



# Cisco AnyConnect VPN




## Installing, Setting Up and Using the VPN to Access District Resources

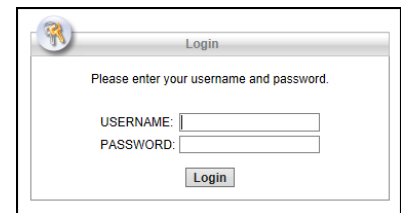
### How to Install Cisco Any Connect VPN:

This installation process only needs to be done once. If you have already installed the VPN, skip to the section on connecting to and using the VPN. These instructions are for your laptop or desktop. See below for iPad/iPhone instructions.

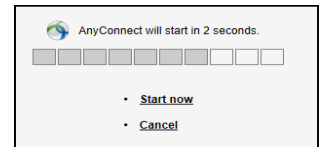
**\*\*In order to install the VPN, you cannot be connected to the district network. You must do this from home, or somewhere outside the district network.**

**\*\*Remember, you only have to install VPN once. After installing you just login each time you want to use it.**

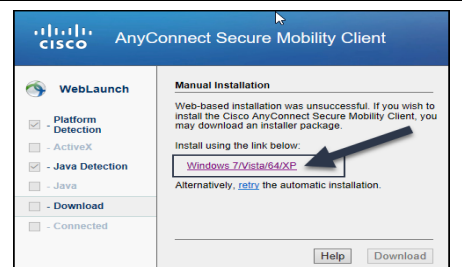
- Open Internet Explorer or Microsoft Edge 
- Enter the following address in the address bar: <https://webvpn.usd259.net> and press **Enter**
- Once the website opens, you will get a login screen
- Log in using your district user name (you do NOT need @usd259.net, just your user name. For example, jsmith5) and your password
- Click **Login**



- You will get a message saying **AnyConnect will start in 2 seconds**. Let this run
- The next screen that comes up will say **Any Connect Secure Mobility Client** and will take a few minutes to run as it goes through some processes. It will more than likely stop where it says download and the Download button will remain greyed out. See the next box below for how to proceed (If for some reason it does not stop and goes all the way, then click the Download button and proceed).

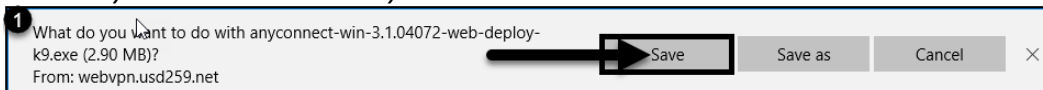


- When the installation stops, the box will say **Manual Installation, Web Based Installation was unsuccessful**. Do not panic or close anything!! Click the link in the middle of the box that says **Windows7/Vista/64/XP**

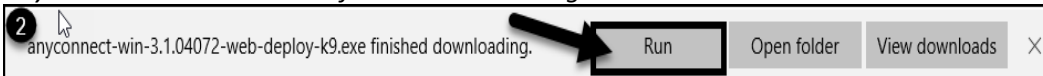


After clicking you will have some options:

1. **What do you want to do with anyconnect...? Click Save**



2. **Anyconnect-win-3.1.04072...finished downloading. Click Run**



The installation will start. Follow these steps:

1. Click **Next** on the first screen
2. On the next screen, click **I accept the terms in the License Agreement** and then click **Next**
3. On the third screen, click **Install**
4. Let the installation screen run, it will take a few minutes
5. Click **Finish** on the final screen
6. After you click **Finish**, click **Logout** (upper right corner)
7. **Shut down your browser and restart your computer.** After restarting, proceed with the following steps

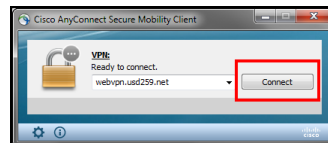
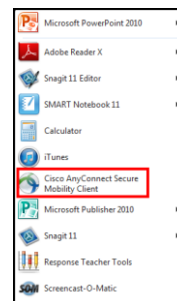


## How to Connect to Cisco Any Connect VPN:

Follow these instructions if you have already installed Cisco AnyConnect VPN

### To connect to the VPN:

- Click your windows button on the bottom left of your screen.
- Find the Cisco AnyConnect icon in the list (or find it in All Programs) and click it
- A Cisco AnyConnect screen will pop up. The first time you are using this, you must manually type in the address ([webvpn.usd259.net](http://webvpn.usd259.net)). After the first time, the address should be there any time you use the VPN. If not, just type it in.
- Click **Connect**
- Log in using your district username and password.
- In the corner on the bottom right side of the screen, a blue message box will pop up (and then disappear) stating that you are connected to the VPN.



\*\*Alternately, after the first time using the VPN, you can start VPN by clicking the little arrow in the bottom right of your screen and clicking the Any Connect icon



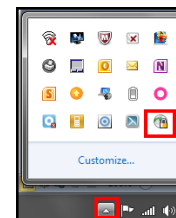
\*\*You are now connected to the VPN and can use district services that require VPN access.

\*\*You can use services that require the VPN (such as Synergy) by opening the browser and going to the site like you normally would, once your VPN is connected.

## How to Disconnect from Cisco Any Connect VPN:

### To disconnect from the VPN:

- Click the Cisco AnyConnect icon (either in your start menu, the system tray, or the bottom of your screen)
- The Cisco AnyConnect window will open.
- Click **Disconnect**




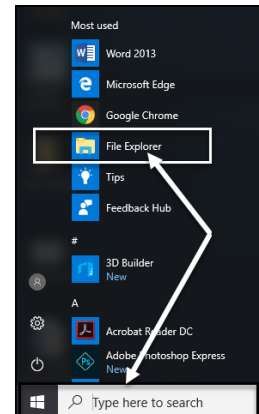
\*\*You are now disconnected from the VPN

## How to Access Your H Drive Using Cisco Any Connect VPN:

\*\*\*In order to access your H drive on the VPN, you must create a shortcut to your H drive on your computer while connected to the district network (do this while at school or your office)\*\*\*

### Create a shortcut to your H drive:

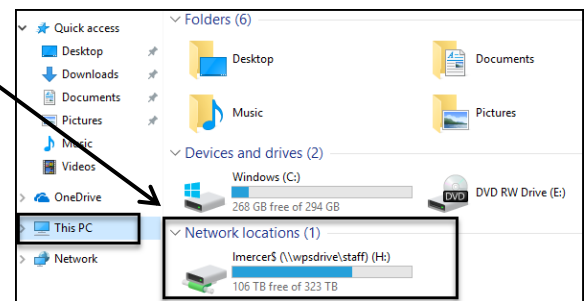
- Click the windows button  on your screen and look for **File Explorer** (alternately, you can type file explorer in the search box and enter and it will find it). Click on **File Explorer**
- Once File Explorer opens, click **This PC**.
- Under **Network Connections** (to the right) you will see your name with the path to your H Drive
- Right click on your name/H drive path and click **create shortcut** to create a shortcut on your desktop **OR** click **Pin to Start** to pin it to your start menu.



**\*\*Remember, the above must be done while you are at work, connected to a district computer.**

### Accessing your H Drive (from home):

- Connect to the VPN by logging in using instructions on previous page
- Click the link to your H Drive that you previously saved. Your H drive will open.



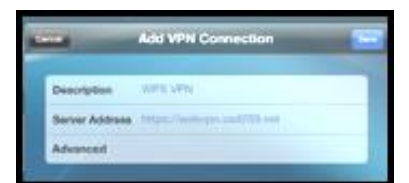
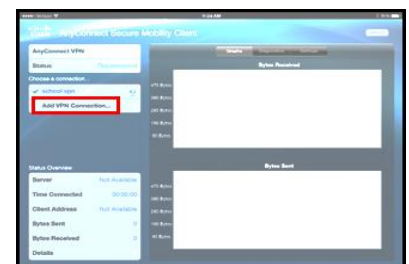
## How to Access Cisco Any Connect VPN from an iPad or iPhone:

You cannot access your H drive on your devices, but you can access programs like Synergy on your device using Cisco AnyConnect. To access programs like Synergy outside the district or on your cellular data, you must use the Cisco AnyConnect app.

### To install and set up the app:

- Download the Cisco AnyConnect app in the App Store
- Click **Add VPN Connection**
- In the **Description** box title your VPN (anything is fine)
- In the **Server Address** box type <https://webvpn.usd259.net> (notice it is https)
- Press **Save**

\*\*All of the above only has to be done once. Follow the following instructions when turning the VPN on to use one of the apps.



### To use the app (after it is installed):

- Make sure your VPN connection is chosen (checkmark)
- Switch AnyConnect on
- Type in your district user name and password. You are now connected. There will be a little VPN icon on the top left of your device. You can now close this app and open TeacherVUE

\*\*When finished, make sure to come back to AnyConnect and turn AnyConnect off or it will impact battery life.