Welcome to VPN!

Please refer to the following document for steps on how to use your new VPN token.

If you have any questions or experience any problems please contact the **VITA Customer Care Center** at **866-637-8482**.

Welcome to VPN!

Please follow these steps to use your new token key if you are using Windows 7:

1. To establish your VPN connection *after* Windows has loaded, you can launch your VPN client by clicking on the following icon on your desktop or by clicking Start > All Programs > Cisco AnyConnect Secure Mobility Client:

2. Once the application loads, click **Connect** inside the AnyConnect VPN client. You will be prompted for your username and password:
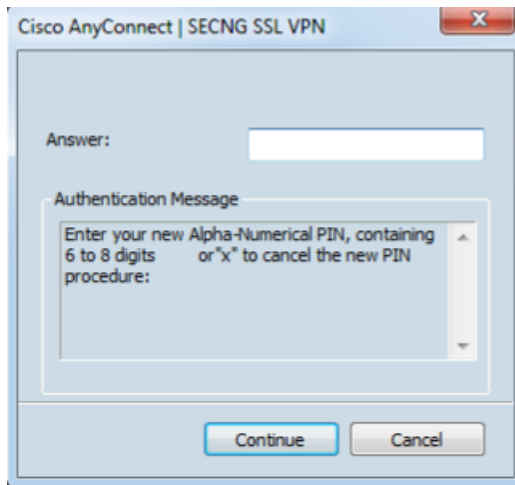

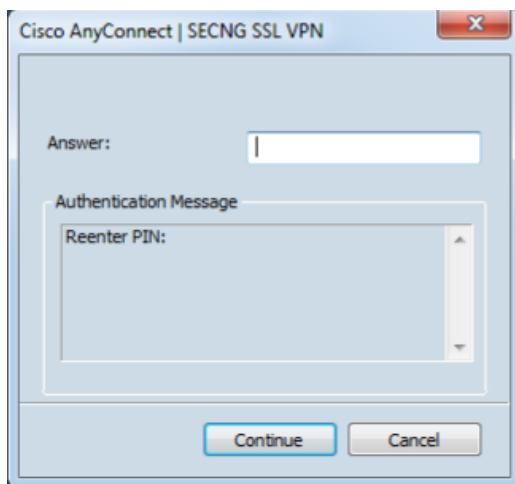3. A prompt will appear, asking for a username and password.
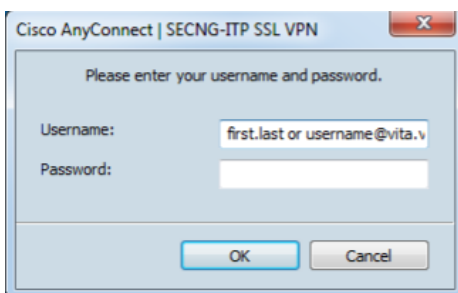
   ➢ Your username will be first name [dot] last name.

      i.e. John.Smith

   ➢ Put in the 6 digit number on the token key for the password.

   ➢ A new prompt will appear, asking for you to enter a PIN code (which can be 6-8 characters, **NUMBERS AND LOWERCASE LETTERS ONLY**).
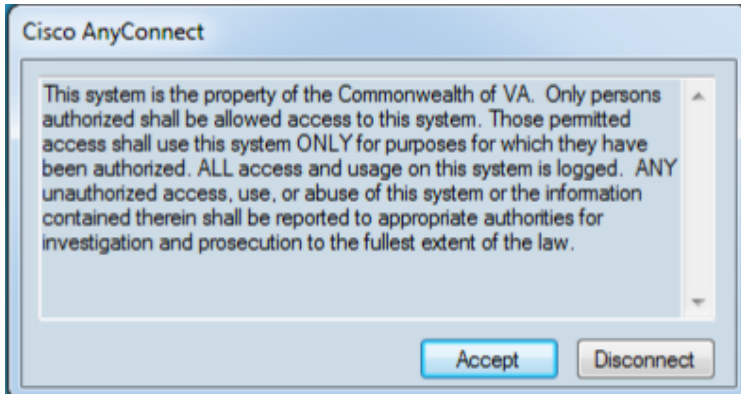
The PIN **MUST include at least one number and one letter with **NO** special characters. The letters are NOT case sensitive. (i.e. ab2c13, abcde2, 123456e)

```
Cisco AnyConnect | SECNG SSL VPN                    [ X ]

    Answer:                [                        ]

    Authentication Message
    ┌──────────────────────────────────────────────┐
    │ Enter your new Alpha-Numerical PIN, containing │
    │ 6 to 8 digits      or"x" to cancel the new PIN │
    │ procedure:                                     │
    │                                                │
    └──────────────────────────────────────────────┘

                    [  Continue  ]   [  Cancel  ]
```

➤ Enter the PIN you just created one more time.

```
Cisco AnyConnect | SECNG SSL VPN                    [ X ]

    Answer:                [ |                      ]

    Authentication Message
    ┌──────────────────────────────────────────────┐
    │ Reenter PIN:                                   │
    │                                                │
    │                                                │
    └──────────────────────────────────────────────┘

                    [  Continue  ]   [  Cancel  ]
```

➤ Upon successful login you will see this prompt (Click Accept):

Cisco AnyConnect

This system is the property of the Commonwealth of VA. Only persons authorized shall be allowed access to this system. Those permitted access shall use this system ONLY for purposes for which they have been authorized. ALL access and usage on this system is logged. ANY unauthorized access, use, or abuse of this system or the information contained therein shall be reported to appropriate authorities for investigation and prosecution to the fullest extent of the law.

Accept   Disconnect

➢ You should see the following ICON in your system tray (the area where you clock is located:

➢ You have completed setting up your PIN and should now be successfully connected.

➢ The next you login, you will enter your username and passcode (newly create pin plus your token key). Remember to wait for the token key to change before entering the passcode.

> *i.e. If your PIN is* `ab2c13` *and your token key says* `431222`*, your passcode would be* `ab2c13431222`

If you have any questions or experience any problems please call the VCCC at 866-637-8482.

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