

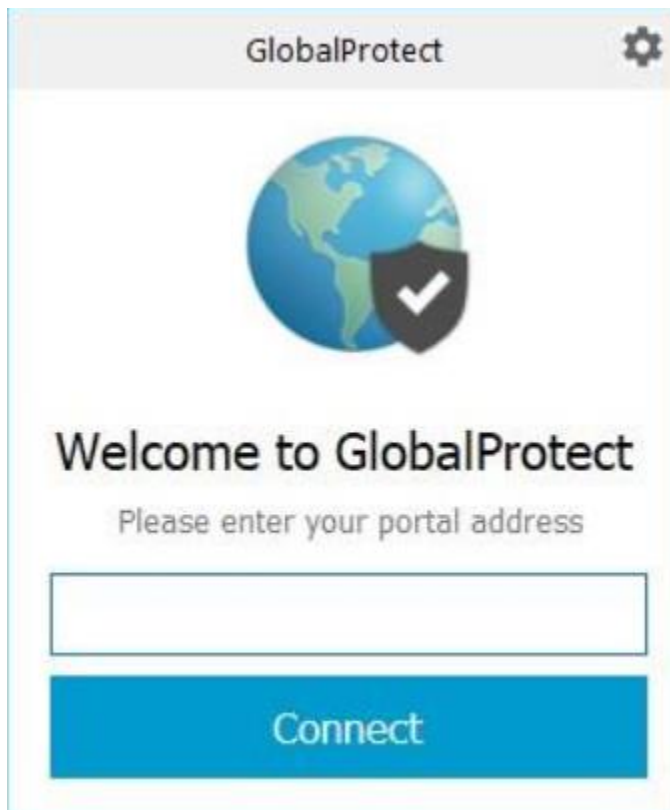
## VPN Download/Installation/Connection Instructions

### Download and Installation

1. Identify the operating system on your device (Windows 32-bit, Windows 64-bit, or Mac OS).
2. Click the appropriate download link for your operating system.
3. Once the download has finished, run the program.
4. Work through the setup windows.
5. Click Close.

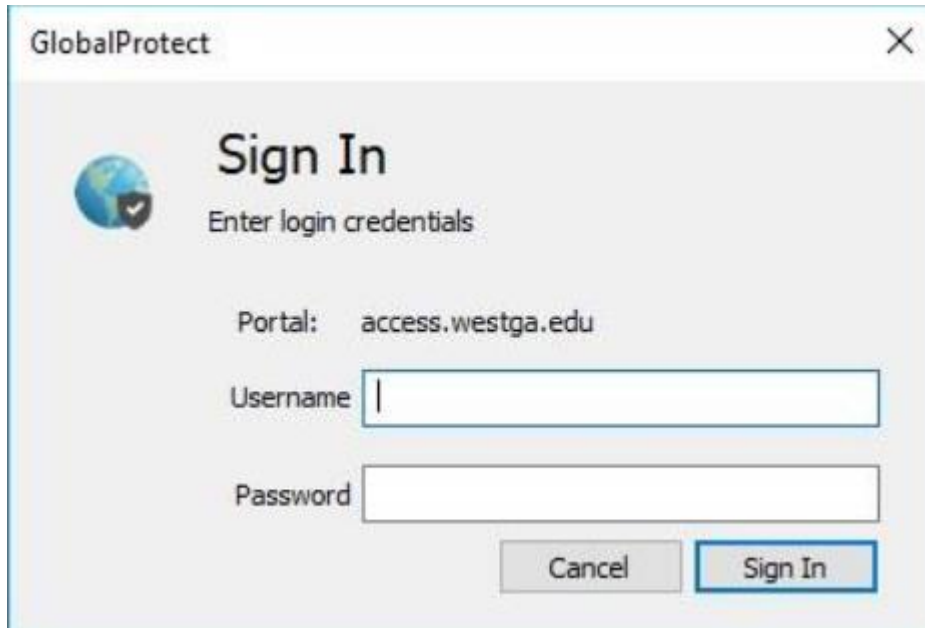
### Connecting

1. The GlobalProtect Agent will start automatically. If the GlobalProtect Agent does not start automatically, navigate to the installation location and run the program.
2. In the box, you will need to enter the portal address as follows: **employee.westga.edu**.



3. Click Connect.

4. Enter your UWG login credentials at this screen.

A screenshot of the GlobalProtect application's 'Sign In' dialog box. The window has a title bar with 'GlobalProtect' and a close button. Inside, there's a globe icon with a checkmark. The text 'Sign In' is prominent, followed by 'Enter login credentials'. Below this, the 'Portal' is set to 'access.westga.edu'. There are input fields for 'Username' and 'Password'. At the bottom right, there are 'Cancel' and 'Sign In' buttons. The 'Sign In' button is highlighted with a blue border.

5. Click Sign In. After successfully signing in, your credentials will be saved to this device. For future connections, you will only need to click the Connect button when running the GlobalProtect application.

6. Upon connecting to the VPN, GlobalProtect will assess your device to ensure that it is secure and has the proper security measures enabled before permitting full access. Should your device not meet the following criteria, you will still be connected to the VPN. However, you will only have minimal access including the ability to remote into your desktop at work. If your device meets the necessary criteria, you will be granted access that mirrors that of being connected to the physical network onsite. The criteria are as follows:

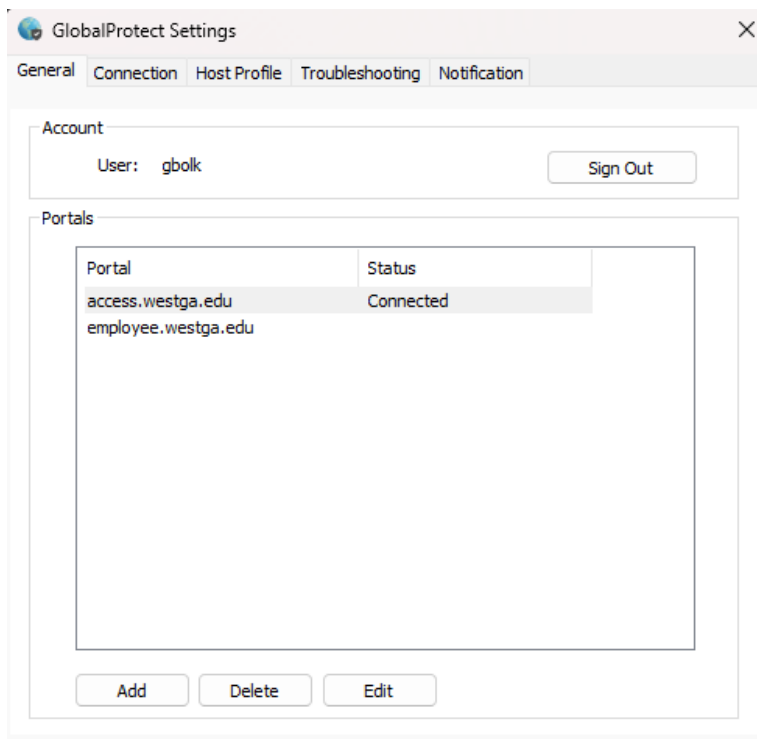
- a. Ivanti is installed, and a full scan has been executed within the past 14 days.
- b. The device is joined to the UWG domain.
- c. The device is up-to-date on all pending patches from Microsoft, Apple, etc.

7. You are now connected to the UWG GlobalProtect VPN.

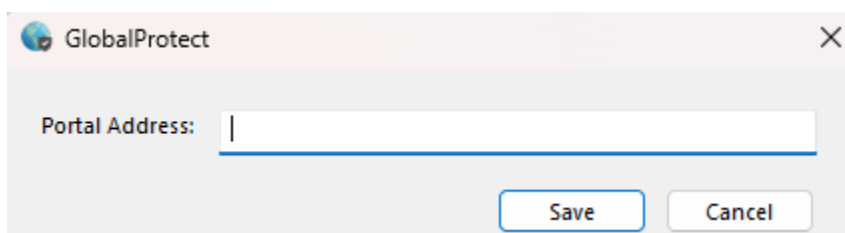
8. It is recommended that you disconnect at the end of your VPN session before shutting down or putting your device to sleep. To do this, click the GlobalProtect icon in the bottom-right corner of the screen and click Disconnect.

## Adding additional portals

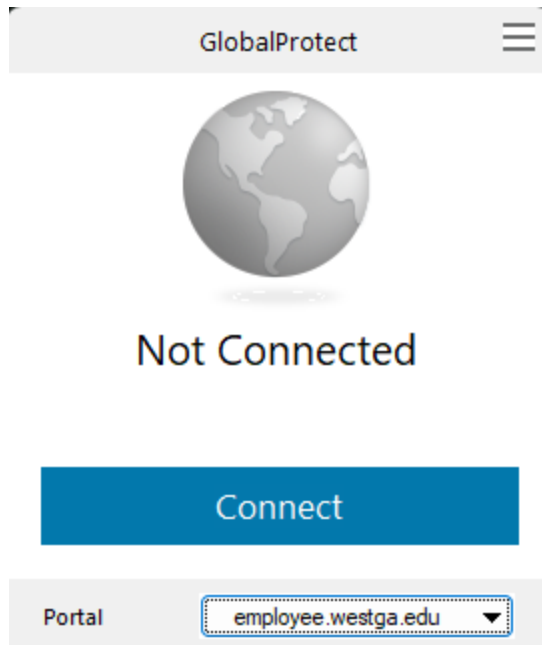
1. To add an additional portal to the Global Protect VPN, click the hamburger icon on the top right of the portal.
2. Click Settings.



3. Under the General tab click the Add button.
4. At this screen, enter the new portal address where it will be stored within Global Protect for future use.



5. To swap between two different saved portals, click on the drop-down portal and select one before connecting to the VPN.



6. You will then be prompted to login to whichever portal you have chosen.
7. After successfully signing in, your credentials will be saved to this device. For future connections, you will only need to click the Connect button when running the GlobalProtect application.