Introduction

Welcome to the AZNET VPN login user guide! Now that you have activated your account, this guide will take you through the process of using the AZNET Virtual Private Networks (VPN) solution for remote access to the State of Arizona's network.

Glossary

Before using your VPN account it is important that you understand the meaning of the following words:

PIN: A PIN is the 4 - 8 numeric character code you created when you activated your account. You need to remember this code.

Tokencode: A tokencode is the 6 digit number that is generated automatically on your RSA SecurID TOKEN screen that changes every minute.

Password: A password is composed by your PIN + tokencode (without spaces or dashes between them).

Connecting to the VPN

1. To connect to the VPN the first time, go to your start menu on the left bottom of your screen.

   . (figure 1)

2. Click "Cisco AnyConnect Secure Mobility" from Start Menu. If you do not see it listed in the menu, check under programs – Cisco. If you are still unable to locate this application, you will need to contact your agency service desk for additional instruction. Your IT group will need to work with you to install the application on your system.
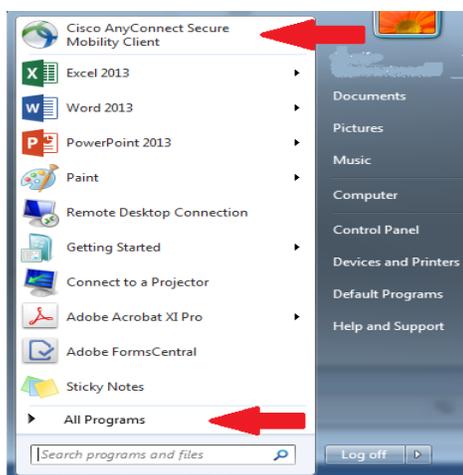
 (Figure 2)

3. After clicking on Cisco AnyConnect Security Mobility, a box will appear on your screen. Enter **Remote.AZNet.gov** and click CONNECT.
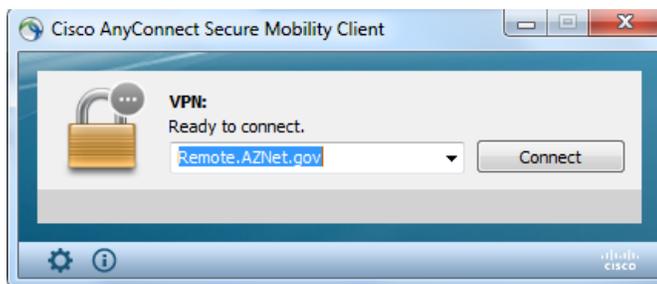
 (Figure 3)

4. You will be prompted for your user name and password. Your user name was sent to you in your initial welcome email. Your password is made by combining your PIN that you created online when you registered your account plus your 6 digit code found on your token. (Figure 4)
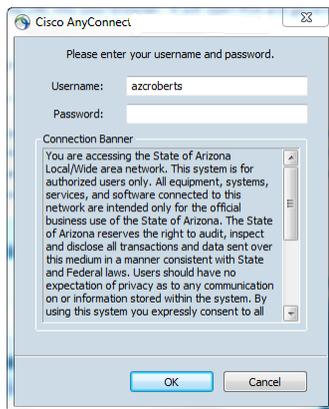
You are now securely connected to the State network and have access to your applications! Internet Explorer will automatically close your Internet Browser window.

Disconnecting

When you have finished your session, disconnect from the VPN service by right clicking on the lock icon and choosing "Disconnect." Then close all of your Internet Browser windows.

Reconnecting

To reconnect repeat steps 2 - 4, but remember, your password is made from your PIN that you created plus the token code.

Troubleshooting

You will not be able to connect to the AZNet VPN if you are using another VPN Client. If you are experiencing connectivity problems, please disconnect from any VPN you are using before connecting to the AZNet VPN. If you continue to have trouble, please call (602)364-4444 or email **AZNETSUPPORTDESK@azdoa.gov**.

Cautions!

- ✓ ***Never*** give your PIN and/or token to anybody.
- ✓ ***Report*** it immediately if your PIN is compromised or your TOKEN is stolen or lost.
- ✓ ***Insure*** that your TOKEN is in a safe place if it is not with you. ***Careful!*** - The hard token is resistant, but not unbreakable – You may be responsible of the cost of replacement.
- ✓ ***Always LOG*** OFF.