Document Title-VPN-Cisco AnyConnect Secure Mobility Client-User Guide
Document Purpose-User Guide for the Cisco AnyConnect Secure Mobility Client (VPN client)
Document Creator Name-
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CISCO AnyConnect Secure Mobility Client VPN User Guide

You can access the VPN by either using the VPN client installed on the laptop or by going through web access, similar to OWA. Instructions for accessing the State's network through VPN are below. We are assuming you have a high speed Internet connection available and have connected to it. Alternatively, or if you are having connection issues with the regular client, there are instructions below for how to access the VPN through a web browser.

These instructions are using the new Cisco AnyConnect Secure Mobility client on a Windows 7 PC and that you are using Active Directory authentication. If you are not sure which method of authentication you are using, please check with your End User Support IT staff. Your user experience in using Windows XP or a different method of authenticating will be very similar.

Using the Cisco AnyConnect VPN client

1) This portion assumes that the Cisco AnyConnect Secure Mobility Client is already installed. If it is not installed, please drop down to the install directions below this section. This also assumes you already have a high speed connection to the Internet in some form, such as connected with a network cable or to a wireless connection. You must be connected to the Internet to use the VPN client.

2) The Cisco AnyConnect client is the client used to connect to the State's VPN network. There are several methods to start the VPN client. The first method is that AnyConnect VPN client will have an icon that looks like two arches on a white globe on your desktop (see Figure 1). Another method is by clicking on Start\ Programs\ Cisco\Cisco AnyConnect Secure Mobility Client\vpnui.exe. Lastly, you may go down to the System Tray in the lower right hand corner, click on the triangle and select the Cisco icon (highlighted in yellow in Figure 2).
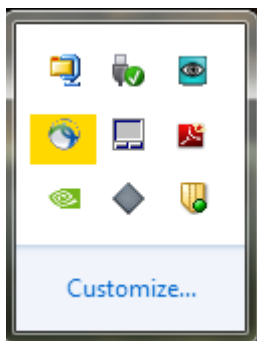

Figure 1

Figure 2

3) The following screen appears when you start the client:

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Figure 3

4) The drop down menu should have one or more of the following locations (VPN Gateways):
   a. GREBES.SPF.MO.GOV
   b. WIGEON.SPF.MO.GOV
   c. PLOVER.SPF.MO.GOV
   d. VIREO.SPF.MO.GOV

   Any of the locations may be used, but check with your IT staff for the preferred location for your agency. If you have difficulties or issues connecting with one, try another gateway.

5) Click Connect. You will see a message that the client is contacting the VPN gateway.

Figure 4

6) Select the appropriate group in the **Group** drop-down list box. If you are not sure of the correct group, check with your agency IT staff. See Figure 5.
7) Enter your VPN ID in the box labeled Username. User names are changing to a different format, the same format as used to log into Cisco Unified Communicator. The format used is <NetworkLoginName>@<domain>.state.mo.us. Domains include ADS, BDS and CDS. So if you login name is AnyUser on the ADS domain, it would look like anyuser@ads.state.mo.us. This is known as the User Principal Name or UPN. If you are unsure of your UPN, view the login information on your Cisco Unified Personal Communicator, or check with your End User Support IT staff. You may also use this format to connect to Outlook Web Access. See Figure 5.
8) Enter in your VPN and/or network password (if the same) in the text box labeled Password. See Figure 5.

Figure 5

9) Upon successful authentication the following dialog box will appear (Figure 6). Click Accept to agree to the statement, otherwise click Disconnect to close the client.
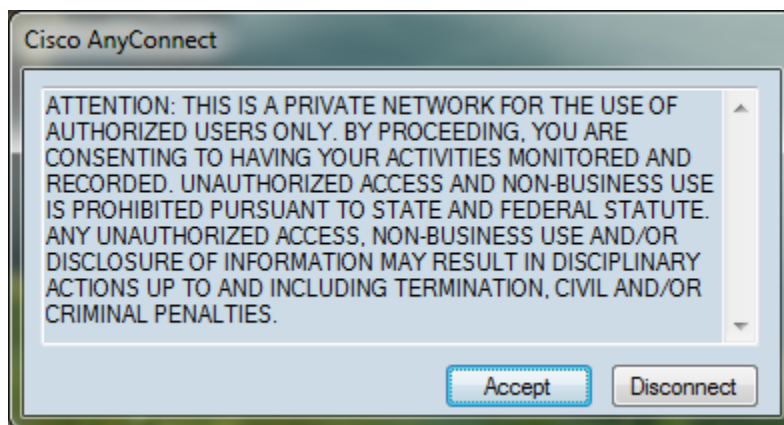

Figure 6

10) You may receive notice that the VPN client is automatically being updated. If this occurs, the client will download and install a newer version without your assistance. A window similar to the window in Figure 7 will appear on your desktop while the upgrade is occurring. When the upgrade is completed, the client will continue connecting to the VPN network.
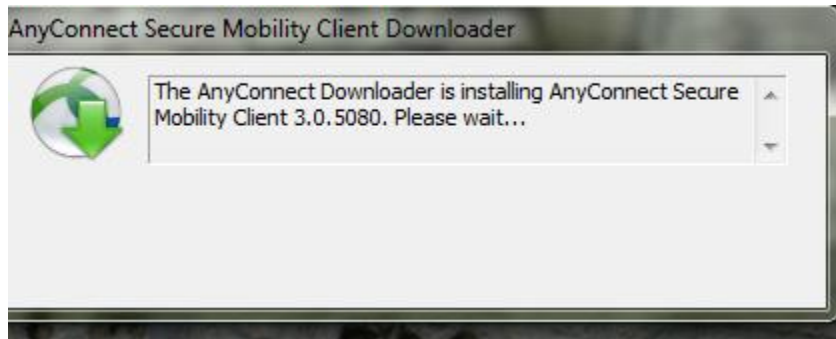
Figure 7

11) Once you are connected, you will see in the system tray in the right hand corner, the Cisco AnyConnect icon with a lock on it. This indicates the VPN tunnel has been completed and you are now secure. See Figure 8 below.

Figure 8

12) If you need to access the groups shared drives, user personal drive, etc., you will need to perform whatever action your IT Staff informed you about to connect to network resources, generally double-clicking on a batch file located on your desktop, sometimes called Map Network Drives. If you wish to connect to your personal or archive folders, you will need to map the network drives first, prior to opening Outlook.

13) If Outlook was configured for you on the laptop you are using, Outlook can be accessed normally, as if you were at your desk at work. If the network drives are connected, the personal folders and/or archive folders will also appear.

14) **When you are finished with the VPN client, right click the lock in the taskbar at the bottom right of your screen and select "Disconnect", then right click again and select "Quit". If you are just temporarily disconnecting and plan on using the VPN again before logging off your laptop, just select "Disconnect". Not following these instructions may cause connectivity issues later.**

USING THE WEB BROWSER OPTION FOR VPN ACCESS:

1) Open a browser session (Internet Explorer)
2) In the address box of the browser, type in one of the server addresses listed below.   Be sure to use **HTTPS:// Notice the S at the end of HTTP.**

    a. **HTTPS**://GREBES.SPF.MO.GOV
    b. **HTTPS**://WIGEON.SPF.MO.GOV
    c. **HTTPS**://PLOVER.SPF.MO.GOV
    d. **HTTPS**://VIREO.SPF.MO.GOV

3) When the window opens, select and select the group you are a member of (If you are not sure, please check with the IT staff), from the "**GROUP**" dropdown box. See Figure 9 below. User names are changing to a different format, the same format as used to log into Cisco Unified Communicator. The format used is <NetworkLoginName>@<domain>.state.mo.us. Domains include ADS, BDS and CDS. So if you login name is AnyUser on the ADS domain, it would look like anyuser@ads.state.mo.us. This is known as the User Principal Name or UPN. If you are unsure of your UPN, view the login information on your Cisco Unified Personal Communicator, or check with your End User Support IT staff. You may also use this format to connect to Outlook Web Access.
4) Click login

Figure 9

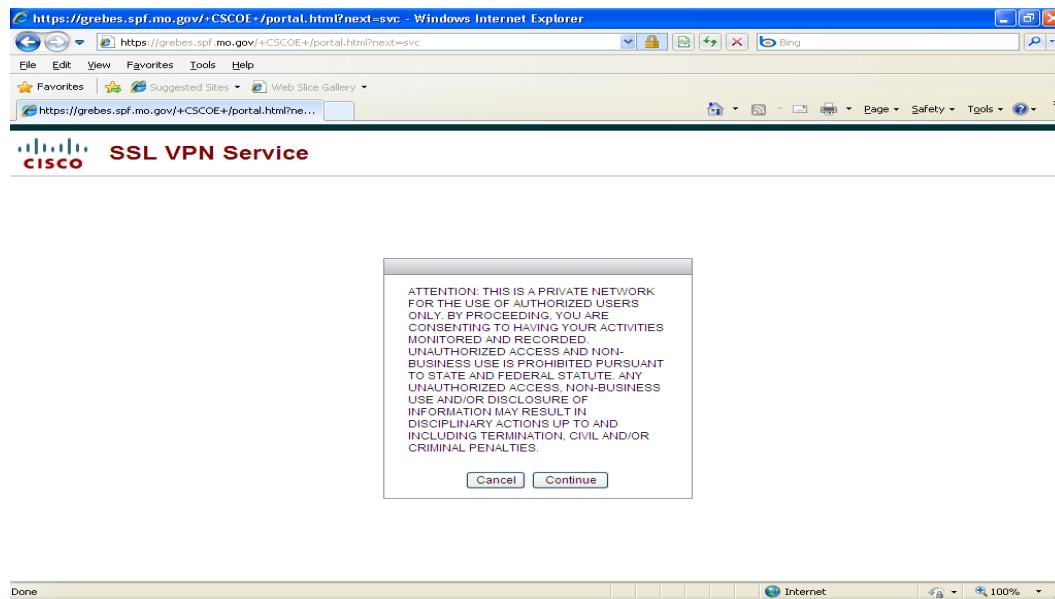5) Click Continue on the message box (See Figure 10)

Figure 10

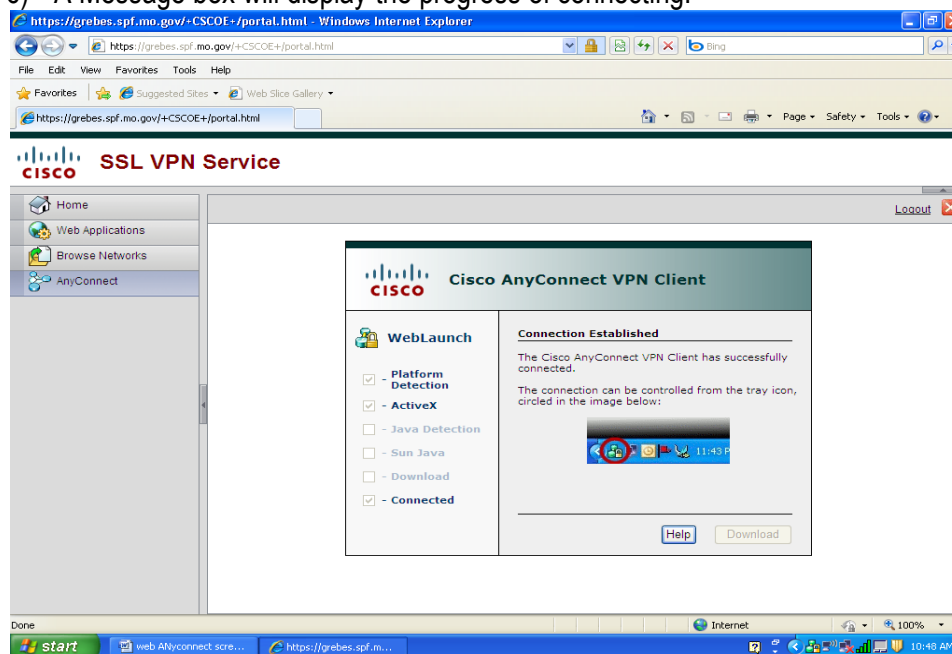6) A Message box will display the progress of connecting.

Figure 11

If the VPN client has not been previously installed on the computer you are using to connect through VPN, the client will install (see below), otherwise the client will then perform as described above.

7) Once a connection has been established, a lock similar to the one described in the regular client section will appear in the system tray. The client will now behave as if you were using the client in

the manner described in the sections above. Right clicking on the locks will allow you to disconnect and quit the connection. See the instructions below concerning connections.

Figure 12

8) If you are using a computer that does not have the Cisco Anyconnect client loaded, part of the connection process will involve a download of the client. (See Figure 14 below.) (**NOTE: You must have Administrator privileges on the computer you are using to install this software.) You must allow Active X to run to install**. See Figure 13 below.
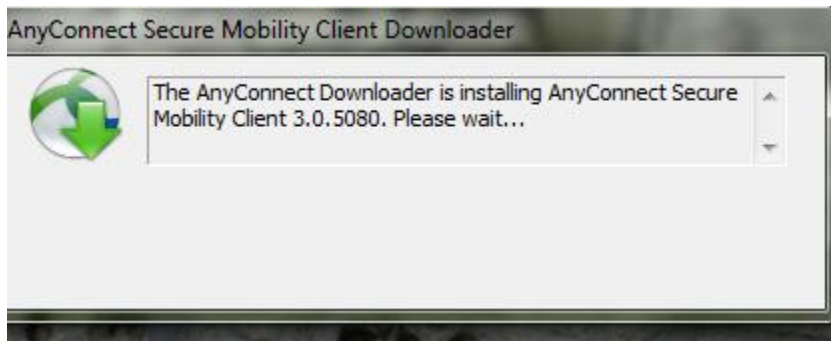

Figure 13

Figure 14

9) Once you have established VPN connection through the web browser, you will be able to access State network resources. See the instructions in the regular client section above.

10) **When you are finished with the VPN client, right click the lock in the taskbar at the bottom right of your screen and select "Disconnect", then right click again and select "Quit". If you are just temporarily disconnecting and plan on using the VPN again before logging off your laptop, just select "Disconnect". Not following these instructions may cause connectivity issues later.**