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## **Introduction**

Welcome to the AZNET VPN installation guide! This guide will take you through the process of using the AZNET VPN solution for remote access to the State of Arizona's network. Virtual Private Networks (VPN), grant State employees access to agency materials without being directly on the agency's network (i.e. remote access from home). As telecommuting becomes more popular, VPNs will be an ever increasing tool for productivity. The AZNET VPN solution utilizes a Cisco VPN platform in order to secure transmission to State network resources.

## **VPN Connection Set Up for Windows Vista**

At this time, Microsoft 2000 and XP are the only supported operating systems. Currently, all other operating systems are not officially supported. The Windows Vista operating system can be used to secure a connection to the State's network. To do so, the AZNET VPN solution utilizes a traditional client application. A normal internet browser (Internet Explorer) will create the secure "tunnel" for transmission. If you are using Internet Explorer, please follow the Internet Explorer instructions below.



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## Internet Explorer

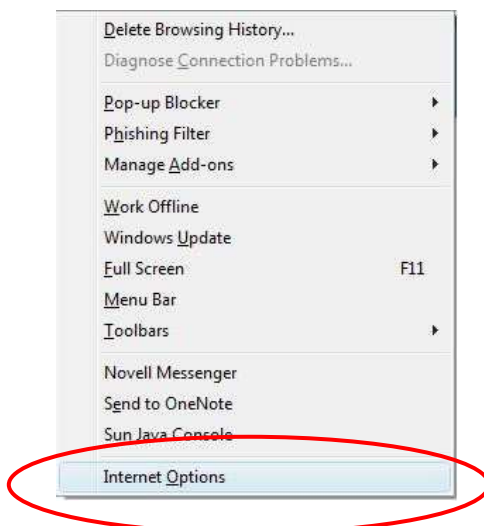
Open your browser window and select the “Tools” drop down from the menu bar.



A login form titled "Login". It contains the instruction "Please enter your username and password." Below this are two input fields: "USERNAME:" and "PASSWORD:". A "Login" button is located at the bottom of the form.



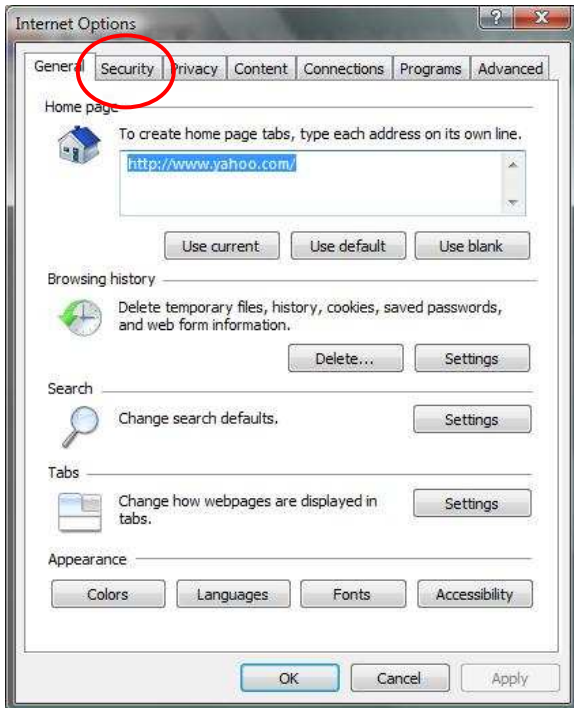
Select “Internet Options” from the drop down folder.





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Select the “Security” tab from the top ribbon.



Select the “Trusted sites” zone.





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Select the “Sites” option.



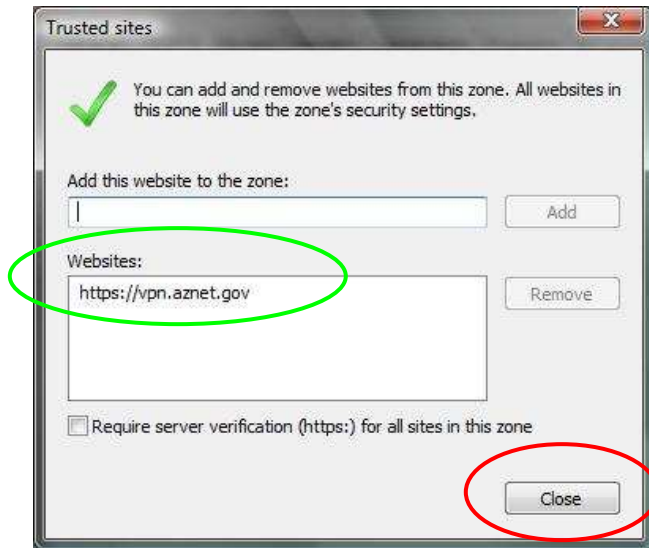
1. Type: <https://vpn.aznet.gov> in the “Add this website to the zone:”
2. After typing this URL, select the “Add” option.





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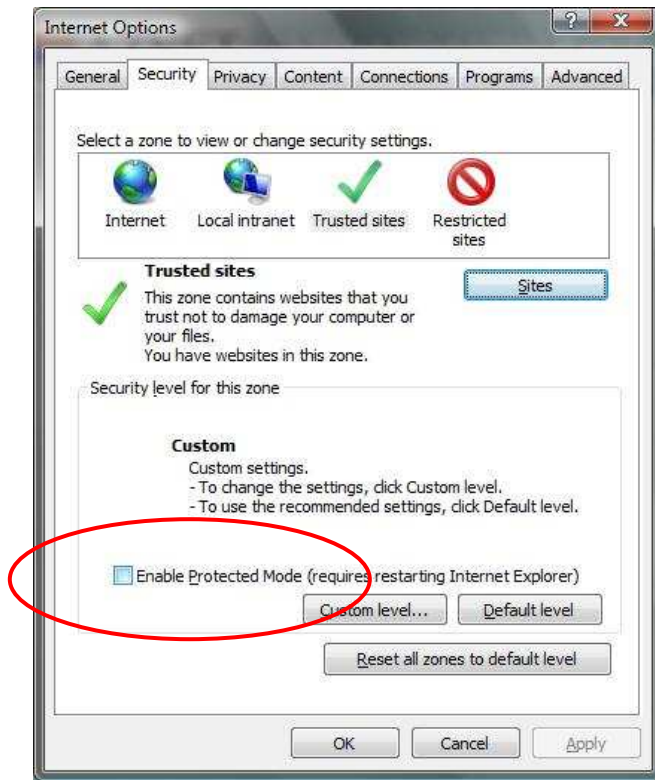
After you have successfully added the website to the zone, the box should look like the one below. Now select the “Close” option.



Make sure that the “Enable Protected Mode” box is **NOT** checked. If the box is checked, please uncheck it. Then select “OK”.



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Open your browser window and go to <https://vpn.aznet.gov/>. Enter your username and password in the appropriate fields.



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**Login**

Please enter your username and password.

USERNAME:

PASSWORD:

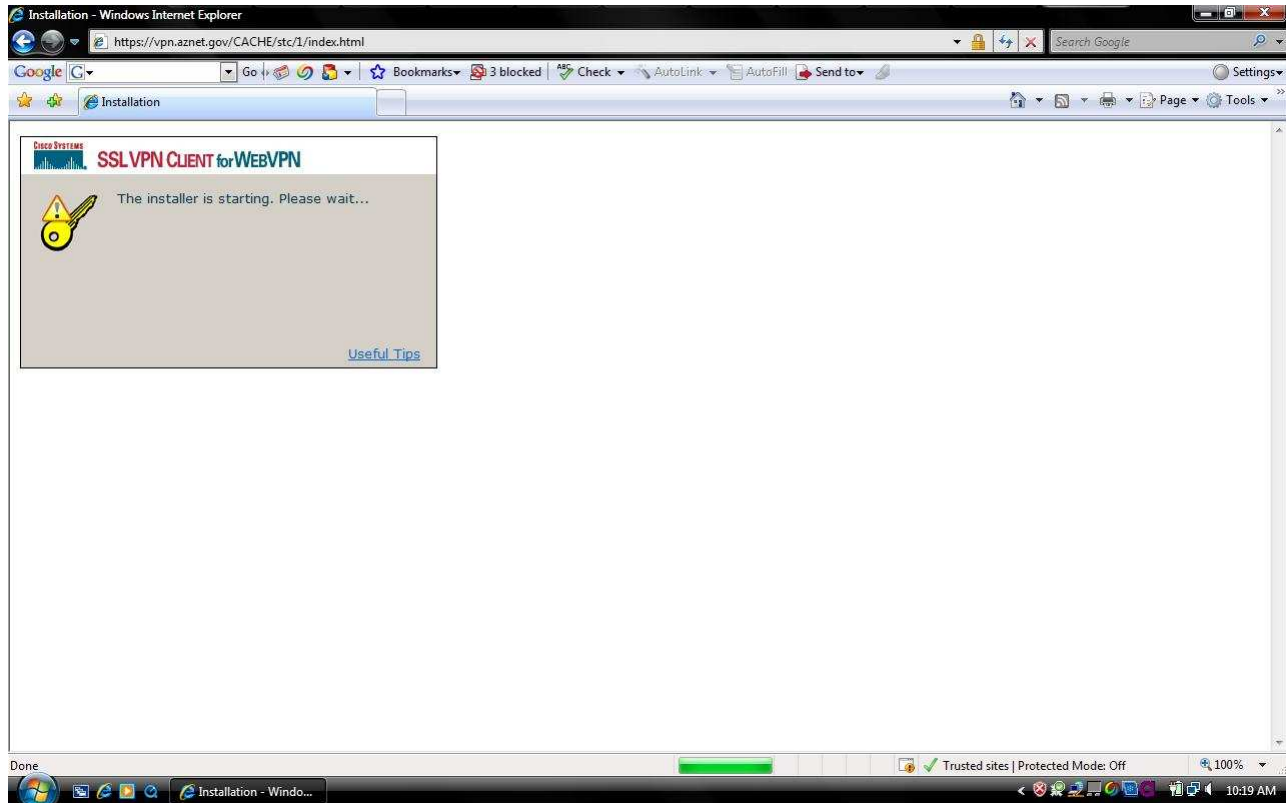






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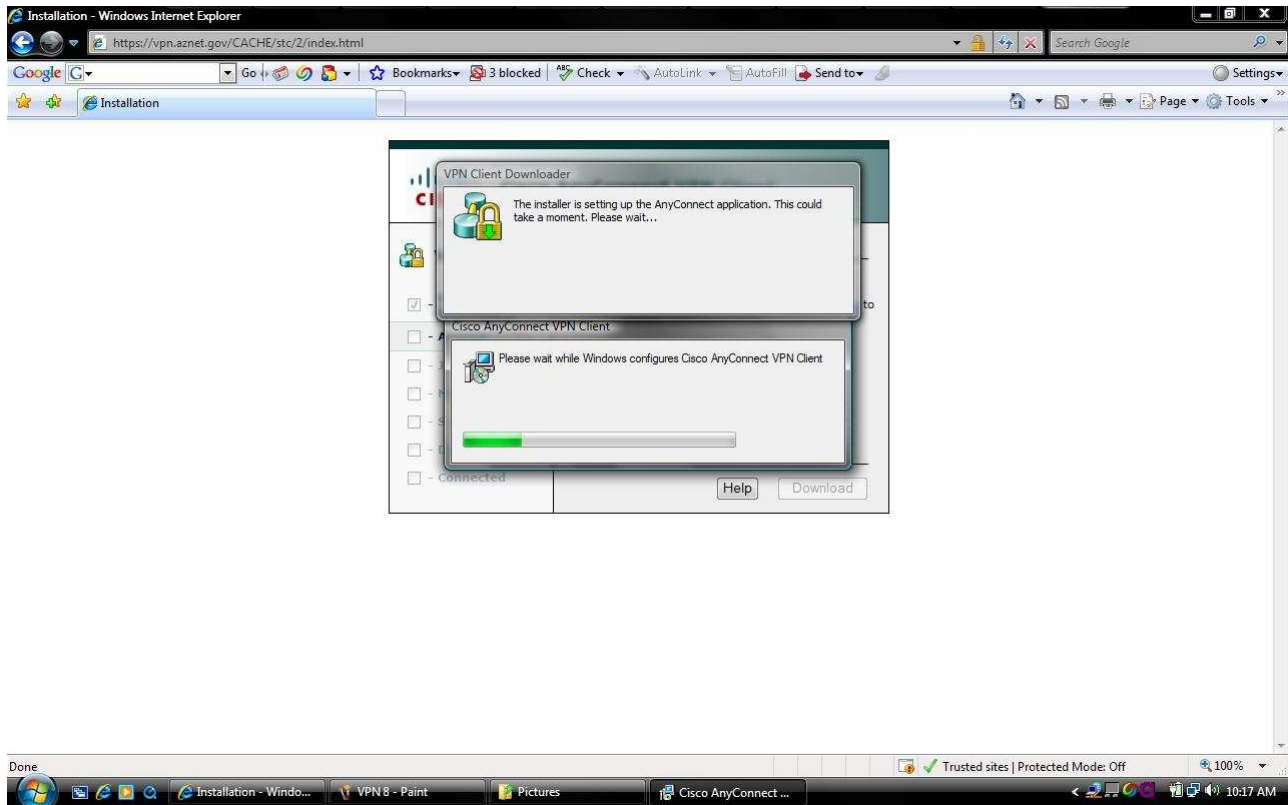
Your Internet Browser window will look similar to the screen capture below. Depending on your browser security settings you may have to click on the top of the browser to install the ActiveX control. To Install the ActiveX Control, click on “Install ActiveX Control” which will appear after you select the yellow bar at the top of the browser window. This step should not have to be repeated after the first installation of the ActiveX Control on your system.





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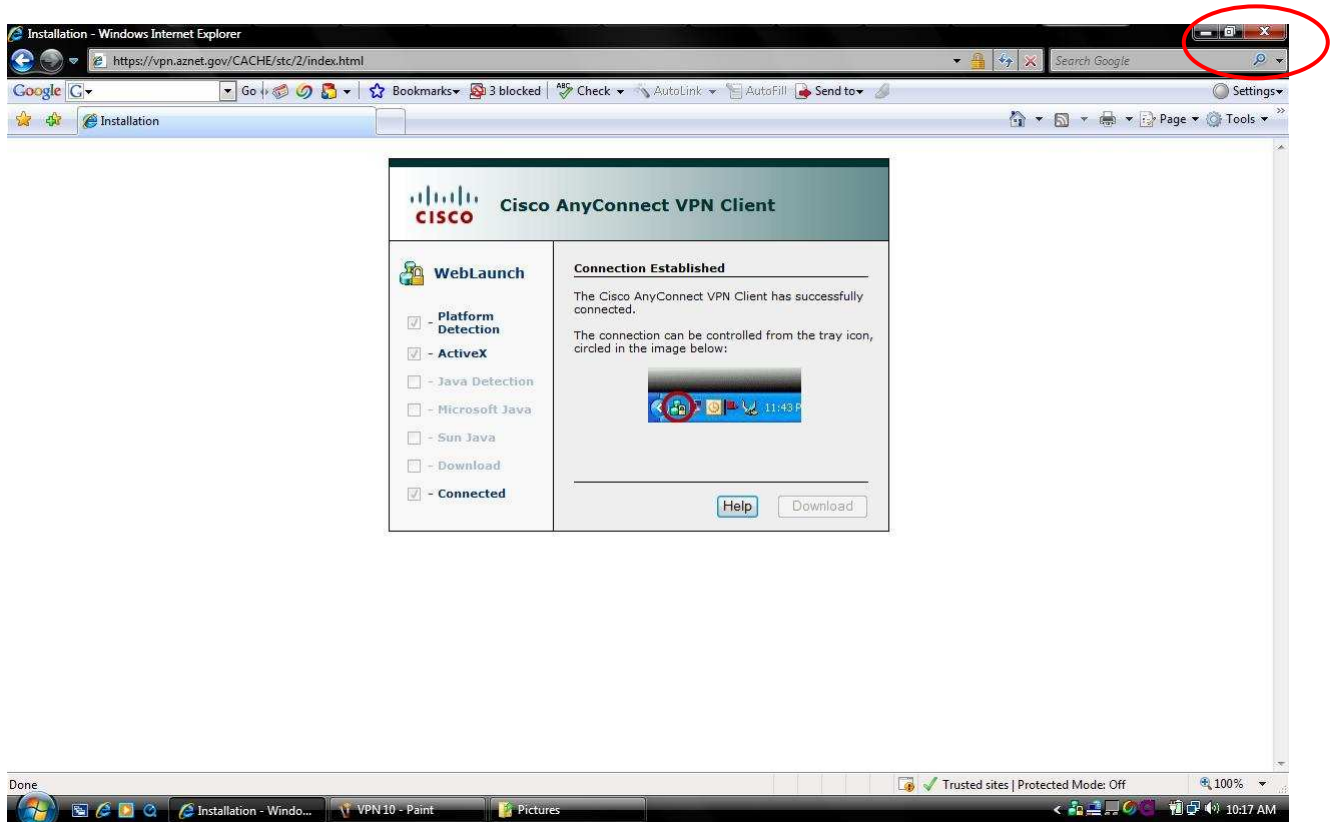
When the client is being installed on your computer, you will see a window similar to that shown below. Please wait while the Install extracts its required files. This process should take about 2 minutes (depending on your connection type, it could take longer).





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When the Cisco client has finished downloading the screen should look similar to the screen below. Close the internet browser.



A lock icon in your computer System tray will alert you that your VPN session is connected.



You are now securely connected to the State network and have access to your applications as you would if you were connected via your office desktop. Internet Explorer will automatically close your Internet Browser window.

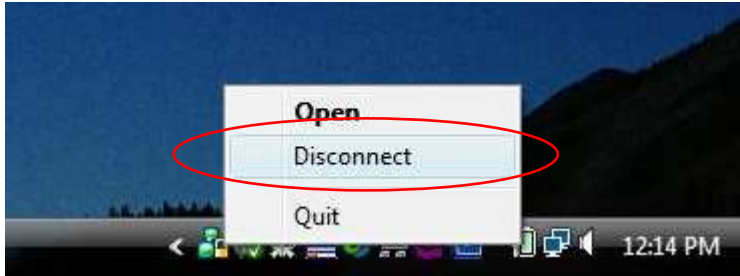


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## Disconnecting

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.



## Troubleshooting

You may 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 are not able to go to the AZNet VPN’s website, please make sure you are typing the ‘s’ in https.

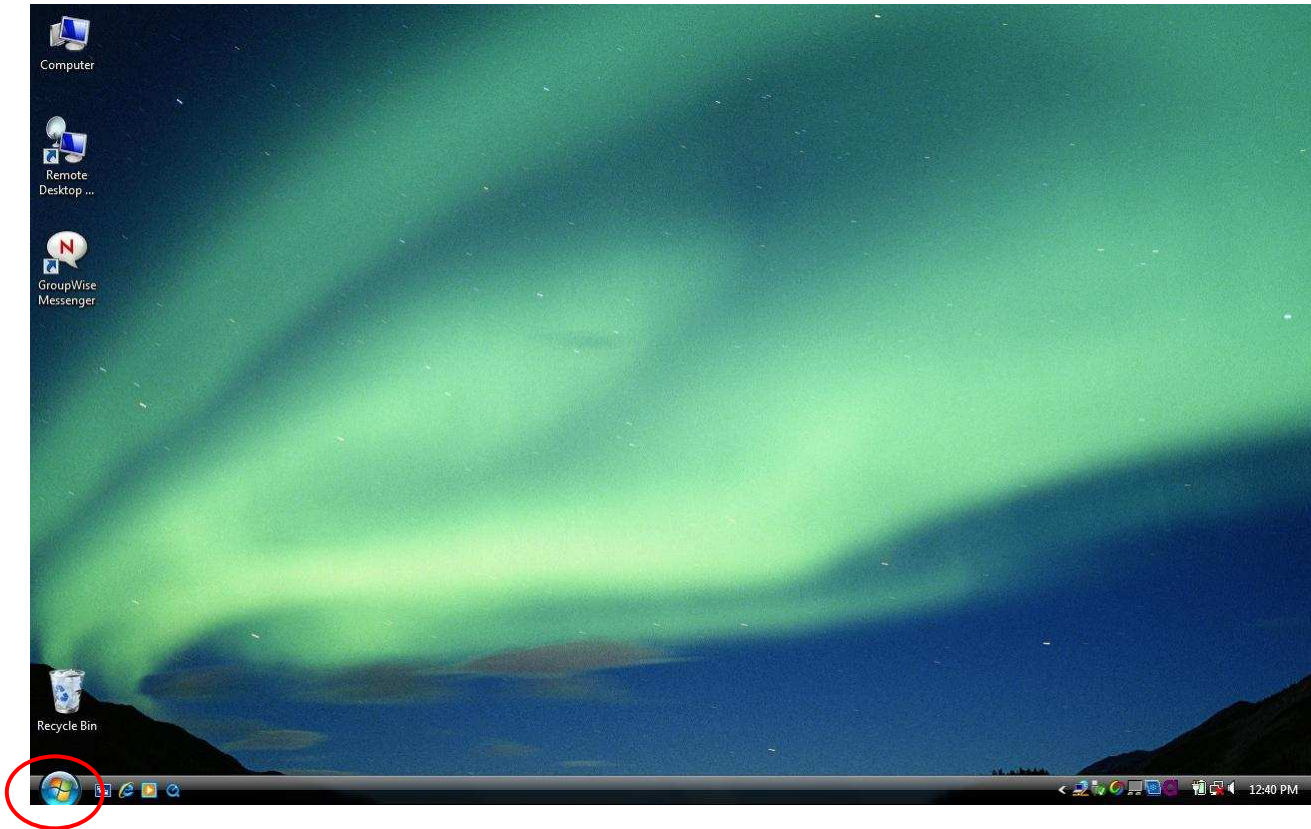
<https://vpn.aznet.gov>



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## Reconnecting

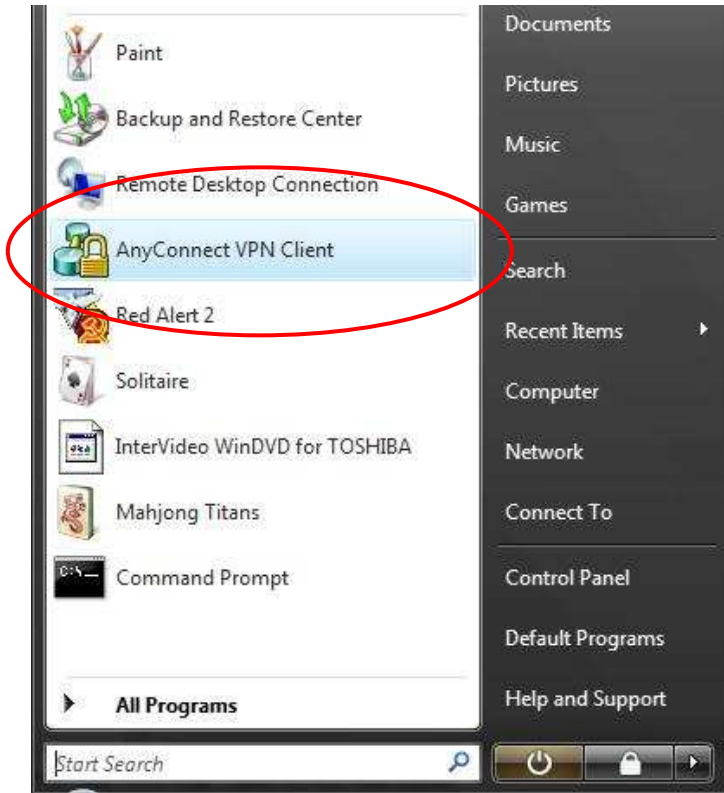
To reconnect using the AnyConnect client, first click on the “Start” bar.



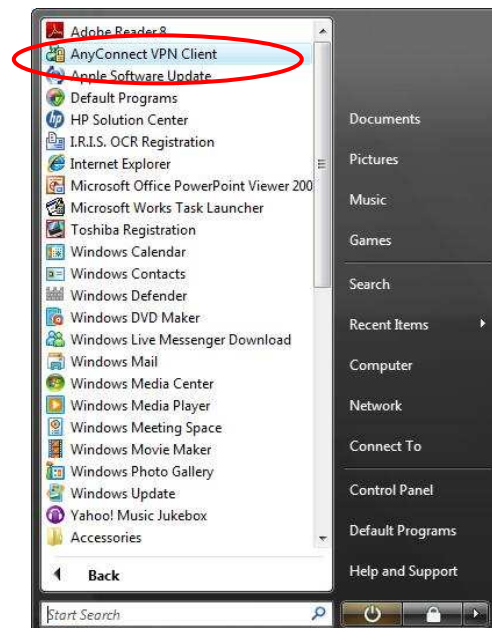
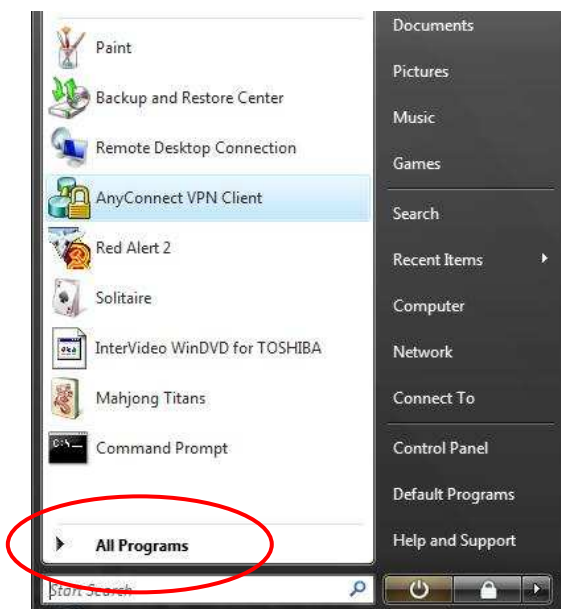


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Select the “AnyConnect VPN Client” from your pop up Start menu.



Or select it from the “All Programs” menu – “AnyConnect VPN Client”







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Enter your username and password in the appropriate fields.  
Then select the “Connect” button.



It may take a few minutes for a connection to be established.



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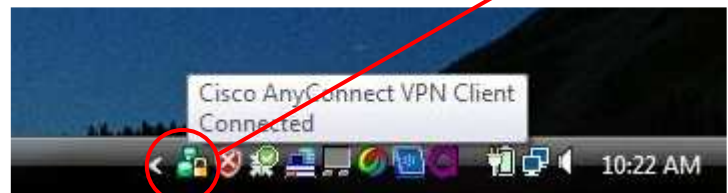
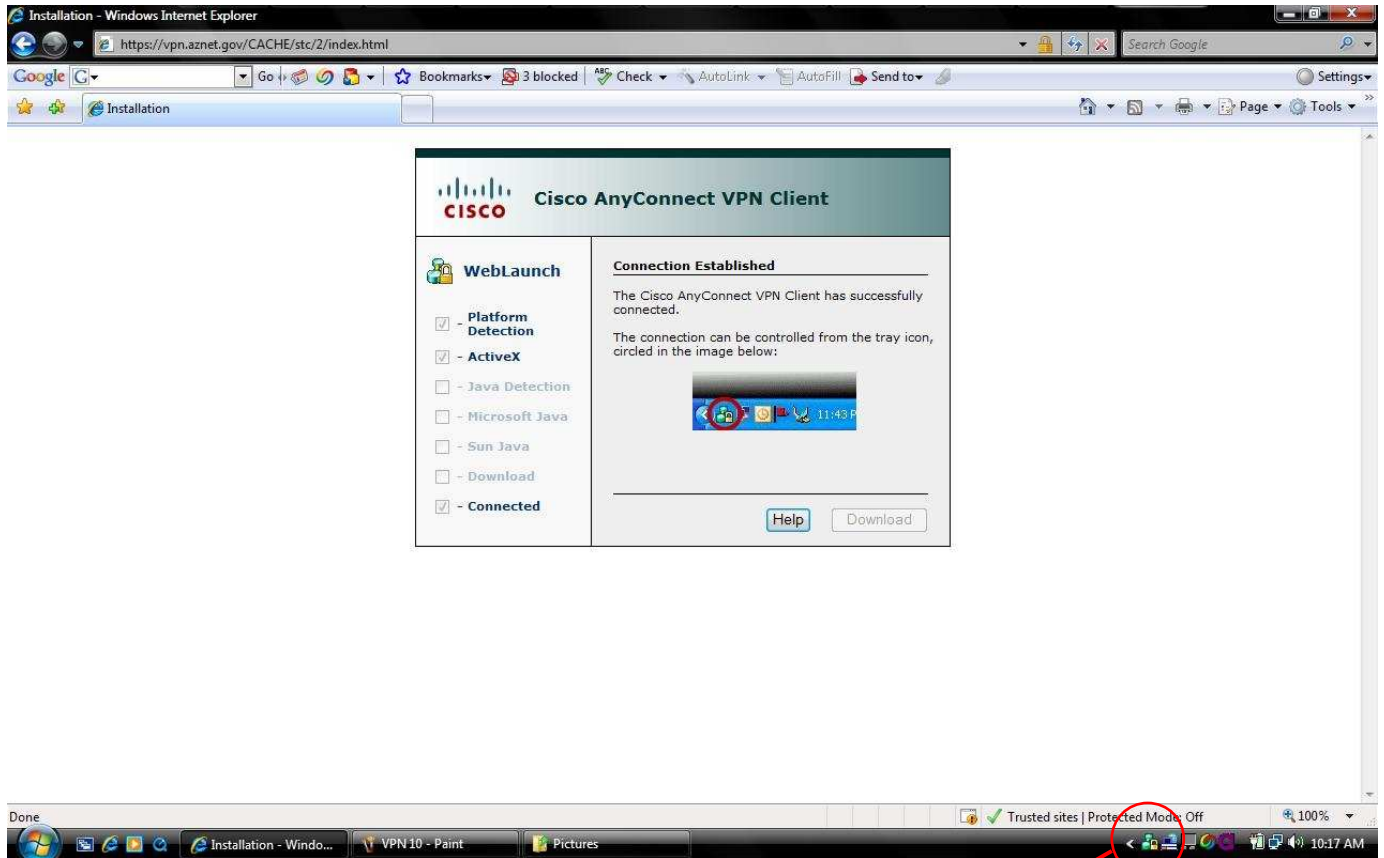


When the connection has been established, you will receive a window similar to the one below. Look for the “lock” icon in the bottom right, if present you may close your internet browser.





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To reconnect using the internet, open your browser window and go to <https://vpn.aznet.gov>. Enter your username and password in the appropriate fields.



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**Login**

Please enter your username and password.

USERNAME:

PASSWORD:



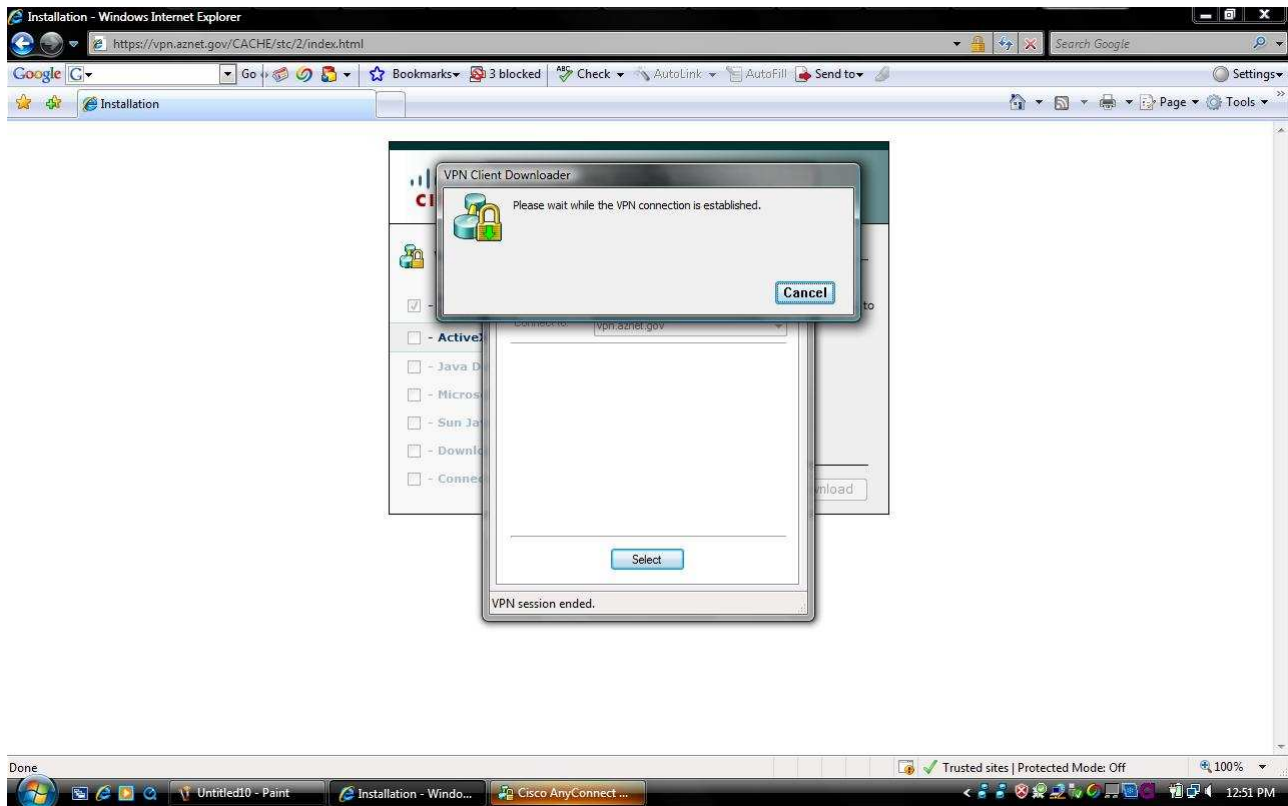
The installer window will pop up for a brief second.



It may take a few minutes before a connection is established.



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When the connection has been established, you will receive a window similar to the one below. Look for the “lock” icon in the bottom right, if present you may close your internet browser.



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