



Using Lander University's VPN

To use Lander University's VPN to connect to the Lander University network from off-campus locations with broadband service:



1. Click on the shortcut located on the desktop of your laptop or desk computer.



2. Enter your Lander User Name and Password and click the **'Connect'** button.



3. You will see a series of small information boxes indicating that the Contivity VPN Client is attempting to contact and retrieve configuration information from the Lander University VPN. If you see the Windows Security Alert pictured at left, click on the 'Unblock' button to proceed.



4. Once you have successfully been authenticated by the Lander University VPN, you will see the Security Screen pictured. Click **OK** to proceed.



5. The first time you connect to Lander University's VPN, you will see the information box pictured at left. If you do not wish to see this box every time you log on to the VPN, make sure to check the box beside 'Do not show this message in the future' before you click 'OK'.



6. You will now see an icon for the Lander University VPN located in your taskbar. You can now access your shared folders, Banner, SharePoint, and other University applications that require you to be authenticated to the network before access is granted.



7. When you are ready to disconnect from the Lander University VPN, left-click on the VPN icon in your taskbar (pictured above), and choose Disconnect Contivity VPN from the pop-up menu. Click 'Yes' when the message box pictured at left is displayed. This will disconnect you from the VPN.

Basic Troubleshooting:

Use of the Lander University VPN is restricted to active employees of Lander University with a need to access secure University Data from off-campus locations (usually with a University-issued laptop). If you do not have the Contivity VPN client installed and configured on your computer, please contact ITS at extension 8234 (864-388-8234) for assistance.

You may need to configure your broadband router to allow use of the VPN. To do this, you will need to access the administrative interface for your router and configure it to 'Allow VPN Pass-Through'. This option is usually located on an advanced tab in the administrative interface. If you need assistance with set-up of your router, you will need to contact your Internet Service Provider (for example, Comcast or WCTel).