



Installing the UGA VPN Client Software

For locations supported by CAES OIT. County IT supported locations may have to gain approval for the installation of this software from their IT group.

Before using the VPN software you **MUST** have UGA ArchPass setup. If you do not have ArchPass and the Duo Mobile smartphone app working stop and do that first. Instructions are located here:

https://eits.uga.edu/access_and_security/infosec/tools/archpass/

For assistance getting ArchPass set up please contact 706-542-3106 if you encounter difficulties with the instructions or process. This is currently already required for people to access UGA leave balances, pay stubs, etc. so if you are already using it you may proceed with the instructions below.

Instructions (must be done on each PC used to access OneSource):

Download the installation file and save it to your computer:

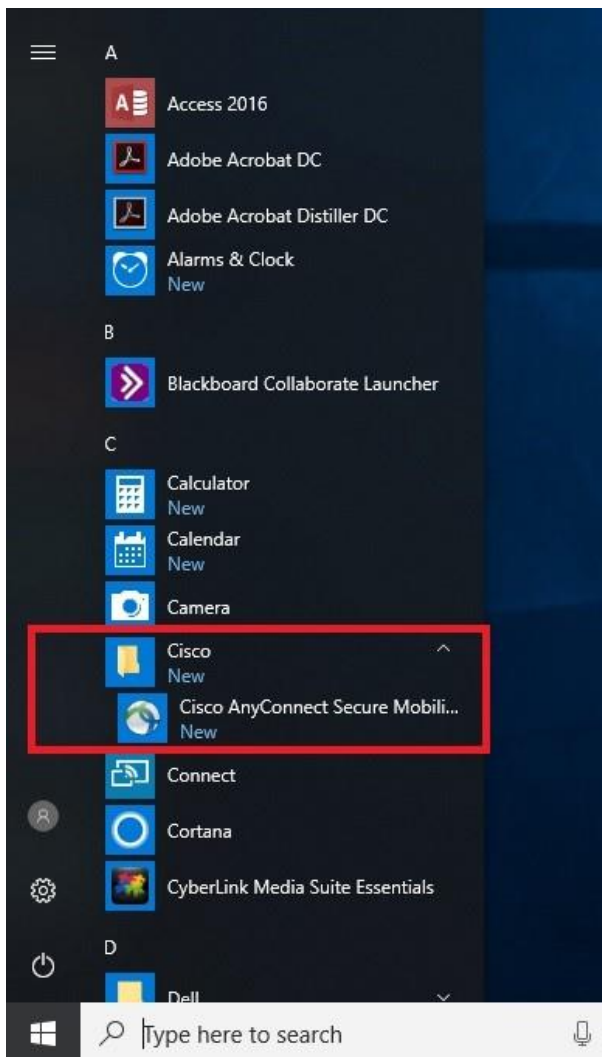
<https://tinyurl.com/y6chxzw4>

Locate the file you saved and run the file.

Accept the defaults and agree to the prompts to proceed through the install screens.

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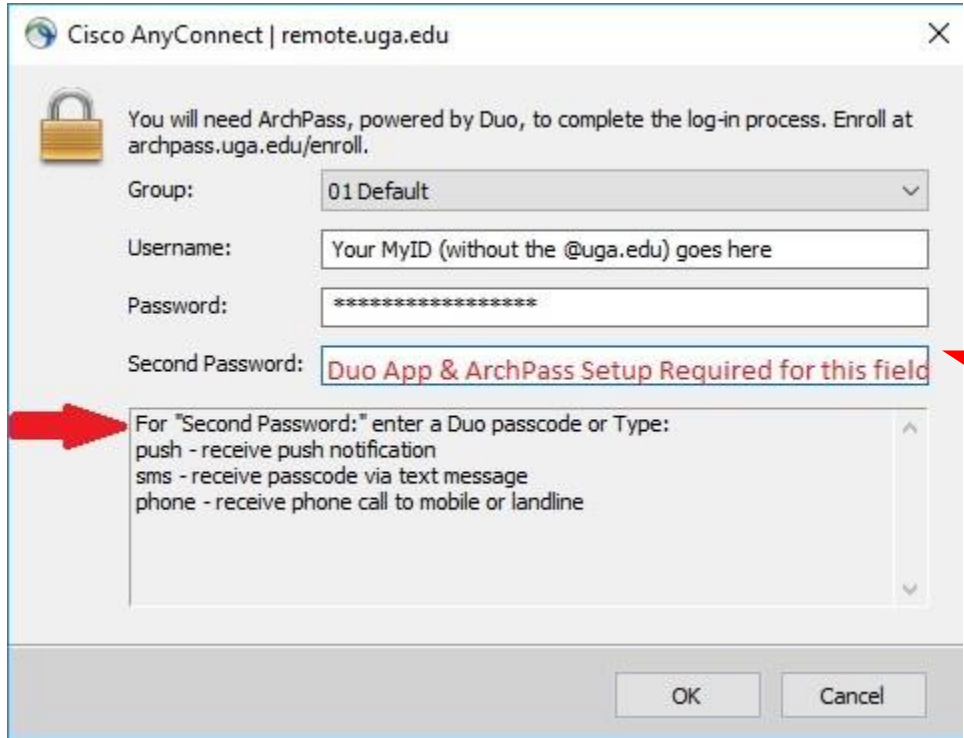
When install is complete, locate the Cisco folder in your Start menu to launch the program.



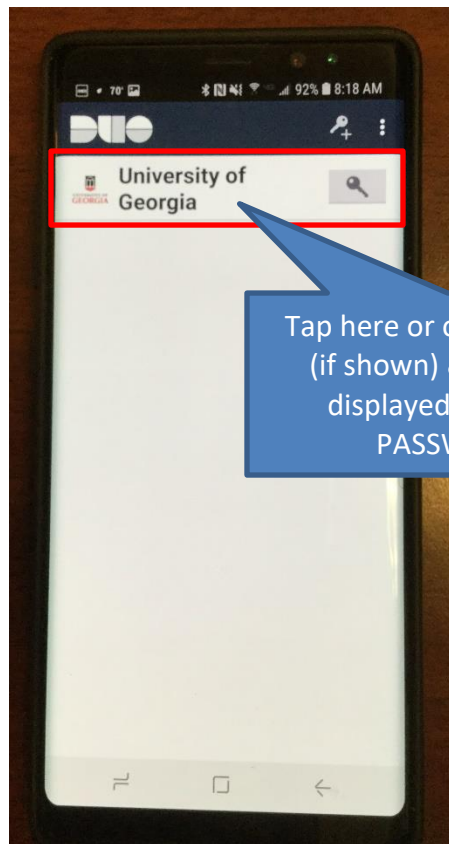
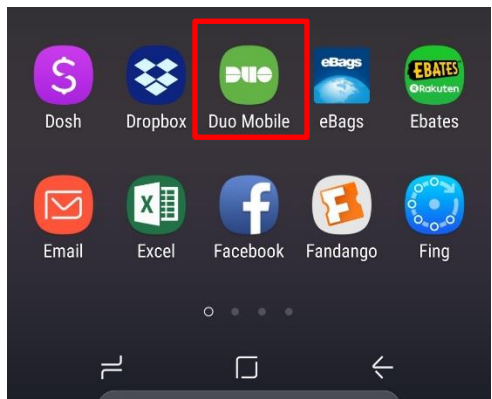
When the program opens, fill in the field as shown & click Connect:



Fill in your MyID (leave off the @uga.edu portion) and your MyID password.



To enter the "Second Password" open the Duo Mobile app on your smartphone:



If you do not have a smartphone you must set ArchPass up to auto-call your office phone with a verbal code. Contact 706-542-3106 for assistance with smartphone alternative options. Ask for help setting up ArchPass.

Once you are logged in you will see an icon down at the lower right of the screen near the clock with a small padlock indicating secure connection.



You will also receive an email message from soc@uga.edu confirming a VPN login from your account. No reply or action is required for this message.

You are now connected to the UGA VPN and your computer should have access to OneSource and other UGA online systems. You may leave the VPN connection signed on throughout the day if you choose. It will automatically sign out after a certain number of hours. If you wish to manually sign out, double-click on the small icon with the padlock and choose Disconnect.

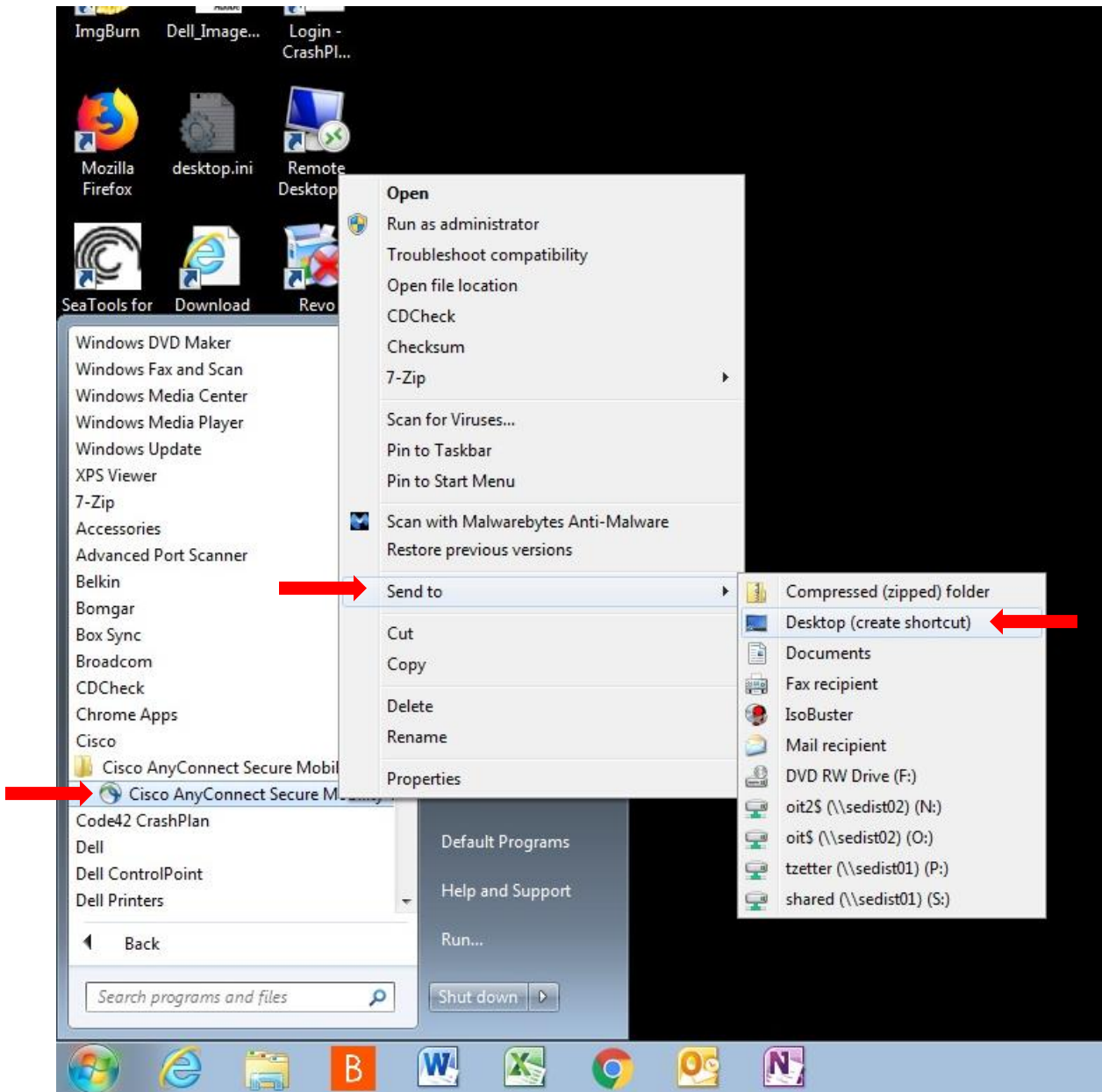
For additional assistance or issues with the installation or setup of the UGA VPN Client software or ArchPass please contact 706-542-3106 for further assistance. Inform them you need help setting up the UGA VPN Client for an Off-Campus computer.

OPTIONAL:

To add a shortcut to the VPN to your Computer:

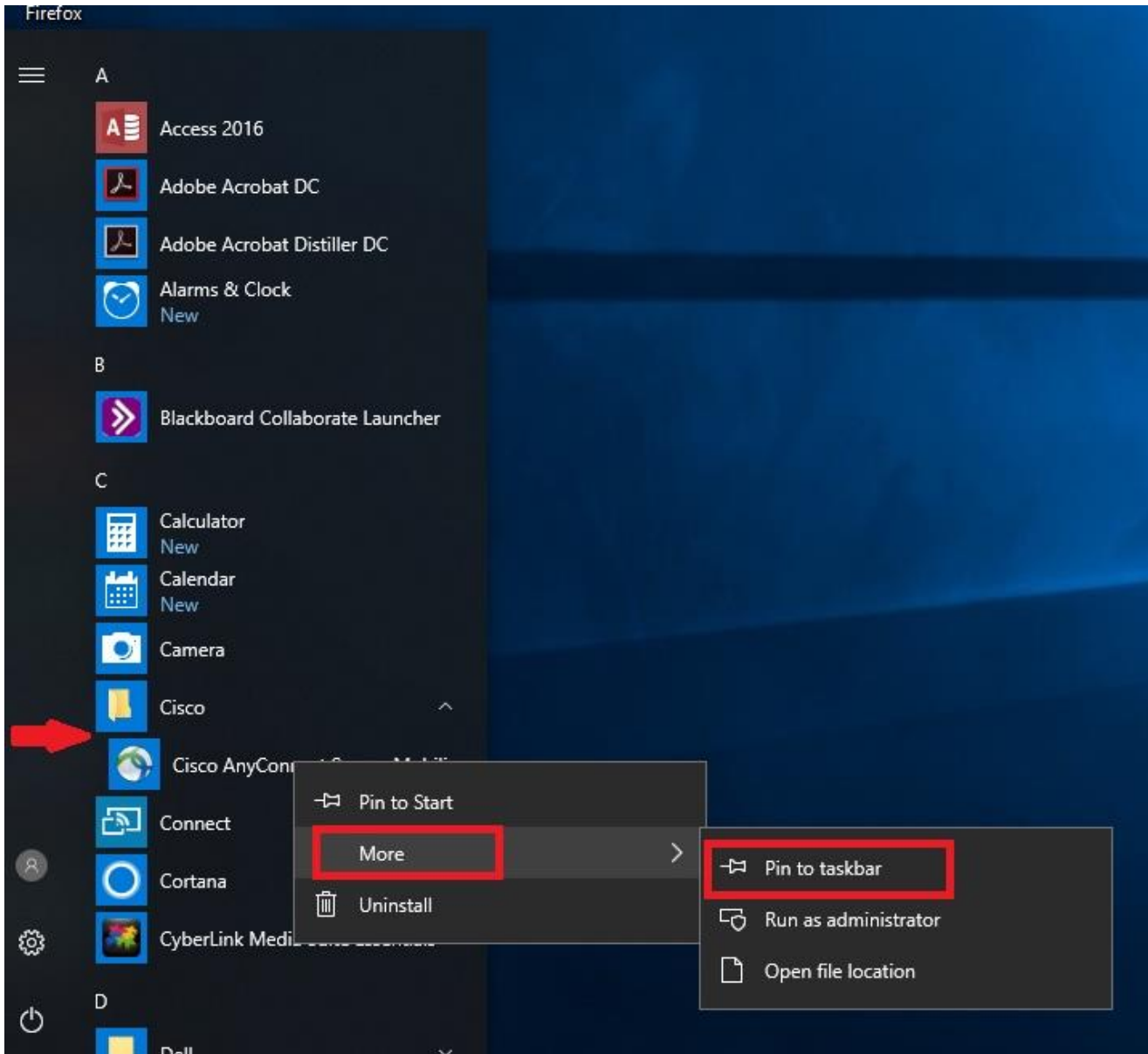
Older PC's (Windows 7):

Click the Start button and locate the Cisco program in the All Programs list, RIGHT click the Cisco AnyConnect icon and choose Send to, Desktop. This will place a shortcut to the program on your main desktop for easy access.

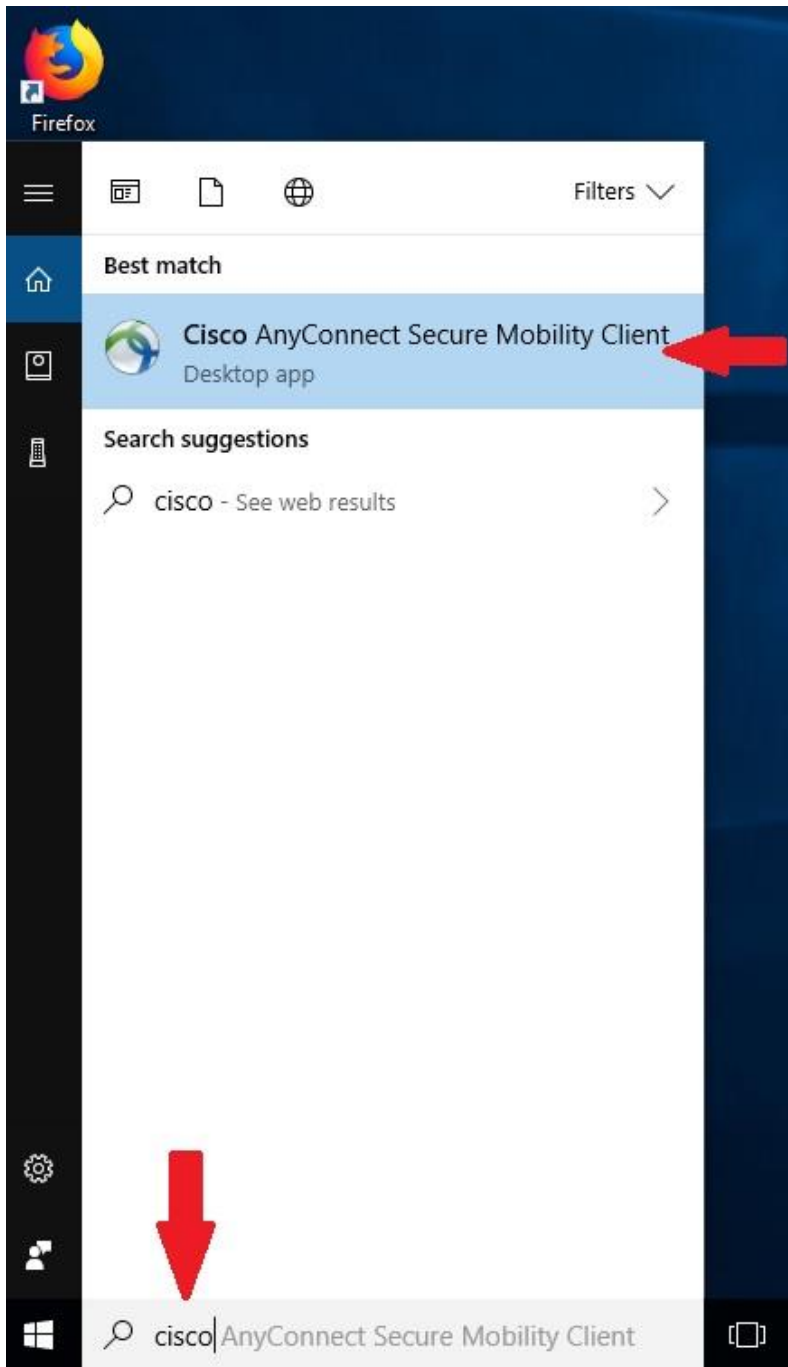


Newer PC's (Windows 10):

Click the Start icon then scroll down the programs list to Cisco, open the Cisco folder and RIGHT click the Cisco AnyConnect icon, choose More, Pin to taskbar. This will place an icon down along the bottom of the screen for easier future access.



You can also type “Cisco” into the Search box to locate the program quickly. Then click the Cisco AnyConnect item at the top in the Best Match section to open.



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