



A VPN (Virtual Private Network) provides a secure, encrypted tunnel from your computer to UHCL's network when off campus. UHCL offers VPN software to allow authenticated, secure access to many UHCL resources from home. In order to utilize this service you must have:

1. A broadband connection.
2. Windows XP (for these instructions; other operating systems have other instructions).

Support for VPN is limited. Read the entire document before proceeding and refer to the troubleshooting section before contacting the Support Center at 281-283-2828.

## Minimum Requirements

We cannot guarantee functionality or provide support for systems that do not meet the following minimum requirements.

- Operating System: Windows XP
- Pre-existing broadband Internet connection, such as DSL or Cable. Dial up access is *not* supported.
- Before setting up your VPN connection, make sure Windows XP is up to date by running Windows Update

**WARNING: These instructions are not intended for use on your office's desktop computer. Computers on the UHCL campus are already connected to the UHCL network and do not require VPN.**



## Configuring a VPN Connection on your home computer

1. Click on the Start button in the lower left corner of your screen and choose “Control Panel” from the menu.



Figure 1

2. Click “Network Connections” Control Panel.

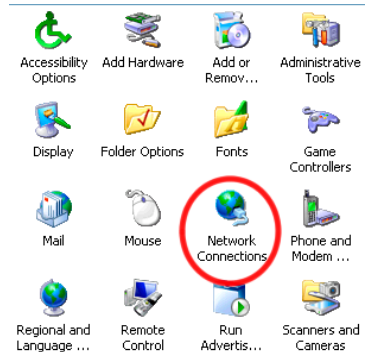


Figure 2

3. Under “Network Tasks” click “Create a new connection.”

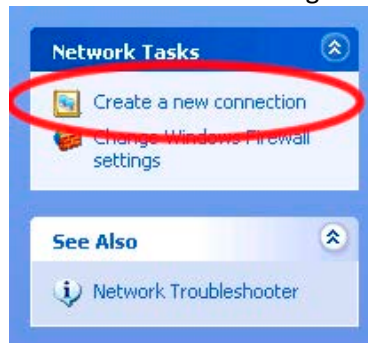


Figure 3

4. Click “Next.”

5. Click “Next.”

6. Choose “Connect to the network at my workplace.”

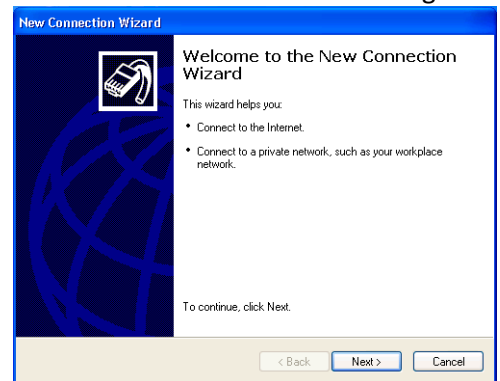


Figure 4

7. Select “Virtual Private Network connection.” Then click “Next”

8. Type a name for the connection such as “UHCL VPN Connection,” the specific name you chose is up to you.

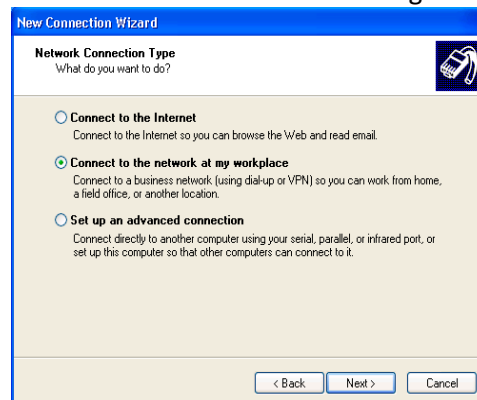


Figure 5

9. Click “Next.”

10. For “VPN Server Selection type: **vpn.uhcl.edu**

11. Click “Next”.

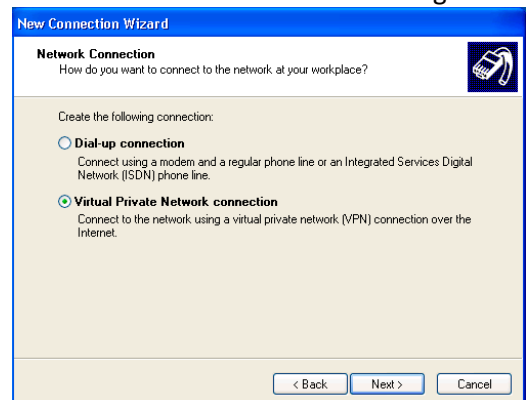


Figure 6



12. For “Connection Availability”, check “My use only.”

13. Click “Next.”

14. Click “Finish.”

15. You will be prompted for your UHCL User name – the same user name (or user id) that you would use to log on to your office computer on campus. Your user name must be preceded by the domain. For all staff and faculty this is UHCL.

**Example:**

UHCL\YourUserId

16. Uncheck “Save the user name and password.”

UCT recommends that you do not save this password. Your password is required to change every 120 days; storing it here will require you to edit your connection settings every time you change your password or risk having your account locked.

17. Click “Connect.” Your VPN connection is now ready to use!

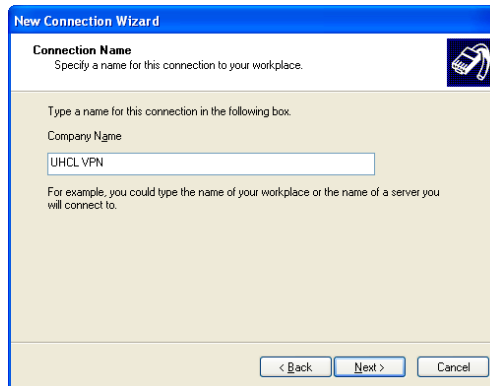


Figure 7



Figure 8

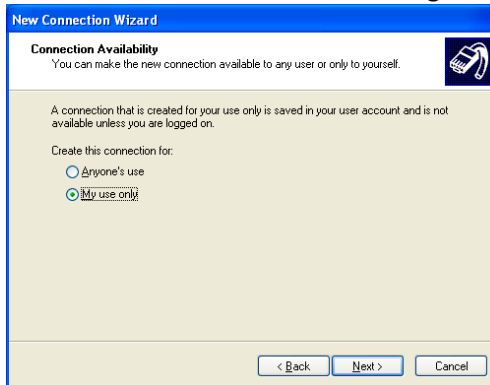


Figure 9



Figure 10

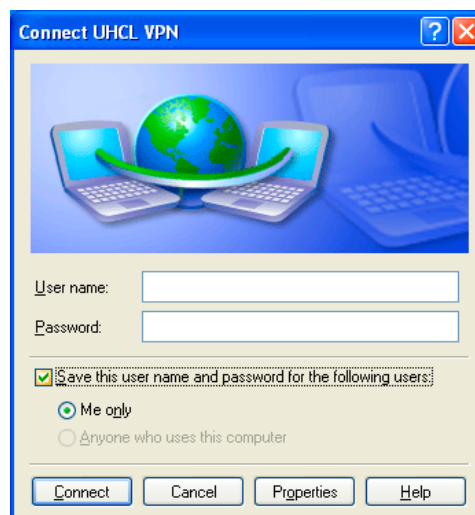


Figure 11



## Connecting to VPN

1. Click on the Start button in the lower left corner of your screen and choose “Control Panel” from the menu.
2. Click “Network Connections.”
3. Click to select your UHCL VPN connection.
4. Click on “Start this connection.”
5. You will be prompted to login.
6. To disconnect, click the button marked “Disconnect.”

If you don't see the screen pictured in figure 14, you'll need to click on the network status indicator in the lower right corner of your screen. These indicators look like the image of two 'stacked' computers, shown below.



Figure 12

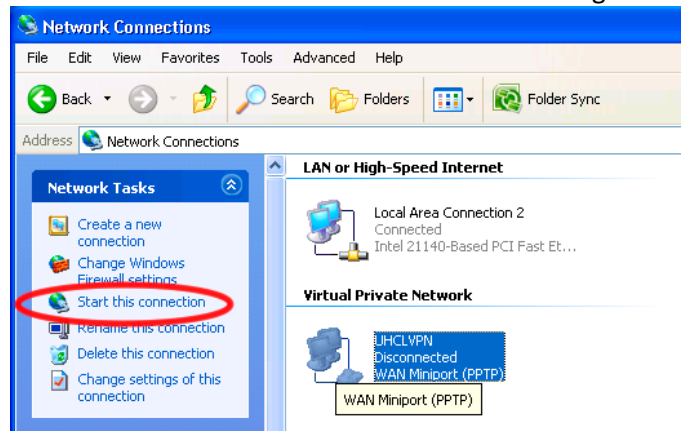


Figure 13

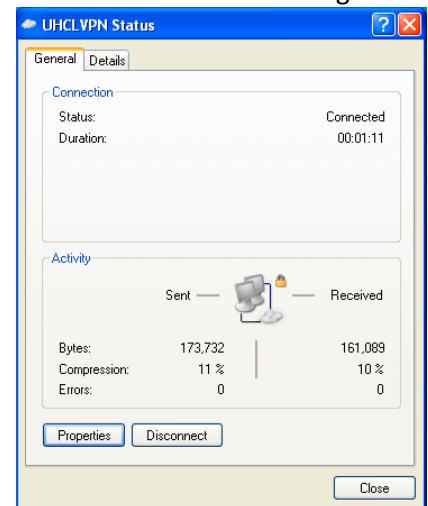


Figure 14



## Troubleshooting

Support for VPN is limited; the only support offered is this documentation; telephone support is *not* offered for VPN.

- Disconnect from VPN and verify that normal Internet access is working. If normal Internet access is not working, you cannot connect to the UHCL network via VPN. UCT cannot troubleshoot or support your home's (or other location's) Internet connection. Please contact your service provider.
- If you have recently had to change your password on campus, but are using a saved password in your VPN settings your saved password might be incorrect. Remove your saved password from your VPN settings.

## Connecting to your Office computer

Once you have VPN properly set up and connected, you might be wondering how to connect to your files and applications on your office computer.

Using Remote Desktop

1. Click the Start button; choose All Programs, then Accessories, then select Remote Desktop Connection. If you have a shortcut on your desktop, double click on Remote Desktop Connection Icon.
2. Input tag number for your office computer. Note that your computer's tag number should be preceded by a capitol letter 'P' (all desktop computers running Windows XP, Windows Vista or Windows 7 – some computers have a different designation, but they are not covered by this document.).

**Example:** [P12345.uhcl.edu](http://P12345.uhcl.edu)

3. Click OK
4. Input your Username and password, just as if you were logging in on campus.
5. Click OK

You will be connected to your system in your office. This is the recommended means of remotely accessing your computer. Using this method ensures full access to all your files, applications, and ensures that any items you update or change will get properly backed up.