

VPN Web Portal Usage Guide

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What is VPN Web Client

VPN Web client provides web-based access to internal Rockefeller University (RU) network websites, the Central File Store (CFS) or your campus connected computer. All communications between your remote system and the RU network takes place using HTTPS, which is a secure, encrypted way of communicating privately over the Internet.

Users may also obtain the desktop Pulse Secure client for PC or Mac from the VPN Web client. Users cannot establish a campus connection (obtain a campus IP) using the VPN Web client directly. The stand-alone VPN client can be downloaded from IT's website at <http://it.rockefeller.edu/vpn>

Supported Web browsers

To use VPN Web, you will need to use one of the following supported browsers, in addition to have Java version 7 or newer installed

- Windows Vista and newer: Current version of:
 - Internet Explorer
 - Firefox
 - Google Chrome
- Mac OS X 10.8.x and newer: Current version of:
 - Safari
- Linux
 - Firefox

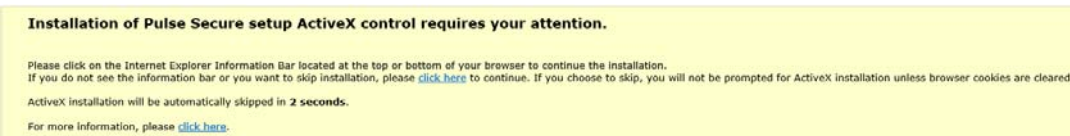
Logging into VPN Web Client

In order to login and utilize the features of VPN Web, users must ensure that Java is installed. To see if Java is installed, go to <http://www.java.com/verify> Users must be running version 7 or newer of Java.

1. Point your browser to <http://vpn.rockefeller.edu>
2. Enter your **RUNet username** and **passcode** by selecting **Passcode** for **Authentication Type**, if prompted
3. Click **Sign In**

Internet Explorer:

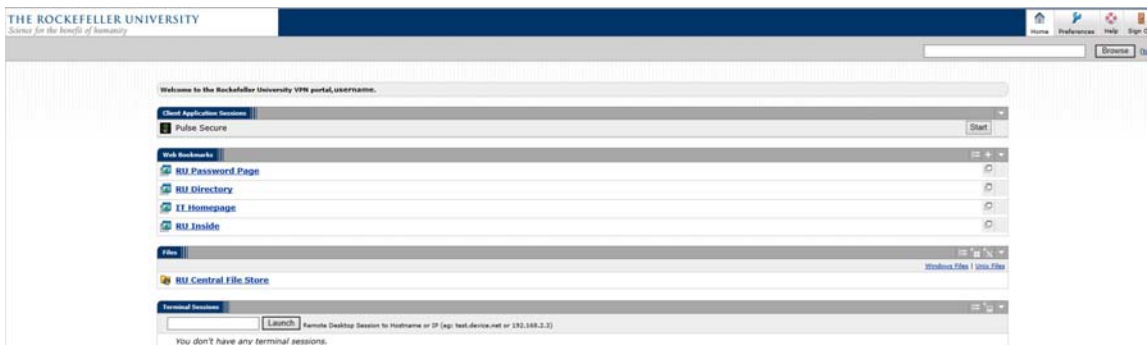
Windows users using Internet Explorer, will receive an ActiveX message. Users can either click the click here in the middle of the message or wait for the ActiveX to auto enable.



To avoid receiving this message each time (until the browser is reset), users can click on Allow on the information bar message, located at the bottom of the page:



Once successfully logged in, you will see the main portal page:



Establishing a VPN Connection

To establish a VPN connection to the campus network to be able to gain access to internal resources such as printing, campus servers, users will need to download, install and configure a standalone VPN client. Full VPN access is not available via the VPN Web interface. Users must install and use a local client on their computer/device.

IT recommends users download the full client from <http://it.rockefeller.edu/vpn>. Alternately, users can download and install the full desktop client from within the VPN Web client by clicking the Start button.

Windows Users:

1. Internet Explorer - manually download and install the client from IT's website at <http://it.rockefeller.edu/vpn> or users must have ActiveX enabled prior to using this method and follow the instructions to install the Pulse Secure client
2. Firefox – manually download and install the client from IT's website at <http://it.rockefeller.edu/vpn> or users must have Java installed prior to using this method and follow the instructions to install the Pulse Secure client
3. Chrome: manually download and install the client from IT's website at <http://it.rockefeller.edu/vpn> or follow the instructions to install the application launcher first and then follow the instructions to install the Pulse Secure client)

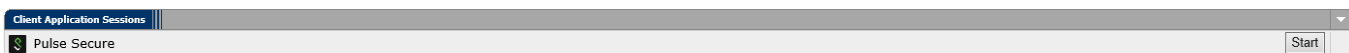
Mac Users:

Mac OS X 10.6 and 10.7 Users: The installation of the VPN client from within the VPN Web portal is not compatible with Mac OS X 10.6 and 10.7. Users who are running Mac OS X 10.6 or OS X 10.7 must download and install the standalone VPN local client available from IT's website at <http://it.rockefeller.edu/vpn>

1. Manually download and install the client from IT's website at <http://it.rockefeller.edu/vpn> or follow the instructions to install the application launcher first and then follow the instructions to install the Pulse Secure client)

Unix/Linux

1. Follow the instructions from IT's website at <http://it.rockefeller.edu/vpn>



Access Intranet (Internal) Web Sites

To access a campus intranet (internal web site), enter the name of the site in the blank field located on the upper right corner and click Browse



The image shows a horizontal search bar with a light gray border. To the right of the search bar is a button labeled "Browse" with a dark gray background and white text.

Web Bookmarks

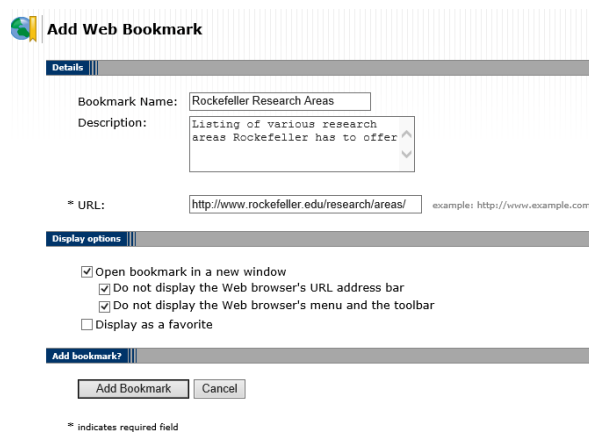
Web bookmarks are links to internet campus websites. To access a preset website such as the online campus directory, click RU Directory

Users can add their own bookmarks by

1. Click the + sign



2. Enter a name for your bookmark (This field is optional, but recommended)
3. Enter a description (This field is optional)
4. Enter the full URL/website address
5. Select your display options
 - o If you select the Open bookmark in a new window, the follow sub options are available:
 - **Do not display the URL address bar:** if you want to remove the address bar from the browser window. Users will not be able to enter another website address from this new window as the address bar (URL field) will not be visible.
 - **Do not display the menu and the toolbar:** this option will remove the menu (File, Edit, etc) and the toolbar (browser buttons – back, forward, browser bookmarks) from the browser window.
6. Click **Add Bookmark**



The image shows a dialog box titled "Add Web Bookmark" with a globe icon. It has two tabs: "Details" and "Display options". Under "Details", there are fields for "Bookmark Name" (containing "Rockefeller Research Areas"), "Description" (containing "Listing of various research areas Rockefeller has to offer"), and "URL" (containing "http://www.rockefeller.edu/research/areas/"). Under "Display options", there are four checkboxes: "Open bookmark in a new window" (checked), "Do not display the Web browser's URL address bar" (checked), "Do not display the Web browser's menu and the toolbar" (checked), and "Display as a favorite" (unchecked). At the bottom, there are "Add Bookmark" and "Cancel" buttons, and a note: "* indicates required field".

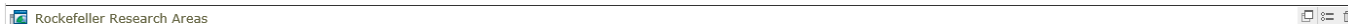
Editing an Existing User Created Bookmark

To edit the URL or preferences for a bookmark you created, click **Item Properties**. Users cannot modify a predefined bookmark created by Information Technology.



Deleting an Existing User Created Bookmark

To delete the bookmark you created, click **Delete Bookmark**. Users cannot delete a predefined bookmark created by Information Technology.

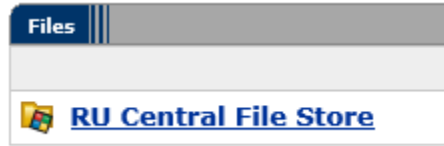


Access Central File Store via VPN Web

Users can access their files stored on the Central File Store (CFS) via VPN Web client. Users can download and upload files to and from the CFS.

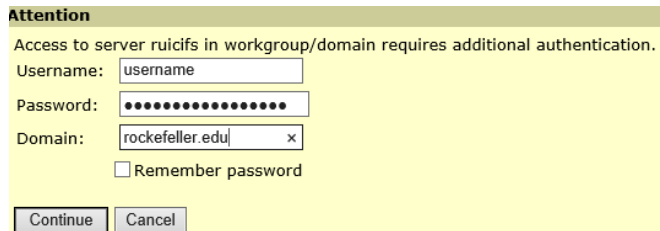
To access the CFS:

1. Click **RU Central File Store** under the **Files** section



2. Enter your **RUNet username** in the **Username** field
3. Enter your **RUNet passphrase** in the **Password** field
4. Enter **rockefeller.edu** in the **Domain** field
 - Do not check Remember password

5. Click **Continue**

A screenshot of a yellow dialog box titled 'Attention'. The text inside reads: 'Access to server ruicifs in workgroup/domain requires additional authentication.' Below this text are three input fields: 'Username:' with the value 'username', 'Password:' with a masked password of 12 dots, and 'Domain:' with the value 'rockefeller.edu' and a small 'x' icon to its right. Below the domain field is a checkbox labeled 'Remember password' which is unchecked. At the bottom of the dialog are two buttons: 'Continue' and 'Cancel'.

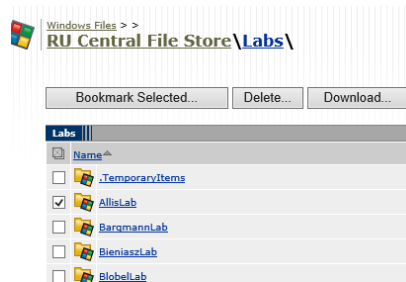
6. Maneuver to your CFS share location
 - If you are unsure of where your groups CFS share is, you may refer to the CFS configuration document located at <http://it.rockefeller.edu/cfs-configuration>



Bookmark your groups CFS Share

Users may bookmark their groups CFS share for quicker access.

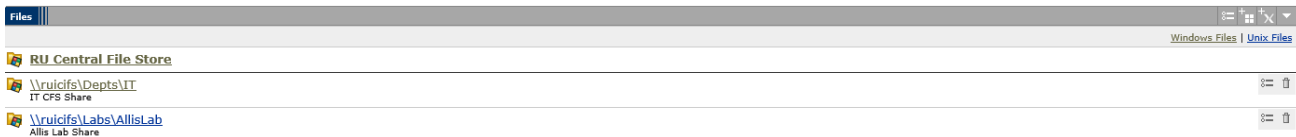
1. Maneuvered to your groups CFS share and know which location you would like to bookmark.
2. Put a check mark next to the share name by clicking on the box next to the share name
3. Click **Bookmark Selected...**



4. Enter a name for the share as Name of Lab or Department CFS Share
5. Enter an optional **Description**
6. Click **Add Bookmark**



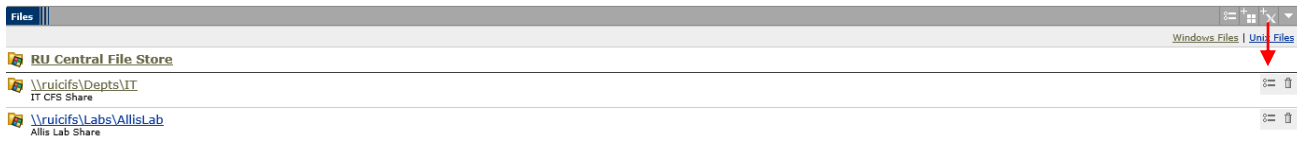
The saved share point will be listed under the Files section. Users can click on the CFS path to access the share.



Modify User Created CFS Share Location

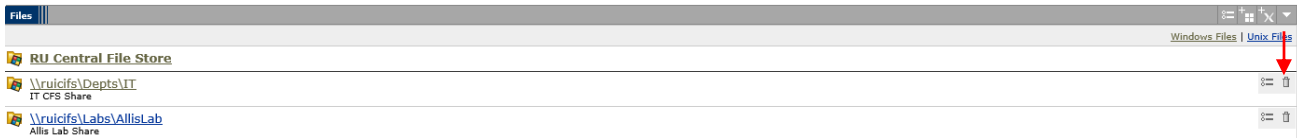
To modify a CFS share location users created:

1. Click **Item Properties**
2. Make the changes
3. Click **Save Changes**



Delete User Created CFS Share Location

To delete a CFS share location users created, click on the trash icon



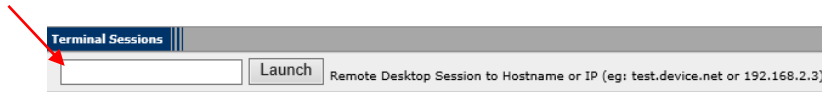
Windows Remote Desktop

Users can access their campus Windows computers from VPN Web client. Users will need to enable Remote Desktop Connections on their campus Windows computers first. For instructions on how to enable Remote Desktop, go to IT's website at <http://it.rockefeller.edu/remote-desktop-connection>

Mac users must ensure that their browsers Java security settings were modified first. For instructions, see the [Known issues with Mac computer](#) section

Connect to Your campus Windows Computer

To connect to your campus Windows computer, users can either enter the hostname of their computer in the Terminal Sessions field or click **Launch**



To add custom configuration to the remote session, users can add their computer as a bookmark which will appear in the Terminal Sessions section, follow the instructions below.

Bookmark Your Computer for Remote Access

Remotely connecting to a Windows computer from a bookmark only works from a Windows computer. Mac users, in order to remotely connect to a Windows computer must manually enter the hostname of the Windows computer.

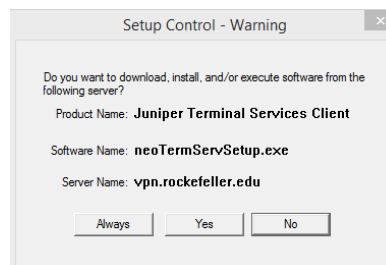
To add your campus Windows computer, in the **Terminal Sessions** section:

1. Click the computer icon



2. Select **Windows Terminal Services** from Session Type pull down
3. Enter a name for your entry such as My Campus PC
4. Enter a description (optional)
5. Enter your computer's hostname in the format of hostname.rockefeller.edu
6. Select and enter any other optional settings
7. Click **Add**

When connecting remotely to your Windows computer, users will see Setup Control – Warning message. Click **Always**.



Modify Existing Remote Session Profile

To modify an existing configuration, click **Item Properties**



Delete Existing Remote Session Profile

To delete an existing configuration, click the trash icon



VPN Web Client Menu Bar

The menu bar is located in the upper right corner.



VPN Web Client Preferences

Users may customize their portal page by clicking **Preferences**. Once preferences have been set, click **Save Changes**

VPN Web Client Detailed Help

There is a built-in Help section which provides more in depth information on how to use the VPN Web Client.

Note, that not all features listed are available.

Sign Out of VPN Web Client

To sign out, click Sign Out, located on the top right corner