

How to Use the new Cisco AnyConnect VPN Client to access the NIH Network.

Please ensure the following before using your PIV card

- a. Ensure that you know your PIN number (typically 6 - 8 numeric characters)
- b. If you haven't been to the security office in 426 in the last year, you will need to visit to have the certificates on the card renewed. (This is a once a year process)
- c. Ensure that the metal contacts on the front of the card are clean.
- d. Ensure that you are connected to the Internet. (test with Web browser)

Connecting the VPN client

This assumes that the necessary PIV Reader software and VPN client have been installed on your computer.

1. If you need to connect a PIV reader, do this initially.
2. Insert your PIV card into the reader. The light on the front of the card reader will blink several times then will have a solid light.
3. Launch the Cisco AnyConnect VPN Client.

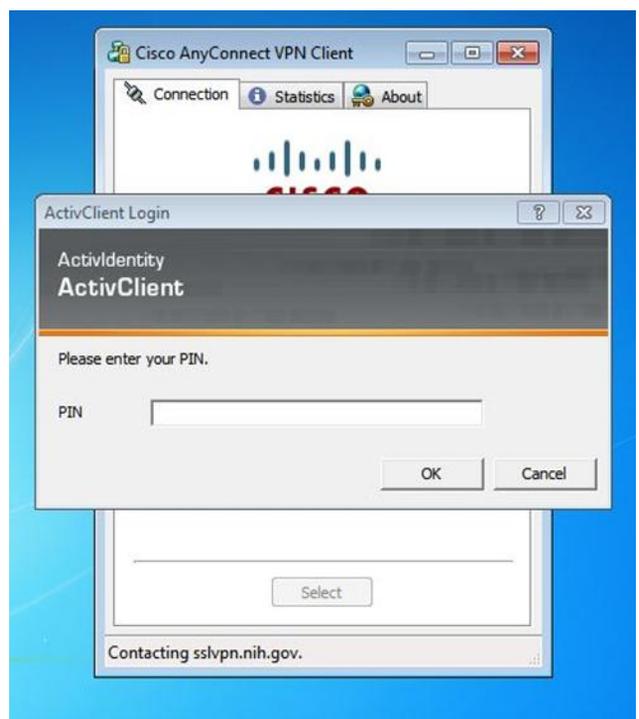


4. If the Connect To box is empty, type remoteaccessvpn.nih.gov

- a. Click Connect (or Select).



5. You should be prompted for your PIN number.



6. You may receive a Security Alert window. Click Yes to continue connecting.



7. You will receive a Gov't Warning banner. Click Accept to continue.



You should now be connected via VPN to the NIH network. All normal rules for browsing apply. The following screen will appear with connection info. You can minimize the window during your session.



NOTES:

You may remove your PIV card and disconnect your PIV card reader after you are connected.

Please see the following page for instructions on Disconnecting the VPN client.

Disconnecting the VPN client

1. Return to the Cisco AnyConnect VPN Client.
2. Click the Connection tab, click the Disconnect button.

You should now be disconnected from the VPN session.

