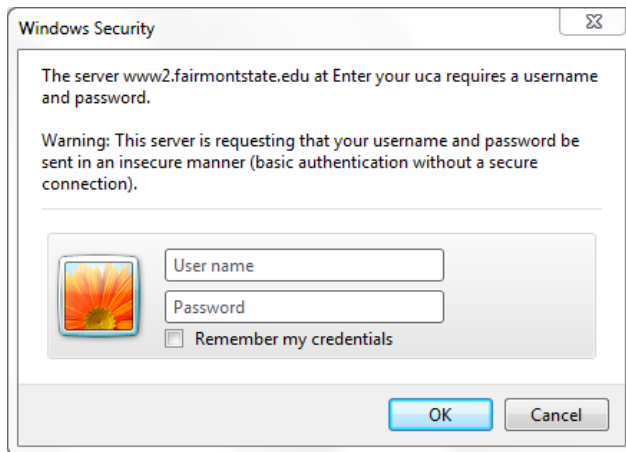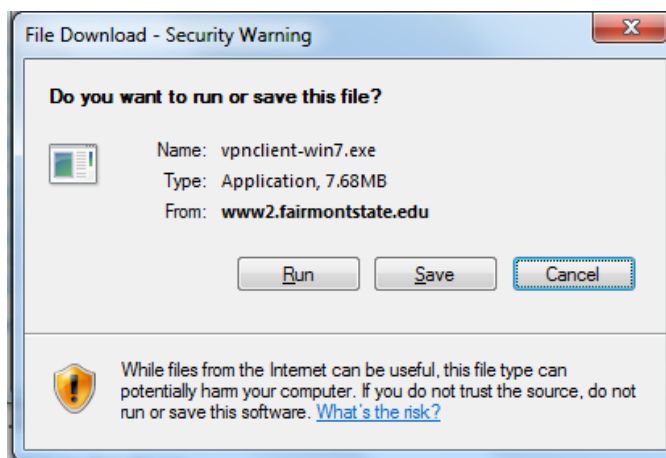**Remote Share Access with Cisco VPN:**
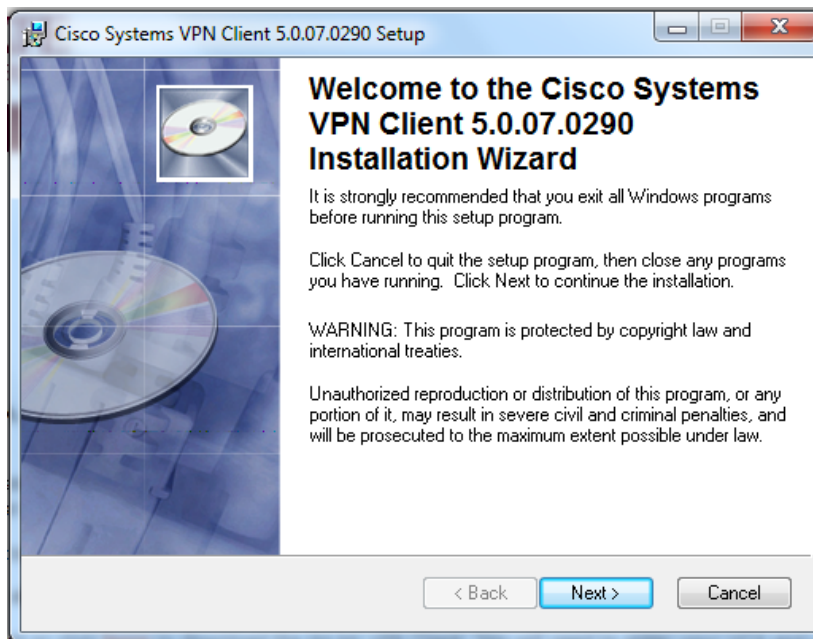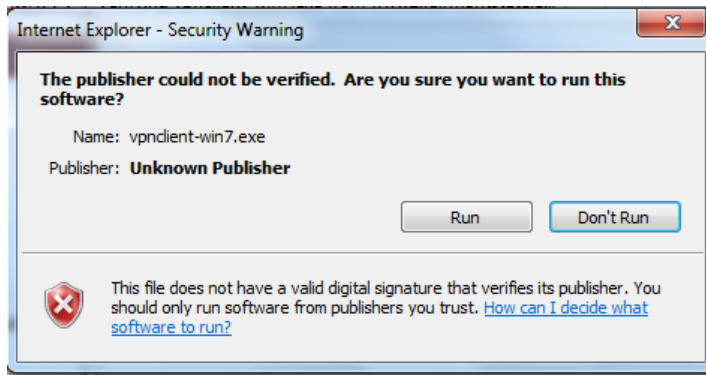
1. Submit a Helpdesk request to be added to the Employee VPN group

2. Download and install the Cisco VPN client from the following location:
   http://www.fairmontstate.edu/it/wireless/howtoconnect.asp
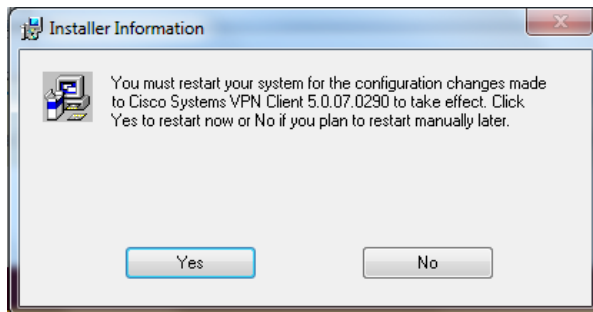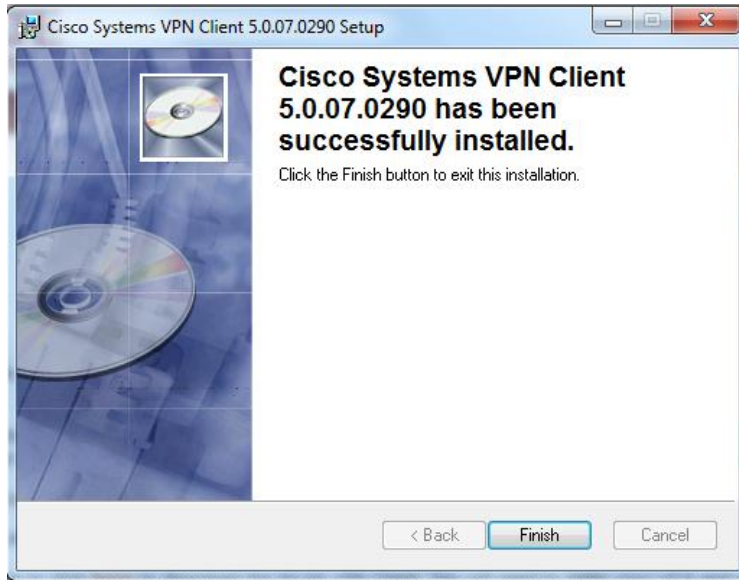   You will be asked for your UCA and password to download the VPN Client

There are two files, depending on your Windows version, to determine which file to use, click **Start**, find **Computer** and **Right Click** and choose **Properties**. If you see **64-bit Operating System** listed download the 64-bit VPN client version, otherwise download the normal VPN client. If you download the wrong one it will give you an error and not install, if that happens simple download the other version.
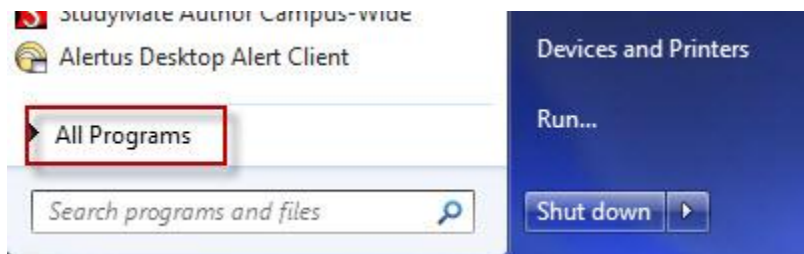
3. Install the client, hit next and accept the license agreement and hit next until it installs, if you get a User Account Control pop-up click Yes to allow the install to continue.

Cisco Systems VPN Client 5.0.07.0290 Setup

Welcome to the Cisco Systems VPN Client 5.0.07.0290 Installation Wizard

It is strongly recommended that you exit all Windows programs before running this setup program.

Click Cancel to quit the setup program, then close any programs you have running. Click Next to continue the installation.

WARNING: This program is protected by copyright law and international treaties.

Unauthorized reproduction or distribution of this program, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under law.
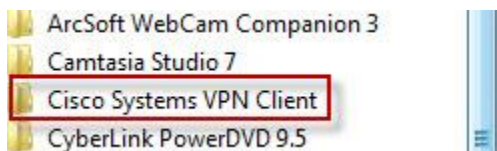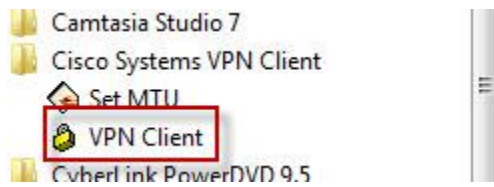
[< Back] [Next >] [Cancel]

4. After restarting your computer, click on the **Start** button and select **All Programs**.
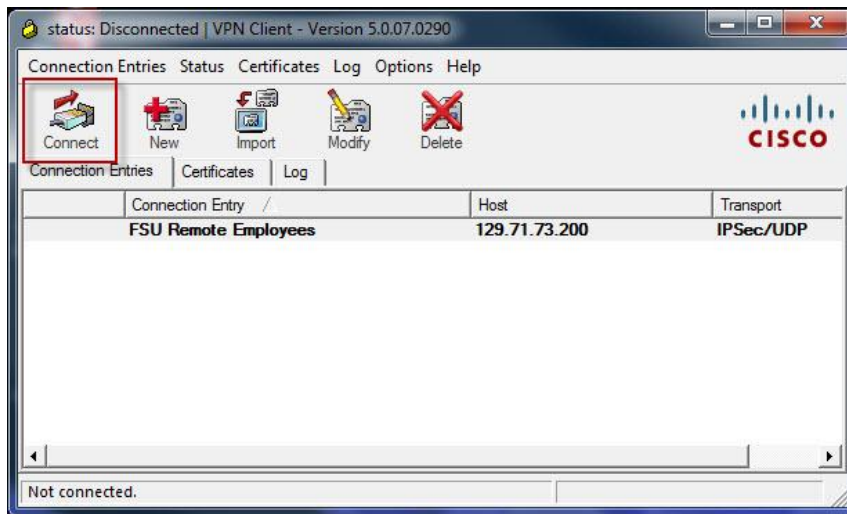

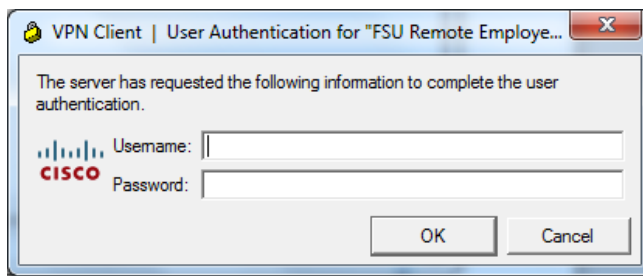5. Scroll down to the **Cisco Systems VPN Client** folder and click to open the folder.

6. Click on **VPN Client** to open.

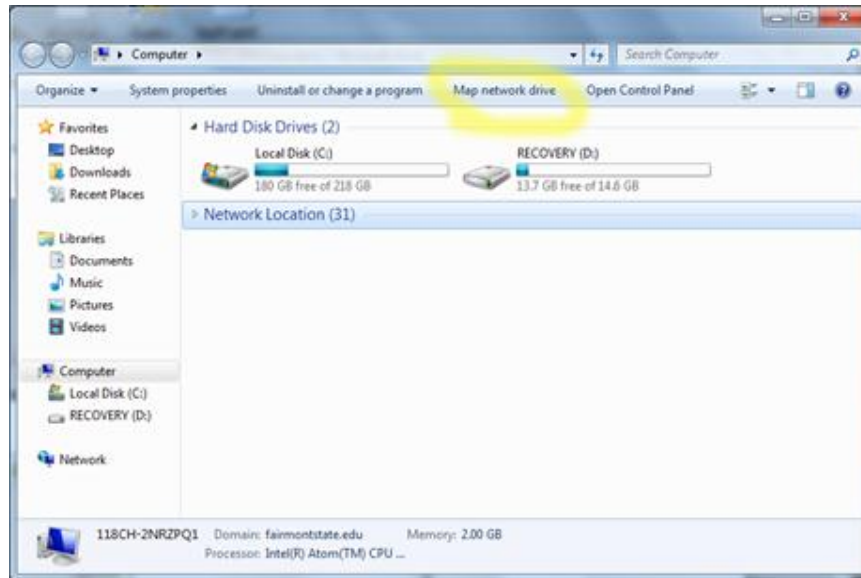7. Click **Connect** to connect to the **FSU Remote Employees** profile,


Enter your UCA and password and click OK.

At this point, you can access Banner by logging in to MyCampus and clicking the Banner icon.

**Accessing M: and U: Drives from off campus:**

1. From the Start menu, select My Computer. Near the top you will see an option to **Map network drive**


2. Select a drive letter (M: or U:)

3. For the M: drive enter: \\pftfs002.fairmontstate.edu\data or department share name
   For the U: drive enter: \\pftfs001.fairmontstate.edu\users\{UCA}
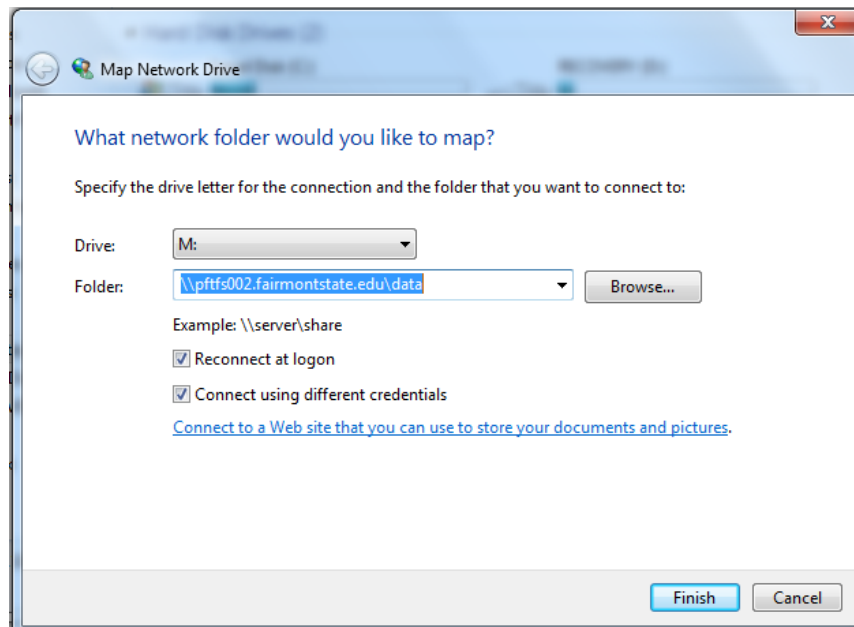
- If you want always attempts to access the above drives, check the box that says "**Reconnect at logon**".

- If you are on a personal computer and not a Fairmont/Pierpont computer check the box that says: "**Connect using different credentials**", when prompted enter your UCA and password.
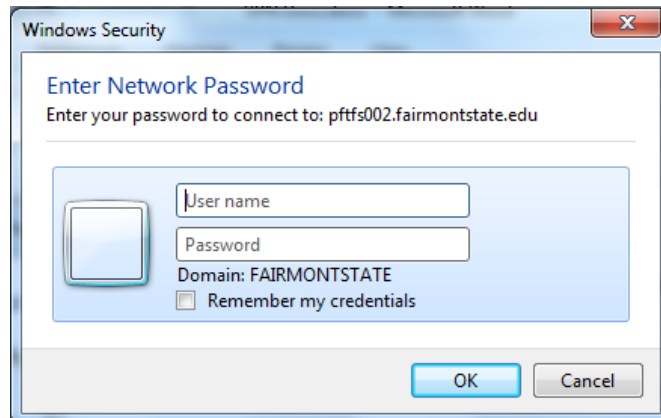
4. You should now see the M: and/or U: drive mapped on your computer.
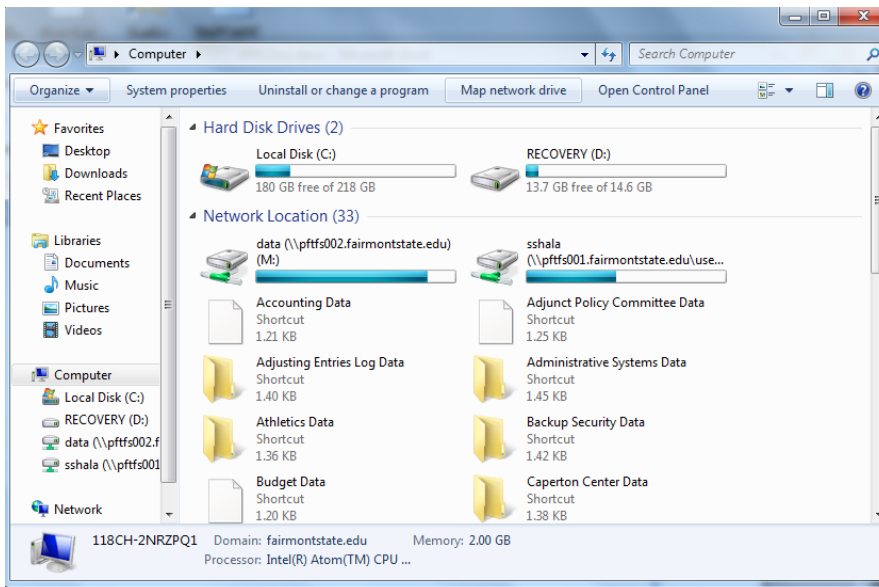
NOTE: You will occasionally be disconnected from the VPN session, this is normal dependent on your remote Internet connection, you should receive a pop-up when this happens. Simply open the VPN Client again and re-connect the session.