

VPN: How to Log into the LTC Network when Off Campus Using Virtual Private Network (GlobalProtect)

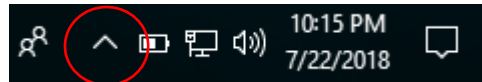
Use these instructions when you would like to log into the LTC network when you are off campus using GlobalProtect. You will have access to your LTC Network Drives, PeopleSoft, Electronic Timesheet, the Bridge, etc.

1. You will need internet access

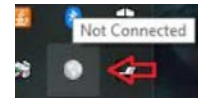
NOTE: You will also need to use an LTC computer with Global Protect on it. Not all employees have access to utilize VPN.

2. 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 3.

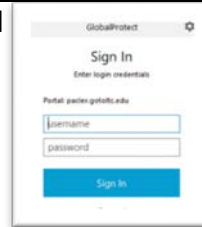
NOTE: GlobalProtect is also available by clicking on the arrow icon in the bottom corner of your screen near the date and time.



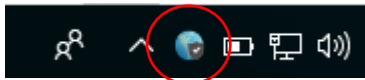
Click on the GlobalProtect icon (when you hover over the icon it will say "Not Connected"). Click on it to open it and click **Connect**.



3. Sign In using your LTC network username and password
4. Click **Sign In**



5. Once you are connected you will see this icon and it will say you are connected.



Once connected: VPN should connect you to the LTC network, such as your network drives, the Bridge, etc.

6. **When finished, Disconnect**, either click on the GlobalProtect icon in the lower right hand corner of your screen or find it under the arrow and hit **Disconnect**.



You can also access some LTC resources/applications when off campus without using VPN by going to our website.

1. Go to our website: gotoltc.edu
2. Click **Staff**

