

## Installing the new VPN file

Even though these instructions are for staff members with a new teacher laptop, those district personnel who have an older laptop will still be able to use these same instructions. Screenshots may look a little different, but the process is the same.

### Part 1 – Saving the .pcf file to your laptop

1. Open the email sent to you that has the .pcf file attached to it.
2. *Right-click* on the **WDM Staff-2011.pcf** file and click on **Save As** and save it on the **desktop** of your laptop.

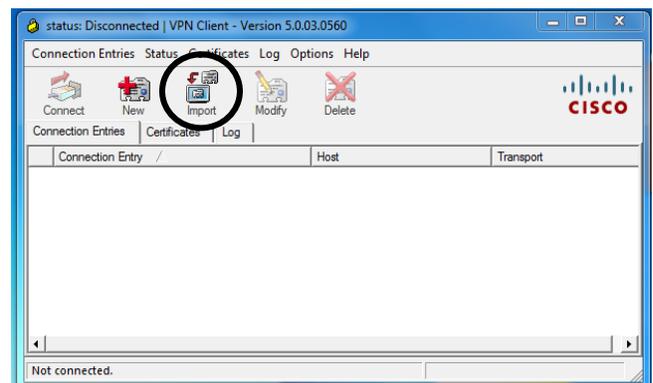
### Part 2 – Deleting the old .pcf file

1. Click on the Windows orb if you have Windows 7 or the Start button if you have Windows XP.
2. Click on **All Programs**.
3. Navigate to **Cisco Systems VPN Client** and click on it to expand the selection.
4. Click on **VPN Client** to open it up.
5. Click to highlight **WDM Staff-2011**.
6. Click the **Delete** button and confirm if prompted. The file is now deleted.

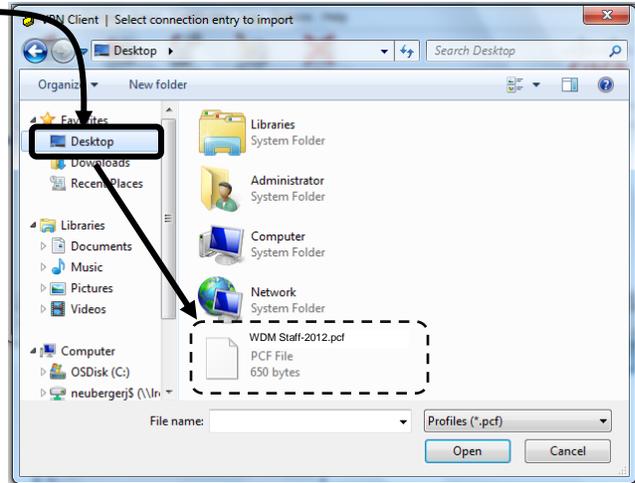
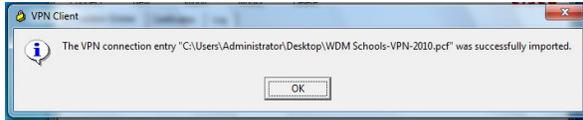


### Part 3 – Importing the new .pcf file

1. While the program is still open, click on the **Import** button.



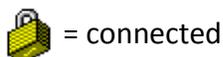
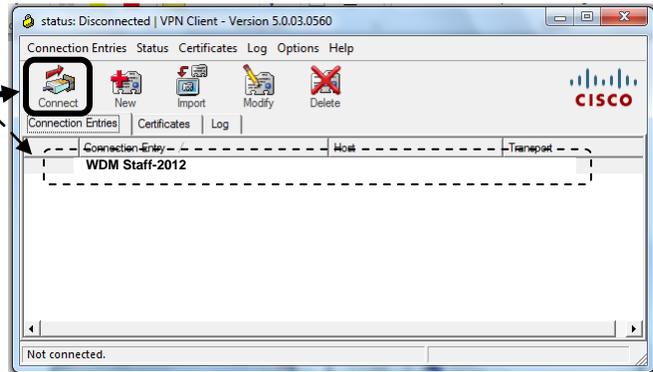
2. Click on **Desktop** in the *left* column. A list of files and programs will appear in the right column.
3. Navigate to and *double-click* on the **WDM Staff-2012.pcf** file.
4. Once imported, you should see the message box below:



5. The VPN Client is now ready to use.

#### Part 4 – Using the VPN Client when out of the district

1. In order to use VPN, you **MUST** be outside of the district in order for this program to work.
2. Click on the Windows orb (Windows 7) or the Start button (Windows XP).
3. Click on **All Programs**.
4. Navigate to **Cisco Systems VPN Client** and click on it to expand the selection.
5. Click on **VPN Client** to open it up.
6. Click on the connection **WDM Staff-2012** to highlight it.
7. Click on the **Connect** button.
8. When prompted, type in your username and password. Don't forget **wdmschools** as part of your username!  
(e.g., wdmschools\neubergerj)
9. When the VPN window closes, it means you are now connected. You'll also notice a little padlock on your taskbar that lets you know that you're connected.



= connected



= disconnected

## **Disconnecting**

1. Close all applications you have open that connect to the Internet.
2. *Right-click* on the locked padlock taskbar tray icon to see a menu of options. Click on **Disconnect** in the menu. The VPN will disconnect and the padlock icon in the Windows taskbar tray will show as unlocked.
3. *Right-click* on the unlocked padlock taskbar tray icon to see a new menu of options. Click on **Exit VPN Client** in the menu. The VPN Client software will shut down and the padlock icon will disappear.

## **If your connection doesn't work**

- Make sure your *Internet* connection is up and running.
- The VPN client cannot make a connection from inside the district. For example, if you're at the LRC and try to make a VPN connection from inside the building, the connection attempt will fail.