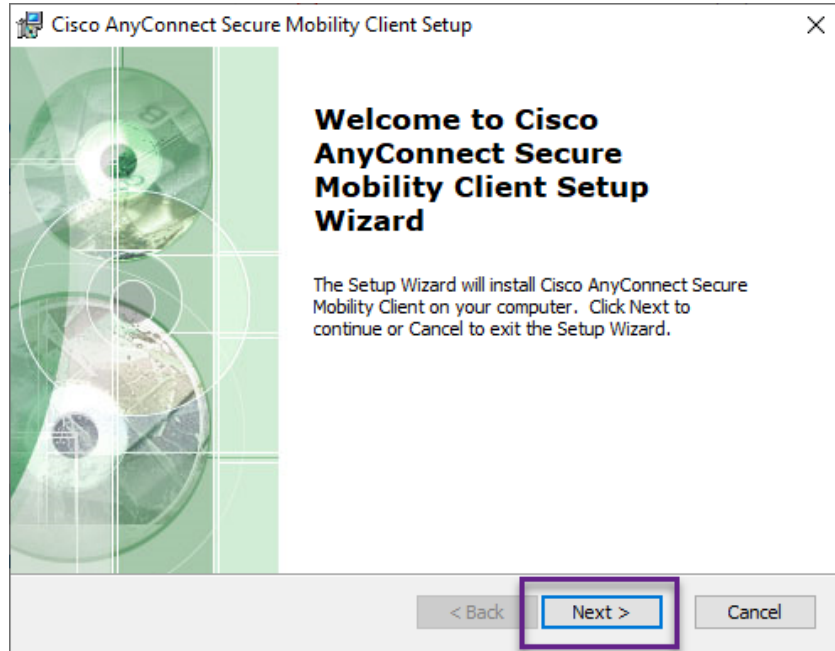
4. Click the **INSTRUCTIONS** button for a step-by-step guide to installing the software.



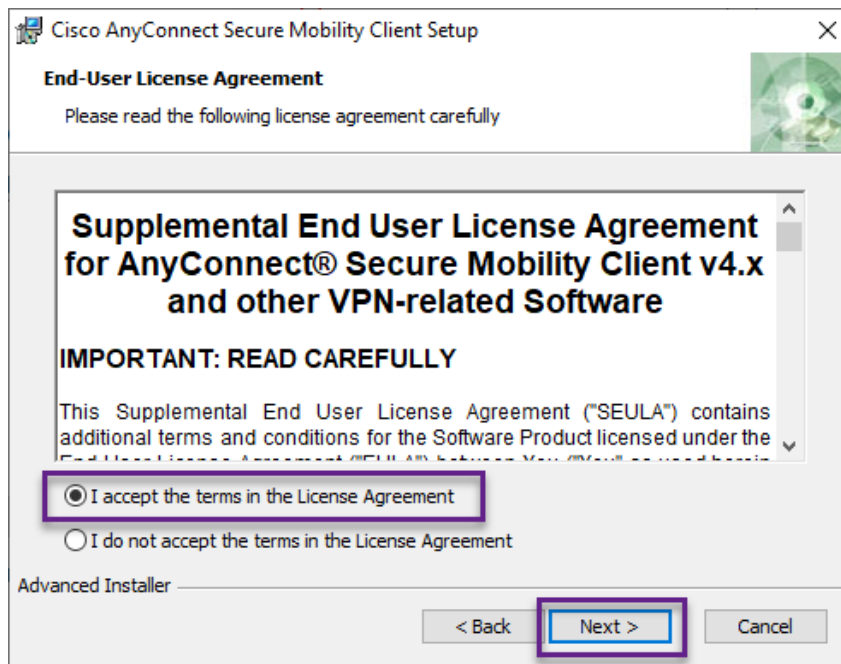
5. Click **DOWNLOAD FOR WINDOWS** to begin.
6. Click **RUN** when you are presented RUN, SAVE or CANCEL options for the download



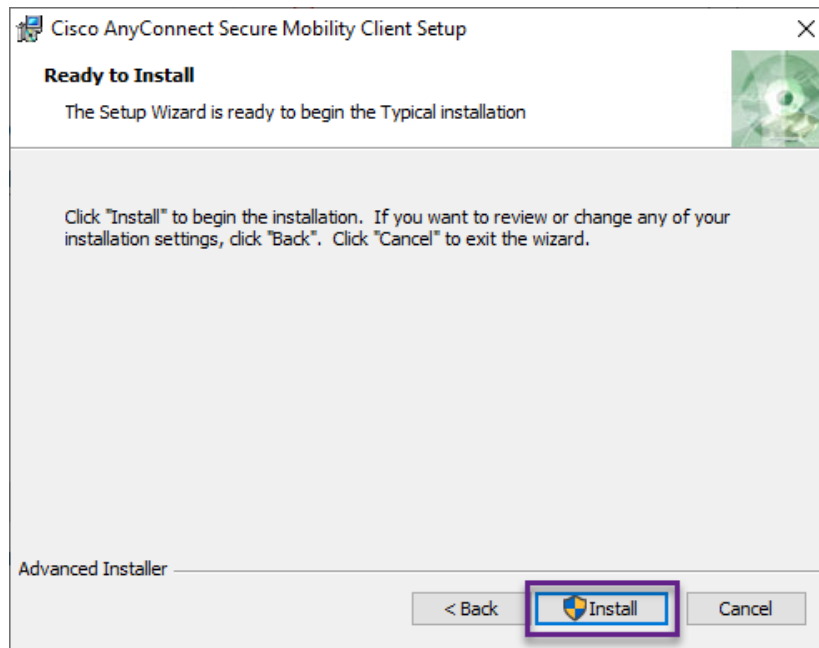
7. In the “**Welcome to Cisco AnyConnect Secure Mobility Client Setup Wizard**” dialogue window, click **NEXT**.



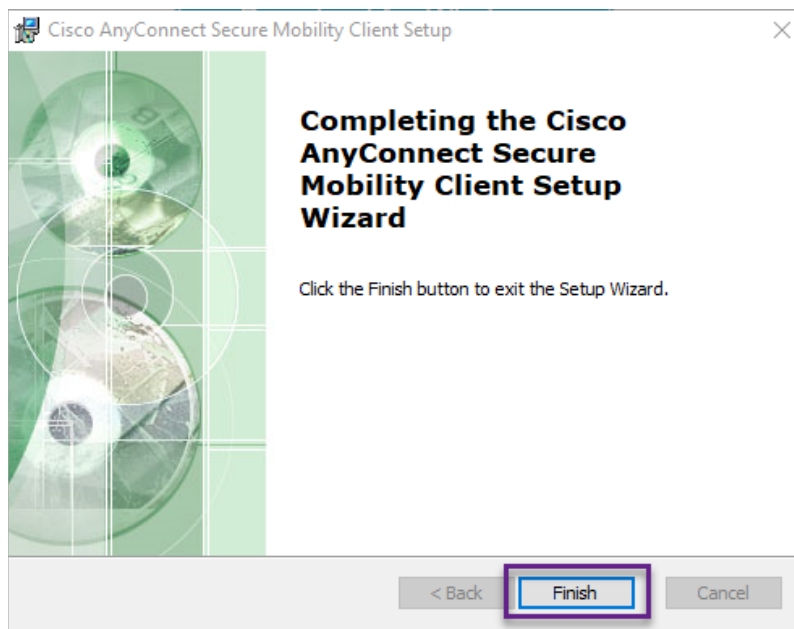
8. In the “**End-User License Agreement**” dialogue window, click “**I accept the terms in the License Agreement**” and click **NEXT**.



9. In the “**Ready to Install**” dialogue window, click **INSTALL**.



10. In the **User Account Control** dialogue window, click **YES** to answer this question: “*Do you want to allow this app to make changes to your device?*”
11. In the **Completing the Cisco AnyConnect Secure Mobility Client Setup Wizard** dialogue window, click **FINISH**.

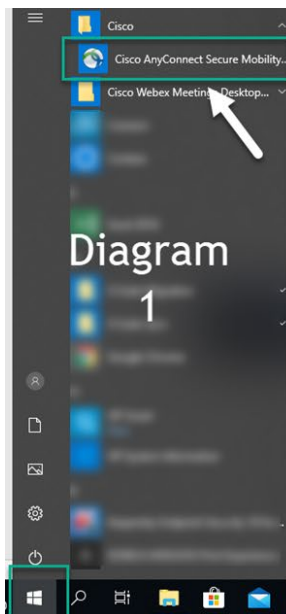




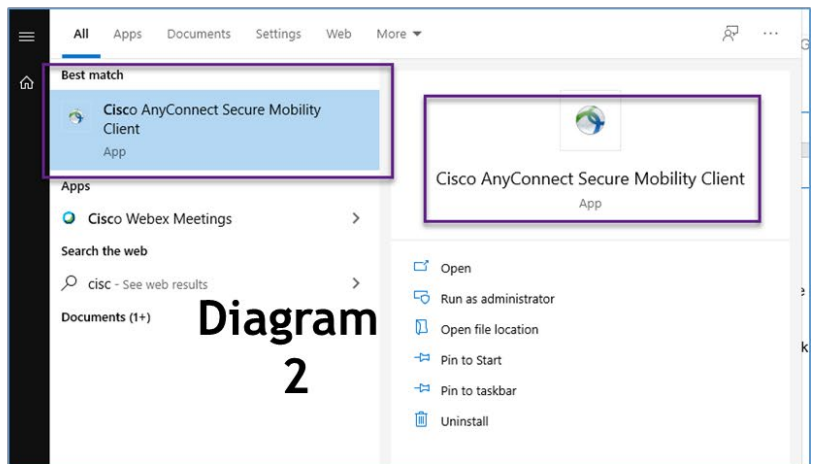
## STEP 3: USING THE VPN CLIENT FOR THE FIRST TIME

**IMPORTANT:** Once the installation is complete, you will need to make changes to finish the setup.

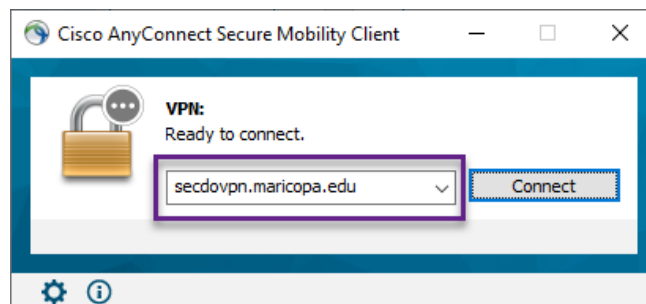
1. The **Cisco AnyConnect Secure Mobility Client** can be opened in multiple ways
  - a. Use the Windows start menu: select the **Cisco AnyConnect Secure Mobility Client** from the Cisco application group – see diagram1 below
  - b. Use search: click the Windows start menu and start by typing **cisco** – see diagram 2



OR



2. When you launch the **Cisco VPN AnyConnect Secure Mobility Client** and see the “Ready to connect” dialogue window, enter [secdovpn.maricopa.edu](https://secdovpn.maricopa.edu) in the box next to **CONNECT** if the field is either blank or doesn’t have [secdovpn.maricopa.edu](https://secdovpn.maricopa.edu) specified.

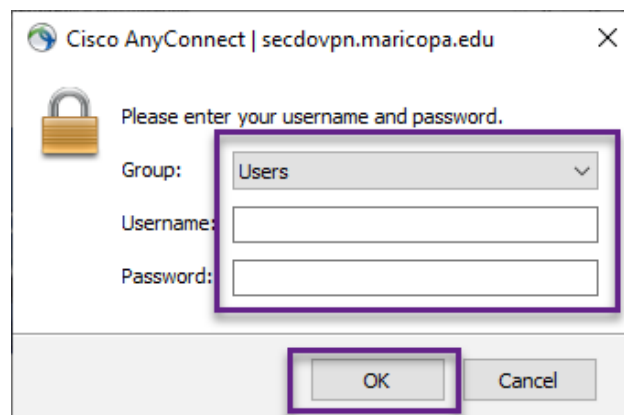


3. Click **CONNECT**

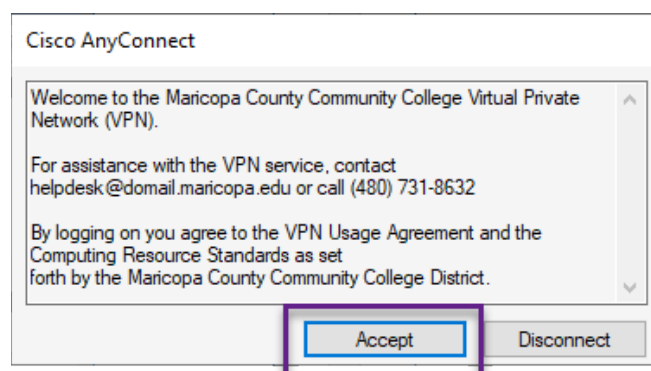
## STEP 4: HOW TO LOGIN WITH VPN

Now that the VPN software has been installed and the final setup steps completed, you are now ready to login.

1. In the **LOGIN** dialogue window, do the following
  - a. In the **GROUP** drop down field, select **USERS**
  - b. In the **USERNAME** field, enter your **MEID**
  - c. In the **PASSWORD** field, enter your **password**
  - d. Click **OK**



2. Click **ACCEPT** in the Welcome to the Maricopa Community College Virtual Private Network (VPN) dialogue window. After this point, the Cisco AnyConnect client will establish a secure connection to the Maricopa network.




If you have questions or need assistance, please contact the **Maricopa Information Technology Services** help desk at **480-731-8632**.

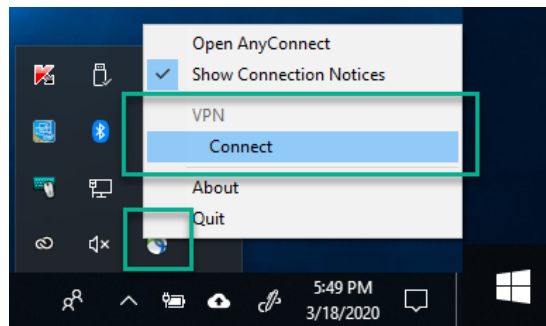
3. If you need to **connect to your work computer remotely at this point**, see the [HOW TO CONNECT WITH WINDOWS REMOTE DESKTOP](#) instructions later in this document.

## HOW TO RECONNECT YOUR VPN SESSION


If your VPN connection drops (disconnected), use instructions in this section to re-connect.

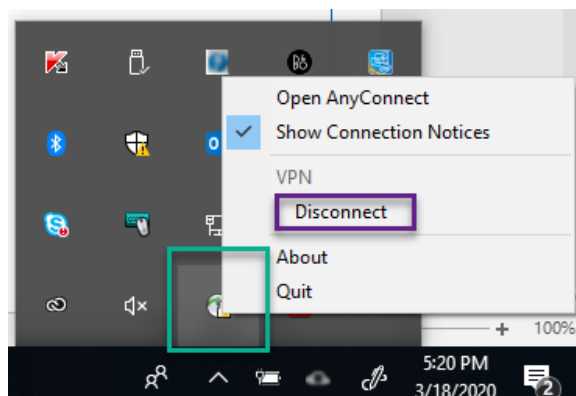
Note: If you do not see the Cisco AnyConnect icon, , you may need to restart the **Cisco VPN AnyConnect Secure Mobility Client** (see [STEP 1: BEFORE YOU START](#) for assistance).

To reconnect, right click the Cisco AnyConnect client's icon in the Windows task bar and click **"Connect"**.



## HOW TO DISCONNECT YOUR VPN SESSION


To disconnect any anytime, find the Cisco AnyConnect icon  in the lower right-hand corner of your screen where the date and time are usually located. Right-click on it and select **"Disconnect"**.

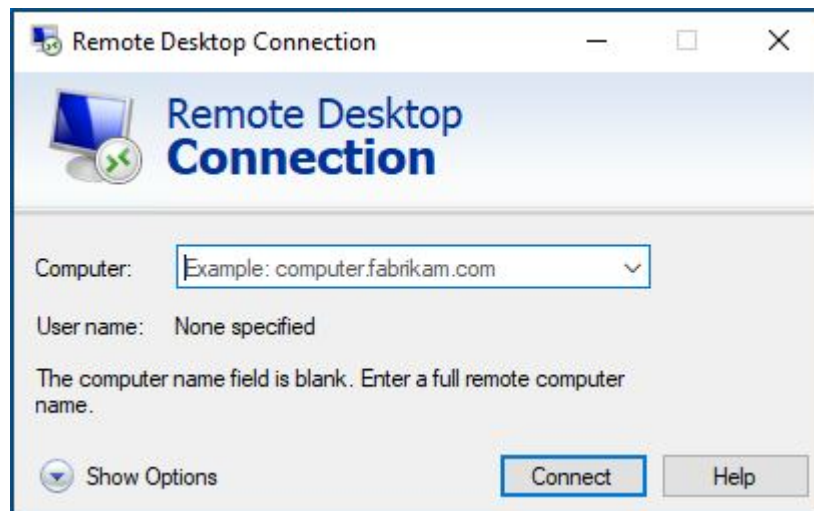


## HOW TO CONNECT WITH WINDOWS REMOTE DESKTOP

If you need to securely connect to your computer at work to access files and applications, use the Windows remote desktop software.

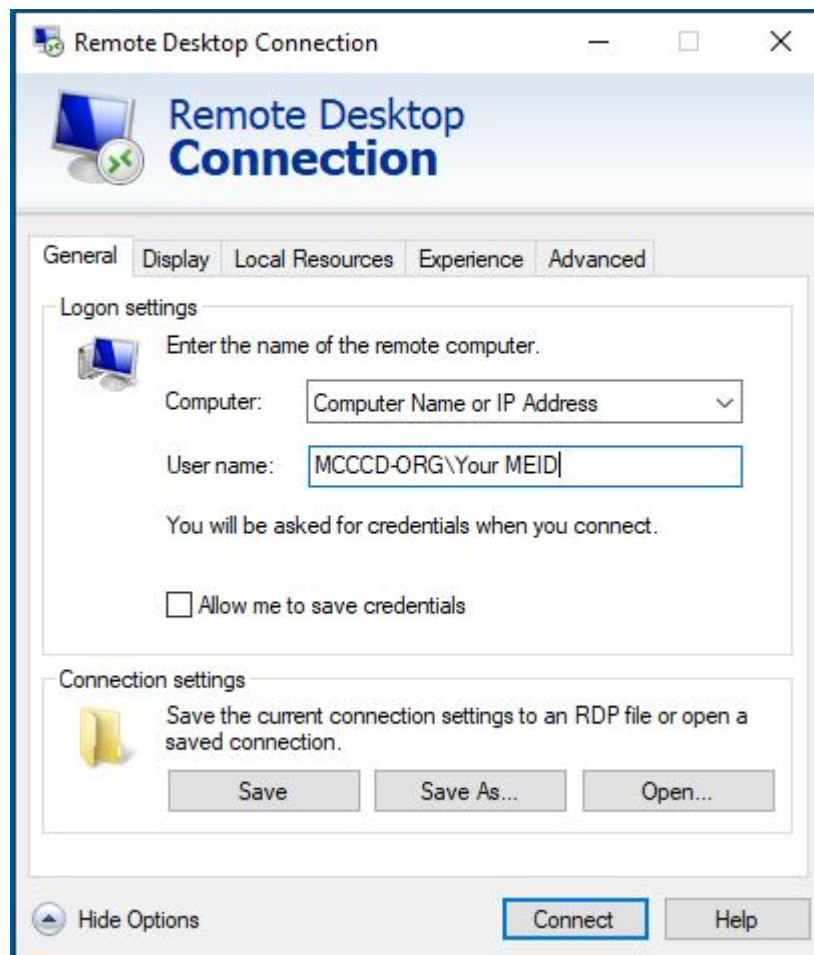
Follow these instructions to setup a remote desktop session:

1. To quickly open the Remote Desktop Connection, click the **Start** button , type **mstsc** in the search box, and then press enter.
2. The following remote desktop window will appear:



3. Type in either the computer's IP Address or Computer Name.

Note: As an option you will be able to save this as an icon on your desktop. Start by selecting the "Show Options" dropdown, then at this point the IP Address/Computer Name can be entered along with your Maricopa computer logon username (**MEID**). At this point click on the "Save As" button to select a location (Desktop) and name as desired.



4. You will be asked again to login, yet this time your password will be needed.
5. At this point you may need to accept a few more acknowledgements in order to have access to your desired computer's desktop.
6. When you are finished logoff from your Remote Desktop session (From the VPN Window).
7. Then logoff the VPN session (Icon is located in the lower right hand area of the screen near the date and time).