

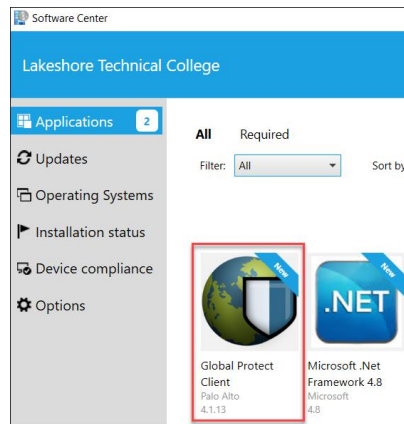
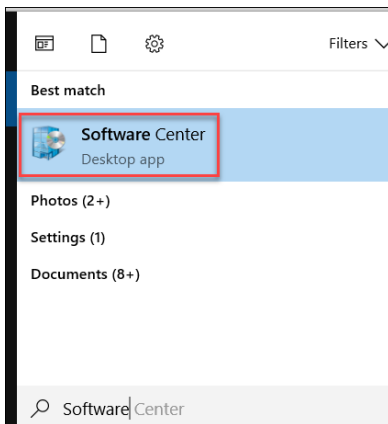
VPN: How to Log into the LTC Network when Off Campus

Using Virtual Private Network (GlobalProtect)

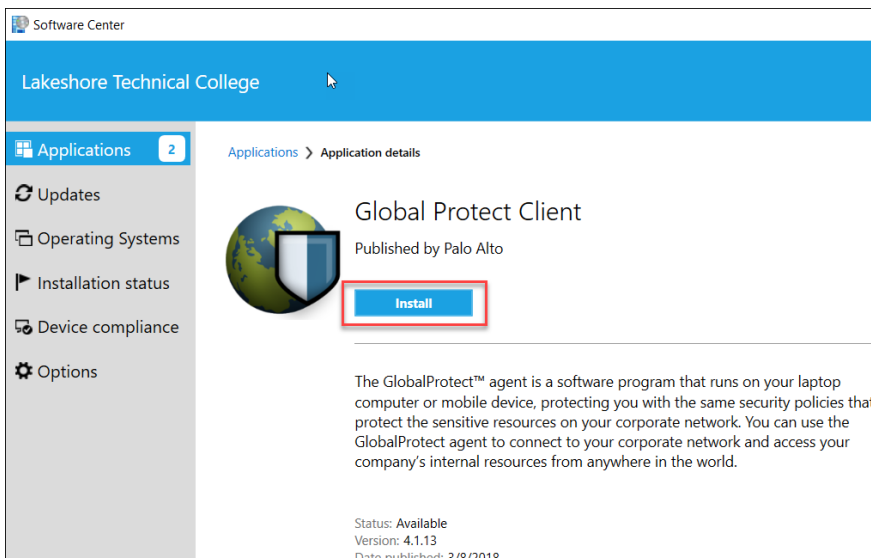
Use these instructions when you would like to log into the LTC network when you are off campus using GlobalProtect. You will have access to your LTC Network Drives, PeopleSoft, Electronic Timesheet, the Bridge, etc.

Note: You will also need to use an LTC computer with GlobalProtect on it.

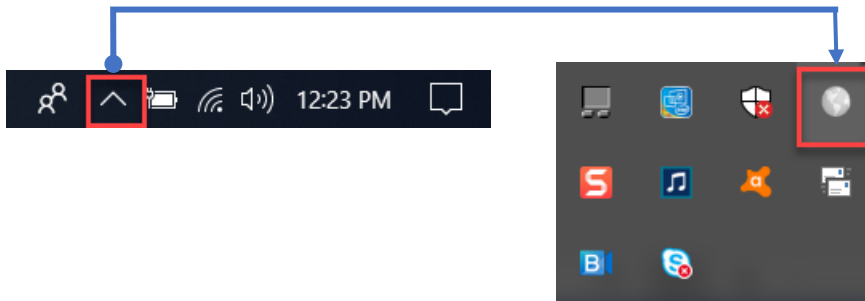
1. To install GlobalProtect, access the “**Software Center**” using the **Search** feature.
2. Select **Global Protect Client 4.1.13**.



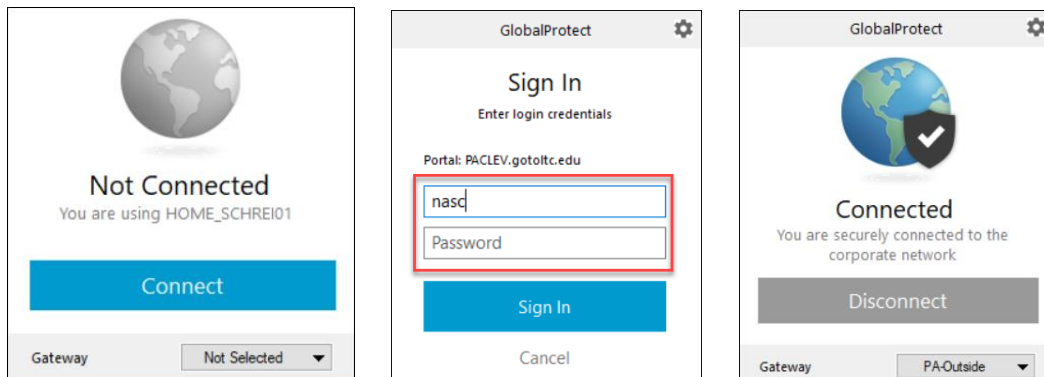
3. Click **Install**.



- GlobalProtect may come up automatically when you first log in, you will see GlobalProtect near the lower right-hand side of your screen, click **Connect**. Proceed to step 9.
- GlobalProtect is also available by clicking on the arrow for **Show Hidden Icons** in the bottom corner of your screen near the date and time.



- Click on the **Global Protect** icon.
- Click **Connect**.
- Sign In using your **LTC network username and password**.



- Once you are **Connected** you will see **Globe** icon in the system tray or in the **Hidden Icons** menu; it will say you are connected. Once connected: VPN should connect you to the LTC network, such as your network drives, the Bridge, etc.
- When finished, **Disconnect**, either click on the GlobalProtect icon in the lower right hand or look in the Hidden Icons menu and click to disconnect.