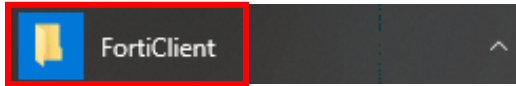


## FortiClient VPN Instructions

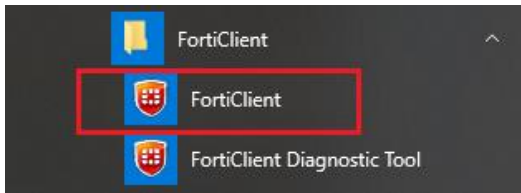
- 1.) Click the Windows/Start button at the bottom left of your screen.



- 2.) In the list pane, scroll down until you see the folder for “FortiClient”. Click it to expand the folder.

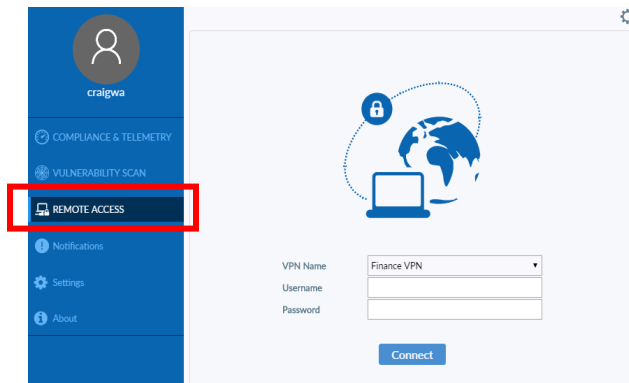


- 3.) Under the FortiClient folder click the icon “FortiClient”.



- 4.) A new window will open. On the left pane, click “Remote Access”.

**NOTE:** If your window does not have a pane on the left with “Remote Access”, please proceed to step 5.



- 5.) In the center of the window please enter your **Finance network ID & password** (not PennKey; use the same username and password when logging on to your PC each morning).
- 6.) Click the “connect” button. You will now be connected to the Finance VPN and can minimize the window.



- 7.) Once you are finished using the VPN, please follow steps 1-3 and click the "Disconnect" button.
- 8.) Please call the IT Service Helpline at x8-HLPU or 215-898-4578 with any additional questions.