

Remote Network Connection Guide for Laptops or Desktops



Are you on the go? Do you need the freedom to work from home, the office, and other locations?

If so, this “how to” sheet will introduce you to government’s remote connection, so you can access your files and emails, and get work done, without being in the office.

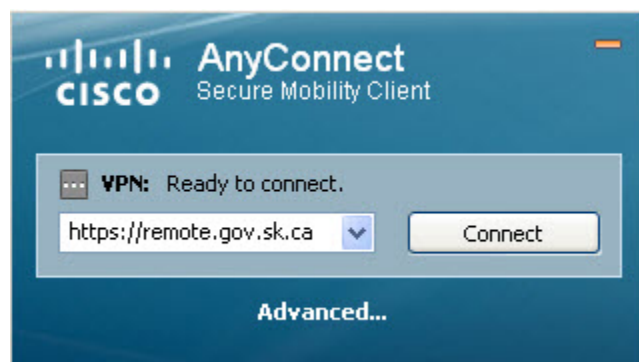
The Ministry of Central Services, ITO division, offers this as a service to our clients, so you can access the information you need, regardless of where you are.

Before you connect:

1. You **must** have the Cisco AnyConnect Virtual Private Network software package installed on your work laptop. Submit a service request to the ITO to obtain this software, if you don’t have it.
2. Ensure you have a valid user ID and password for the Government of Saskatchewan network.
3. You must be an authorized user, using an ITO supported Government of Saskatchewan laptop or desktop to access the network.

To connect:

1. Open the Start menu and choose the Cisco folder.
2. Click the Cisco AnyConnect Secure Mobility Client folder to open it.
3. Click to open the Cisco AnyConnect Secure Mobility Client program.
4. Click Connect on the Cisco AnyConnect Secure Mobility Client.

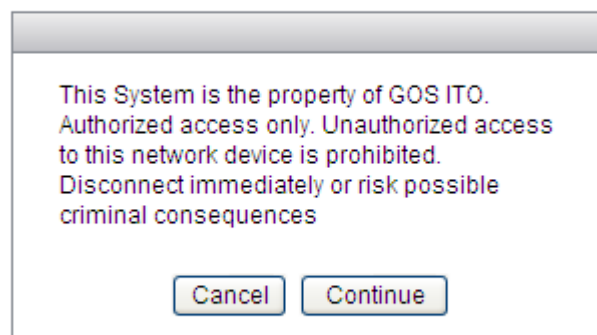


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5. Enter your Government of Saskatchewan password in the Passcode box.



6. Read and accept the warning banner by clicking on Continue.



7. When you are connected, you will see a small icon that consists of a globe with a padlock in the system tray on the bottom right-hand corner of your computer screen. It looks like this:



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8. You can now use the network resources that you are authorized for in the Government of Saskatchewan network.
9. Once you have completed your work, you can right-click on the small icon that consists of a globe with a padlock in the system tray on the bottom right-hand corner of your computer screen, and select VPN Disconnect.

