

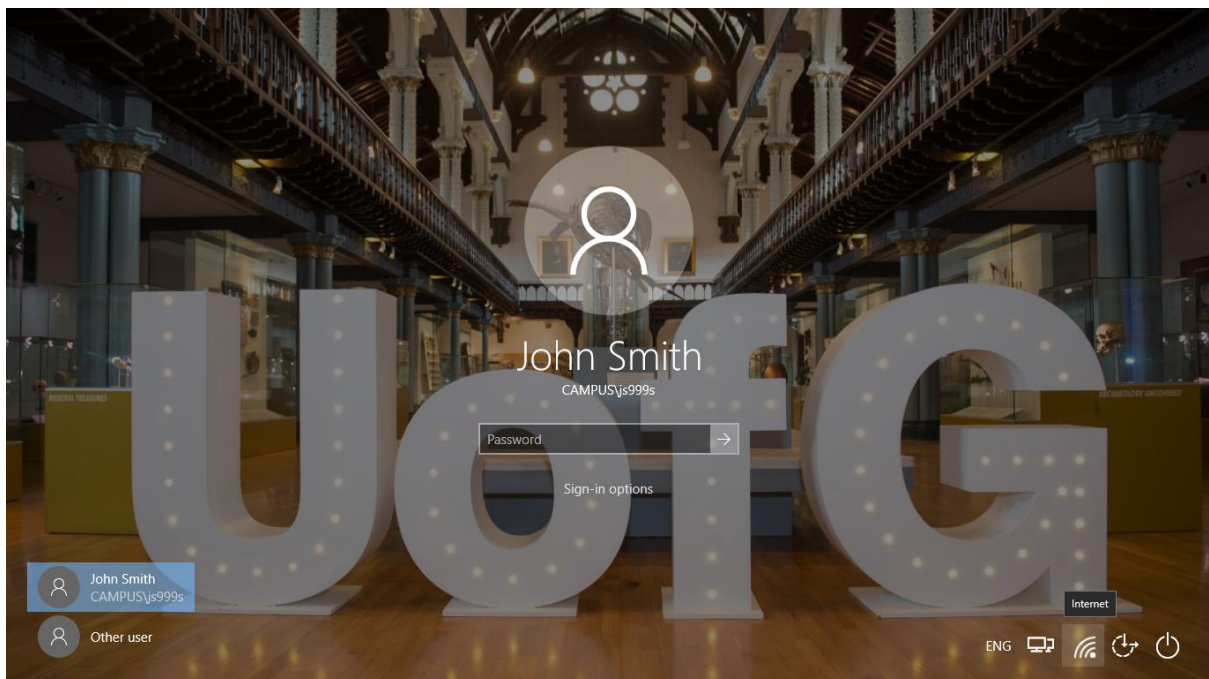
## Logging into an SSD 10 workstation via the Cisco AnyConnect VPN Service

- Power on your device and allow Windows to boot.
- After Windows boots a mouse click or key press will remove the welcome screen
- Click **OK** to accept the University of Glasgow workstation usage policy and you will be presented with the SSD 10 login screen.

**Note:** If you connect to your home network using a network cable rather than Wi-Fi then skip the sections relating to Wi-Fi.

### Set up using Wi-fi

Click on the Internet/Wi-Fi icon on the bottom right to open the wireless network screen.



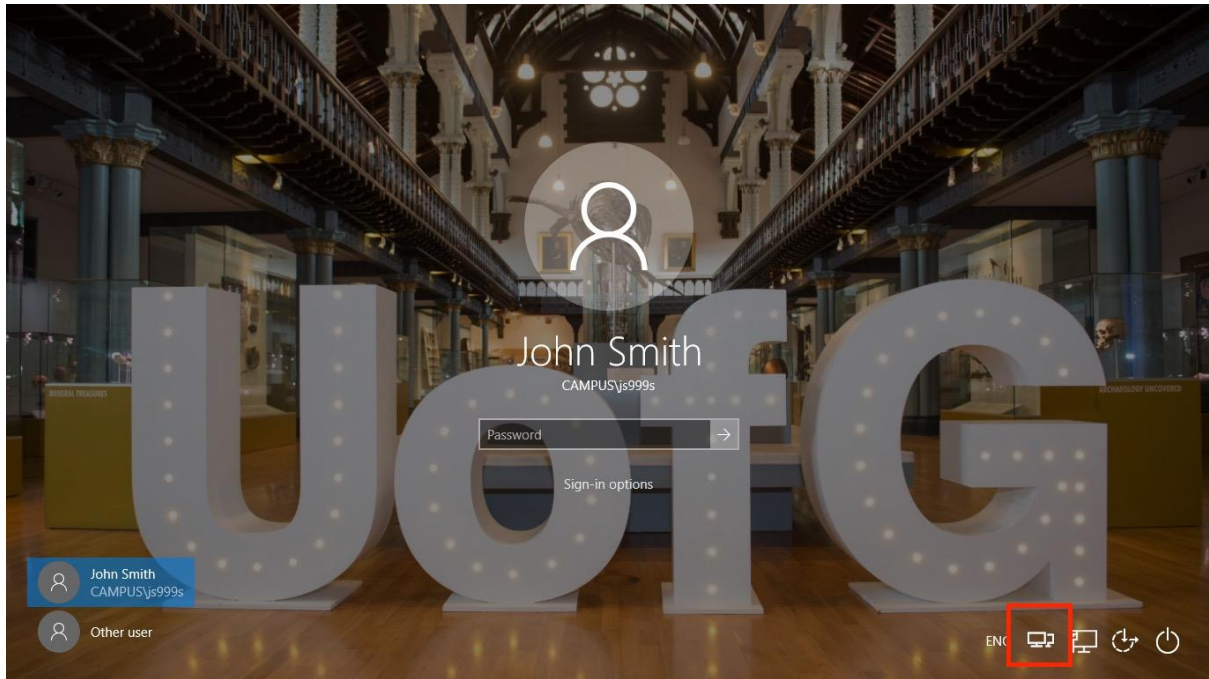
On campus- connect to the Wi-Fi network named “**flexaccess**”

Elsewhere (e.g. at home) connect to a wireless network in your location following the network provider’s guidance.

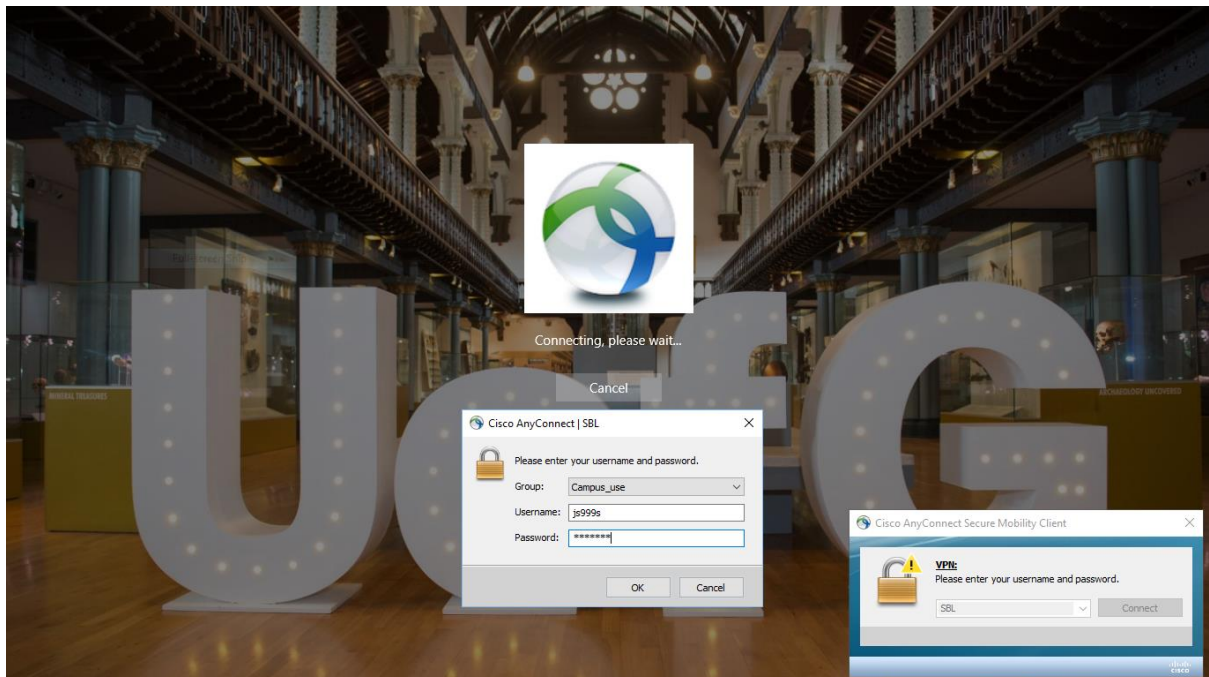
Select **Automatically Connect** so that it will connect to this network when within range.

### Logging in

When you are connected to your selected network click the highlighted icon on the bottom right of the screen labelled **Network sign-in**.



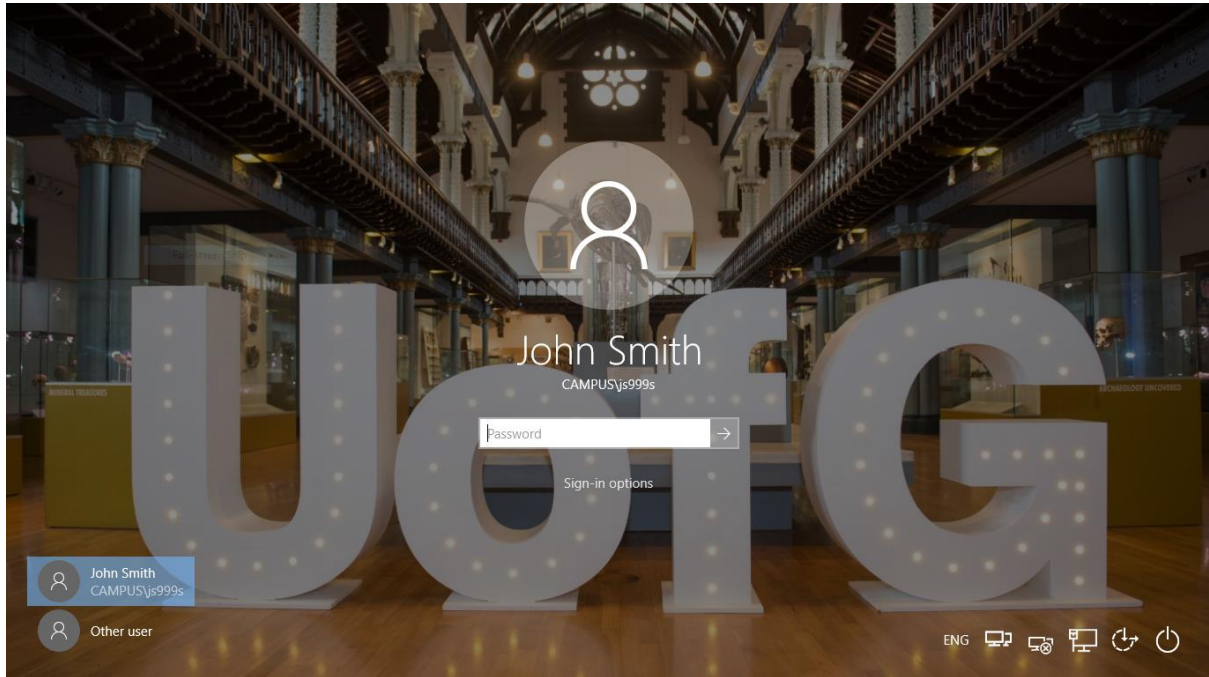
Select the **Connect** button on the Cisco AnyConnect Secure Mobility Client window ensuring that **SBL** is selected from the drop down list.



**Important!** Depending on your location, from the second Group drop down list select either **SBL (if off campus)** or **SBL Campus (if on campus)**

- Enter your University of Glasgow GUID and password and click **OK**.

At this point the VPN connection will be established. If you are logging into the laptop for your first time you may find the username box already populated. Just overwrite the text with your own GUID.



You will now be presented with the normal SSD 10 log in screen.

- Enter your University of Glasgow GUID and password and press **Enter** or select the right facing arrow.
- If you find that a username is already showing and it is only prompting for password select **Other User** from the options at the bottom left of the login screen and enter your own credentials

You will be logged in and presented with your normal desktop with Home and Shared network locations available for use.

**Note:** If this is your first login with your GUID it will welcome you and say it is setting things up and then it will restart.

**Before you log in after the restart remember to log back into VPN.**

If you wish to check the status of the VPN connection click the Cisco AnyConnect icon in the system tray.



### Additional Notes:

The wireless network “flexaccess” on its own will not grant access to the internet. The first time you connect to this network Windows may tell you that it cannot access the internet. This is normal and you are safe to close this window.

Occasionally upon establishing the VPN connection Windows will install an updated version of the Cisco AnyConnect client. After installation Windows will reboot and you will then resume use as normal.

**\*\*Users should be connecting to GUSecure > offcampus when working from home or on another Wi-Fi network. \*\***

### Setup and first use

It is recommended that you allow approximately 1 hour for the laptop to be connected to your home broadband or University network to allow the following:

- a) A copy of the user’s My documents to be cached on the workstation for offline use.  
This can be confirmed by going into Sync Center in control panel and checking that first sync has completed.
- b) Copy of Exchange mailbox is fully cached on the workstation for offline use (you need to start Outlook for this to happen)
- c) Office 365 is licensed with Microsoft.com

### Office 365

- For licensing reasons you need to connect the laptop to the Internet at least once every 30 days
- Launching Outlook this will locally cache your mailbox and also license Office
- If prompted to activate Office, enter your University email address and click next

- If you are prompted to sign in with your organisational account enter your email address with your password.
- If prompted to add this account to Windows select **yes**.