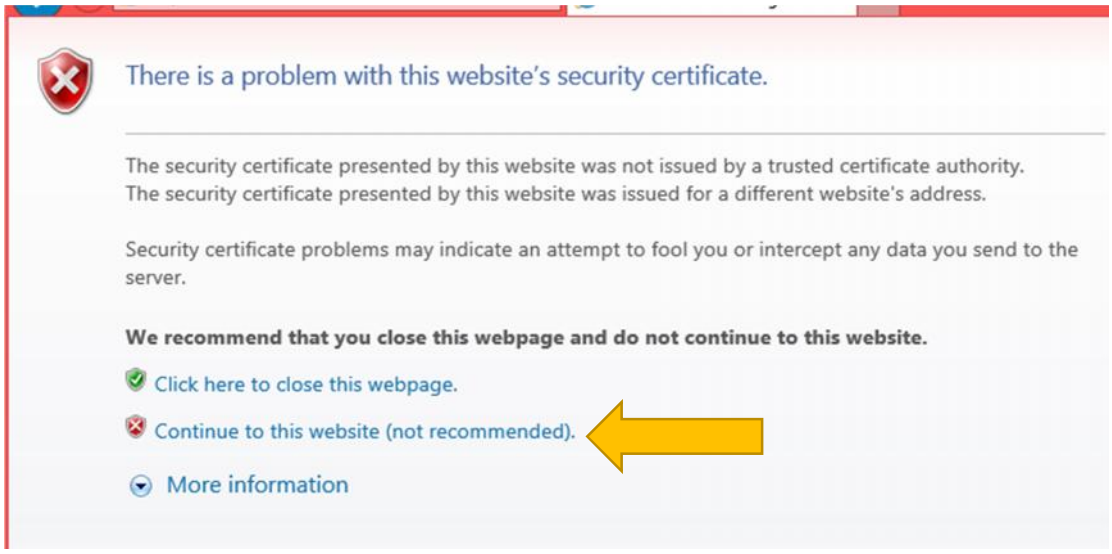
Open up Internet Explorer and go to:

https://ssl.bradleyfdn.org:10443

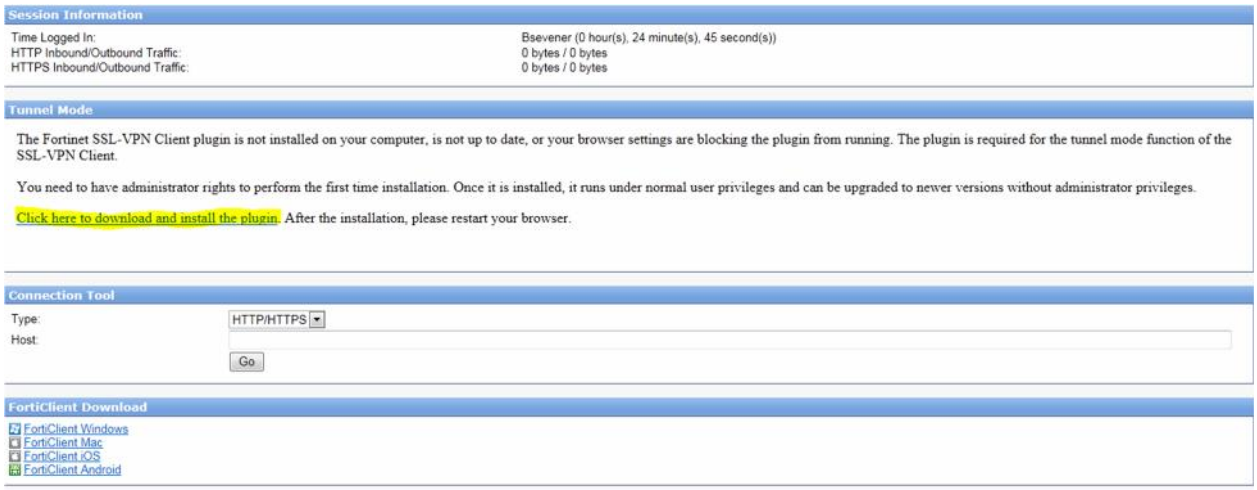



Select "Continue to this Website"

Staff's Username and Password are the same as when you log into the network at the office. Vendor users should continue to use their previously assigned username and password.

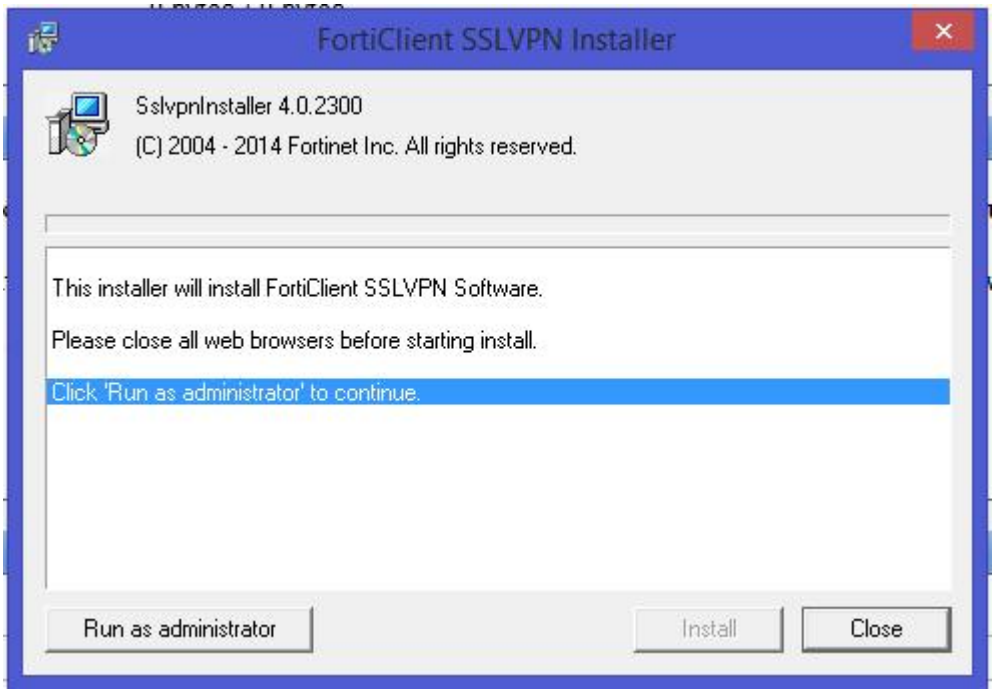
**Please contact Terri or Renee Narus with any questions*

Once you are logged in you should see the below webpage. In the middle of the page select the blue link "Click here to download and install the plugin."



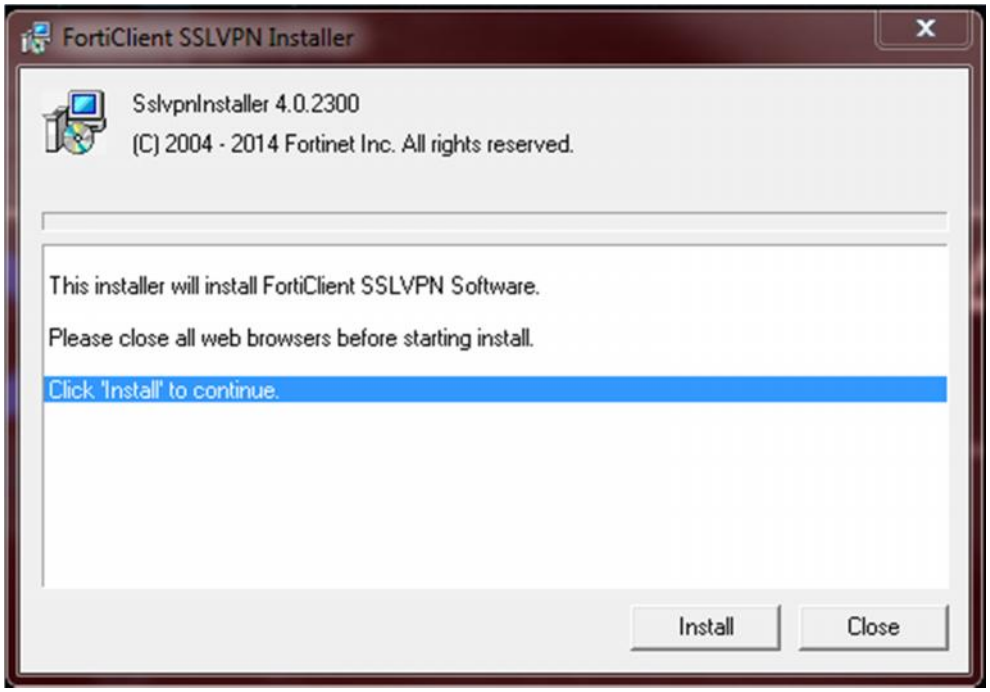

Click Run

Click "Run as Administrator"




**<u>**If this is the first time you have installed this application please continue. Else go to "Update"**</u>**

Then click "Install" to continue.

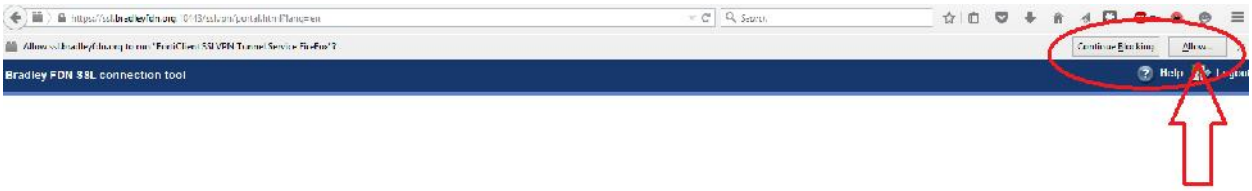



**<u>**UPDATE**</u>**

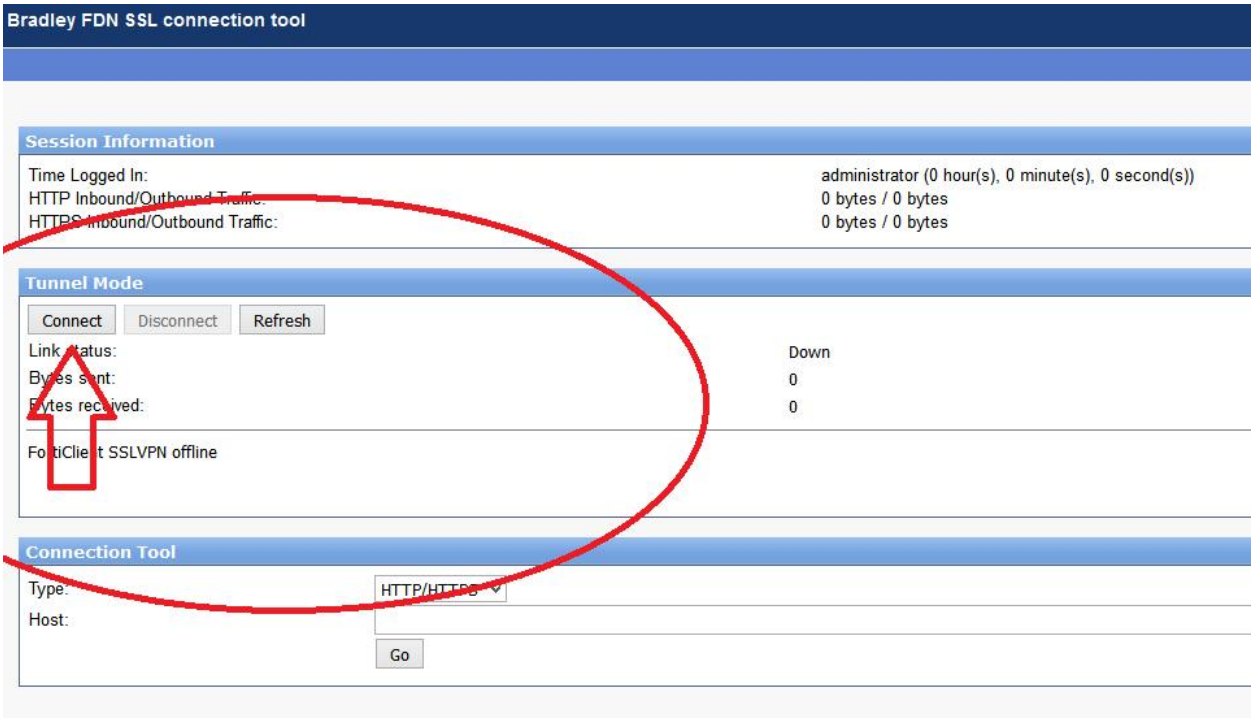
If you have an older version of the SSL_VPN client you will be asked to “update” your client. Simply follow the prompts as the process is essentially the same as a installing it from scratch.

When plugin installation is complete, close the installer reload the the web page (or close it and re-open it, login again if prompted).

If prompted by your browser to run the FortiClient SSLVPN Tunnel Service plugin, answer allow (or run).



The VPN page should refresh and you'll see a new Tunnel Mode plugin section:




Click Connect.

Leave this page open while you are working on the VPN. If you close it or click disconnect, you will loose your vpn connection and have to start over.

When finished, click disconnect and close the webpage.

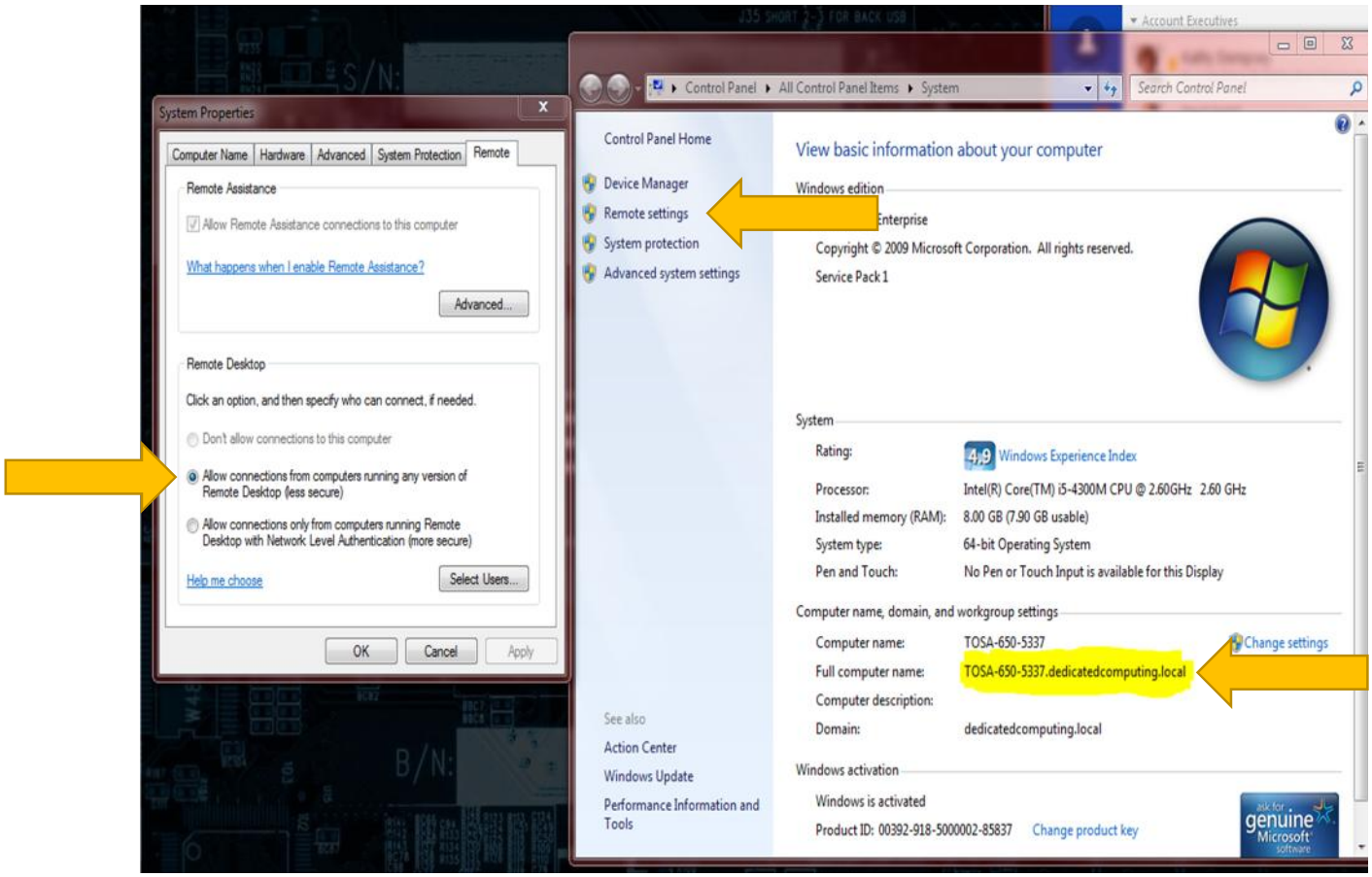
To connect to your work pc.

While in the office:

**<u>(Do this one time on your work PC)</u>**

First you will need to do a few things on your work PC to be able to connect to it from a remote location.

1: You will need to enable RDP to your work pc by doing the following: Right click on “My Computer” and select “Properties”, “Remote Settings” then click the radial button “Allow connections from computers running any version of Remote desktop” then hit “Apply”. While under “Properties” please document the Full computer name as you will need to enter it at a later step.

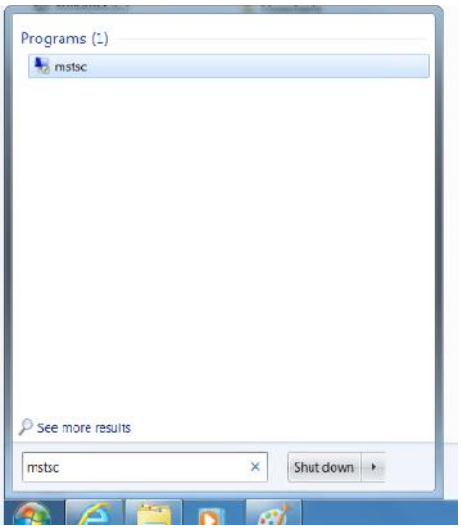



This is all you need to do on your work PC if you’re already a “local admin”. If not, ask Terry or Renee to have Dedicated technician add you to your PC’s local administrator group.

**<u>**Connecting to your work PC from home:**</u>**

ON YOUR HOME PC (Each time you want to connect to your work PC, after the VPN is connected. )

Now click on the windows globe in the lower left hand corner of your screen and in the search field type: “mstsc” minus the “”and click enter.

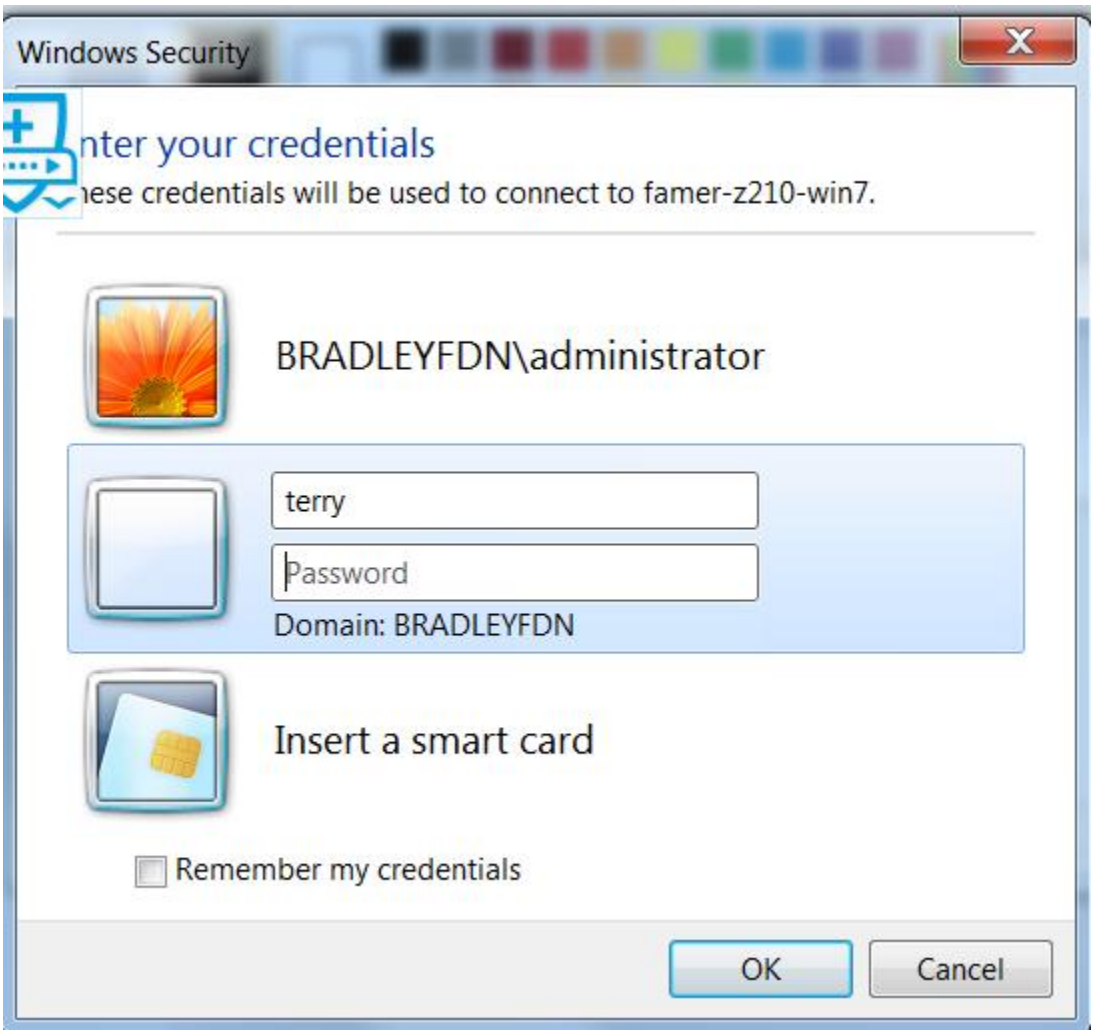



In the “Remote Desktop Connection” enter the name of your work pc as documented previously.

Click Connect.

If everything is done correctly you should be prompted for your work credentials and then will be able to connect successfully.

Login as ***ANOTHER USER*** (Your Bradleyfdn domain account is not the same as your home PC). Click ok.




When your work is complete, return to the VPN connection page and click disconnect.