

Work

Instruction

Critical Update to these Instructions on 5/18/2011

Title: Connecting to the Goodrich VPN Network

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1.0 Purpose

This procedure describes steps required to connect to the Goodrich VPN network. This document has grown considerably in size since we have been migrated into the Goodrich network. Please be sure to read the appropriate sections carefully and thoroughly. Most calls and tickets to the IT Helpdesk regarding VPN issues are due to not reading / following instructions properly.

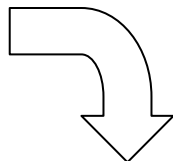
2.0 Goodrich Laptop Users

Critical Update to these Instructions on 5/19/2010

Before you can connect to the VPN Network from a remote location, (home, hotel, wifi network, etc) you need to install the AnyConnect tool from the VPN website while you are **inside your AIS facility**.

Once you have successfully installed AnyConnect (a mostly automated process) from within the building you will not have to go on the internet to launch your VPN session. You can simply launch AnyConnect from your start menu and login to the VPN using your username + pin/token number.

From within an AIS facility...



1: Visit www.atlanticinertial.com and click the Employee Portal Button on the homepage, then select US.



2: Click the “VPN – Remote Access” button.

3: You will be warned that “*There is a problem with the website’s Security Certificate*”, click “Continue to this Website”.

A: You may be prompted to install a Java Applet. Click Yes to install, and either “Yes” or “Run” to any prompts that Java displays allowing it to complete its installation; Note: Check the “Always trust content from this publisher” box, and then click Continue.



B: Approve / Allow any security, pop-ups or notifications during this installation

4: At the VPN Login Screen:

A screenshot of a VPN login screen. At the top, it says "Login". Below that, it says "Please enter your username and password." There are three input fields: "USERNAME:" followed by a text box, "Passcode" followed by a text box, and "GROUP:" followed by a dropdown menu showing "GRTRUSTED". At the bottom, there is a "Login" button.

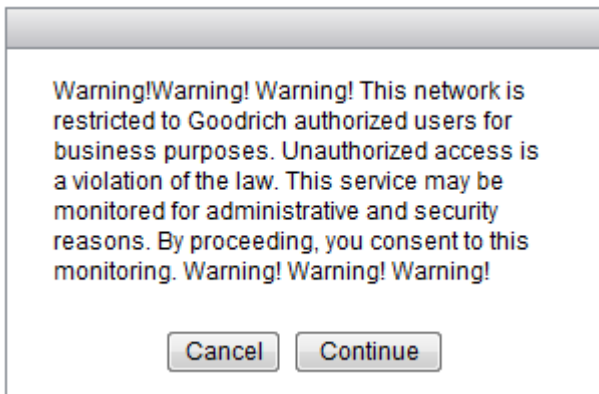
A: USERNAME: (firstname.lastname)

B: Passcode: Enter the 6 digit number displayed on your token. (On your

initial login, you will be prompted to create a new pin. Once your pin has been established you will enter it before the 6 digits displayed on the token at each login.

C: Group: GRTrusted. REMEMBER! Set to GRTRUSTED only if you are a Goodrich laptop user! If you're using your personal PC, please see Section 3.0.

5: Click Login. The screen below will appear. Click Continue.



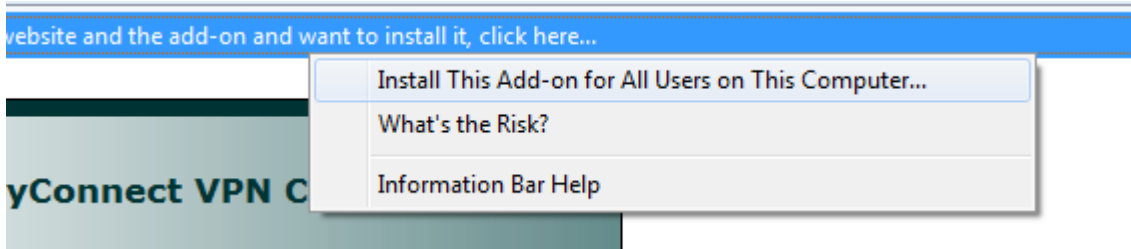
6: The screen below will appear. You should click

This website wants to install the following add-on: 'AnyConnect VPN Client' from 'Cisco Systems, Inc.'. If you trust the website and the add-on and want to install it, click here...

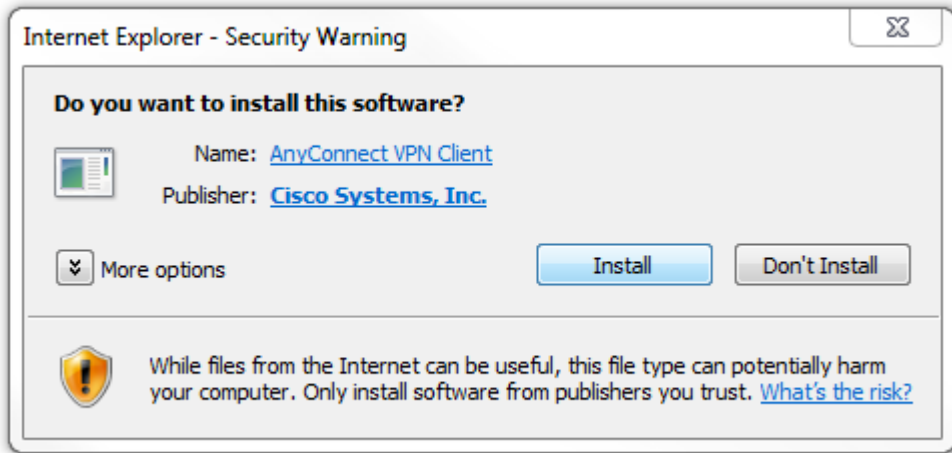


7: Click the yellow bar that has appeared at the top of the screen and click "Install..."

As shown here:



8: You will again be prompted to install software. In this case it is the AnyConnect software.



9: Once the connection is established you should see a small Network icon with what looks like a lock icon next to it.



10: You are now successfully connected to the VPN. You may browse to your mapped drives via "My Computer", open and use Outlook, and use SharePoint by hitting the home button in Internet Explorer.

3.0 Personal PC Users

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1: Visit www.atlanticinertial.com and click the Employee Portal Button, then select US.



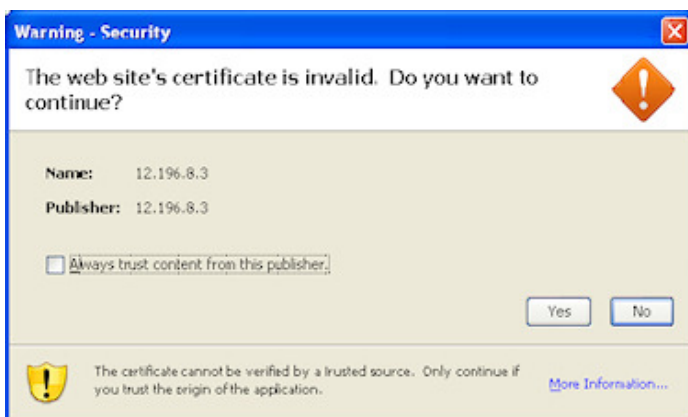
2: Click the “VPN – Remote Access” button.

3: You will be warned that *“There is a problem with the website’s Security Certificate”*

click “Continue to this website”.

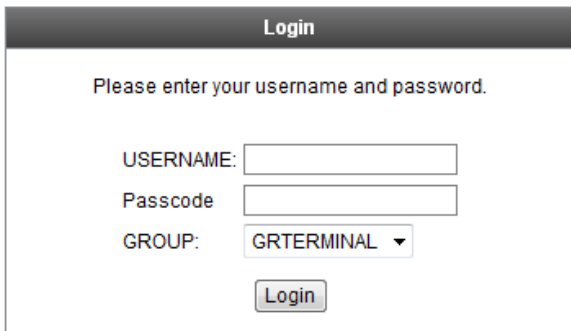
A: You may be prompted to install a Java Applet. Click Yes to install, and either “Yes” or “Run” to any prompts that Java displays allowing it to complete its installation;

Note: Check the “Always trust content from this publisher” box, and then click Continue.



B: Approve / Allow any security, pop-ups or notifications during this installation (Antivirus or Spyware Apps, or Personal Firewalls).

4: At the VPN Login Screen:

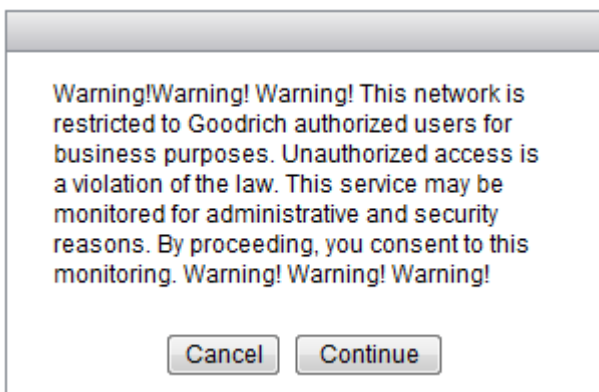


A: USERNAME: (firstname.lastname)

B: Passcode: Enter the 6 digit number displayed on your token. (On your initial login, you will be prompted to create a new pin. Once your pin has been established you will enter it before the 6 digits displayed on the token at each login.

C: Group: **GRTerminal**. REMEMBER! Set to GRTERMINAL if you are using your personal PC! If you are using a Goodrich laptop, then please see section 2.0.

5: Click Login. The screen below will appear. Click Continue.



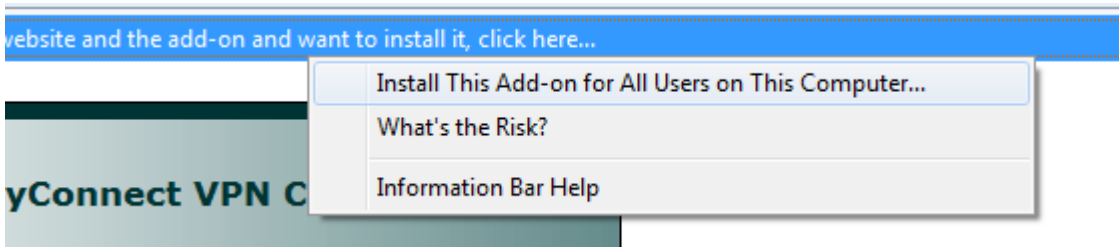
6: The screen below will appear. You should click

This website wants to install the following add-on: 'AnyConnect VPN Client' from 'Cisco Systems, Inc.'. If you trust the website and the add-on and want to install it, click here...



7: Click the yellow bar that has appeared at the top of the screen and click "Install..."

As shown here:



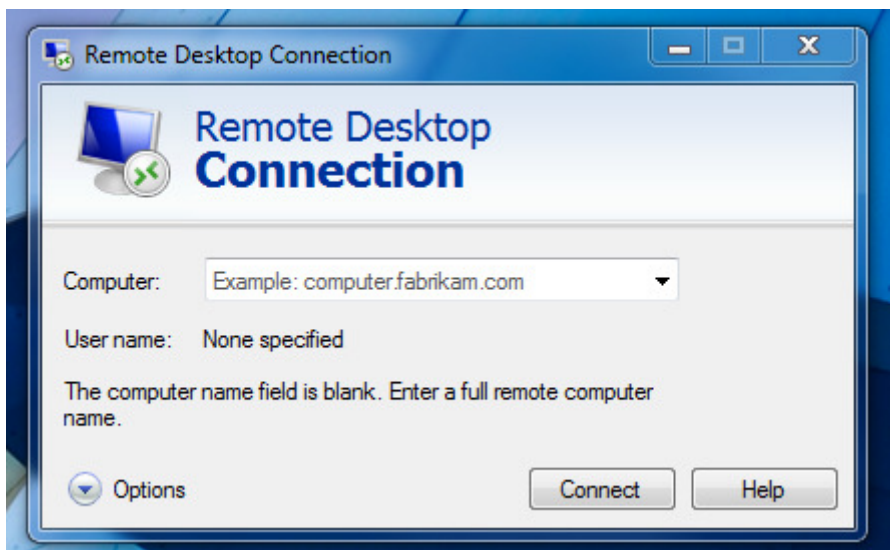
8: You will again be prompted to install software. In this case it is the AnyConnect software Click "Install".



9: Once the connection is established you should see a small Network icon with what looks like a lock on it.



10: Next, you must launch **Remote Desktop Connection**.



Windows 7:

On a Windows 7 PC, Remote Desktop Connection can be found by clicking on the *Start* menu, opening *All Programs*, and then opening the folder *Accessories*. You'll find Remote Desktop Connection inside.

Windows XP:

On a Windows XP PC, Remote Desktop Connection can be located in a couple of places. First open the *Start* menu, *All Programs*, and then *Accessories*. Inside this folder, the application can be located in a few places. In some cases it'll be available inside the folder *Accessories*. Other times it may be located in *Communications* or *System Tools*.

Alternative Method:

You can also open up a run command and launch **Remote Desktop Connection**.

Windows 7:

Open up the *Start* menu and type in the search field **mstsc.exe**. This will launch Remote Desktop Connection.

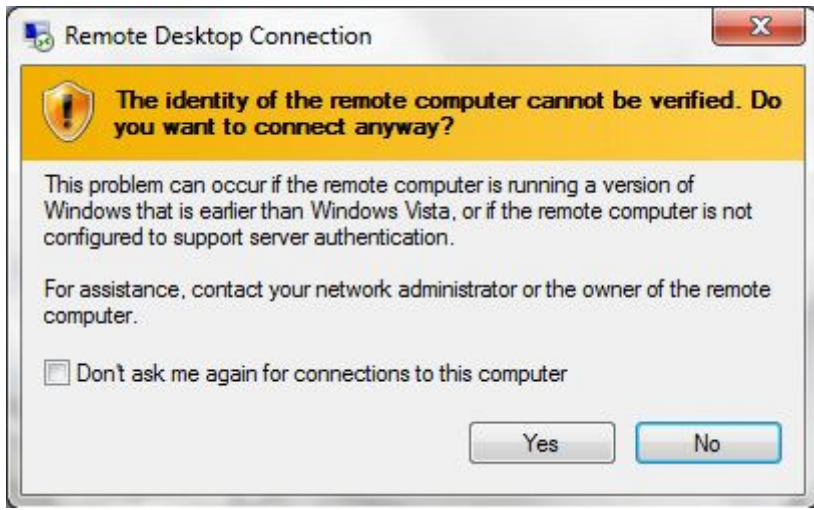
Windows XP:

Open up the *Start* menu and click on *Run*. In the field type **mstsc.exe** and then click *OK*. Then Remote Desktop Connection will launch.

11. After finding Remote Desktop Connection, you will type **BDL1TS01**, and click *Connect*.



12. You may have a popup come when you click connect that looks like the one below. If that is the case, click **Yes**.



12. You'll be brought to a screen where you are asked to login. Use your Windows login and password (*Goodrich\firstname.lastname*).

Ex: Goodrich\John.Smith

13. After entering your credentials you will be brought to your remote desktop.

To get to Outlook, please use Outlook Web Access. A web shortcut is located on the desktop for your convenience.

If you have any questions or comments please contact your local IT HelpDesk.
Cheshire / Totowa: 203.250.3600. Heath: 740.788.5555