

How to Connect to VPN Using Cisco AnyConnect (for Microsoft Windows) Faculty and Staff ONLY

NOTE: This guide is for SJSU Faculty and Staff only. If you are a student looking to connect to VPN, please go to the <u>VPN Guide for Students</u>

- 1. If you haven't already, please submit a ticket to IT requesting <u>VPN access here</u>
- 2. If you haven't yet installed the Cisco AnyConnect client, please see the <u>How to Install</u> <u>Cisco AnyConnect for SJSU VPN here</u>.
- 3. If you're using an SJSU-issued computer and need assistance with installing the VPN Client, please contact your <u>IT Support Tech</u>.
- Once the VPN Client is installed, double-click the Cisco AnyConnect shortcut on the Desktop or search for Cisco AnyConnect in the search bar. On the bottom right, a small window should appear.



- 5. In the box, type **vpn.sjsu.edu**. Click **Connect.** Another box will pop up prompting for a username and password.
 - a. NOTE: Make sure that the group you belong to is selected on the **Group** drop down box. You must select one of the three groups listed below:
 - Faculty select the **Faculty** group
 - Staff select the **Staff** group

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	Group:	Staff ~				
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- 6. Enter your **SJSUOne** credentials.
 - a. The Username is your SJSUOne ID
 - b. The **Password** is the password associated with your SJSUOne ID
 - c. The **Second Password** is your DUO Passcode generated by your DUO key fob or your smartphone's Duo app. If you use your smartphone for DUO authentication, you may also type the word "**push**" in the second password box to send a push notification to your phone.

	🕥 Cisco	Cisco AnyConnect vpn.sjsu.edu ATTENTION VPN USERS: The login screen has been changed to add a pull do menu for groups. Please select "SJSU-VPN" as your login from the group pull menu.				
		Group:	Staff	~		
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Password		Password:	******			
Your DUO Passcode or "push"		Second Password:	*****			
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7. After pressing **OK**, the computer will connect to the SJSU Network. If you see any of the following, you have successfully connected to the SJSU Network.

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