

FortiClient VPN Instructions

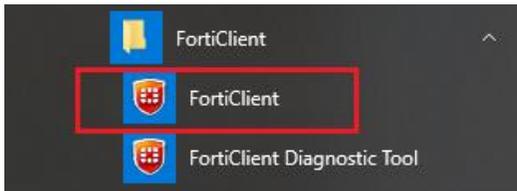
1.) Click the Windows/Start button at the bottom left of your screen.



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

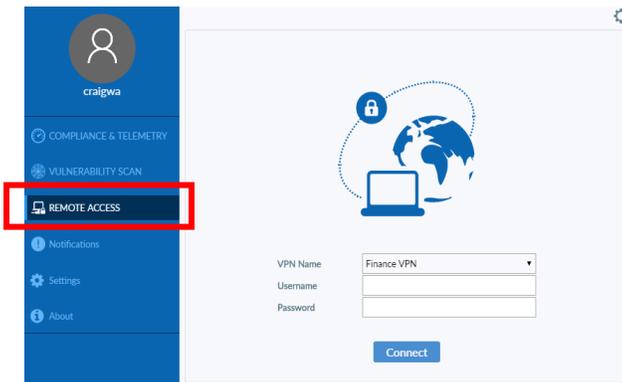


3.) Under the FortiClient folder click the icon "FortiClient".



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.