


I.T. "How To" Sheet

CONNECTING TO VRC VIA THE VPN

First Time

1. Open Internet Explorer.
2. Temporarily turn off any "Pop-up" blockers.
3. Type 24.227.36.155 in the Address Line and press Enter↵
4. When you see "There is a problem with this website's security certificate," Click☒ on "Continue to this website (not recommended)."
5. When you see this screen enter your firstname.lastname in the "Username" field, press Tab⇥, enter your password and Click☒ on "Sign In."
6. When you see the next screen Click☒ on "Start." On subsequent screens you may be prompted to install some software. If so, follow the prompts.
7. When complete you should see an icon similar to this  (there should also be two green dots) in the System Tray of your Desktop.
8. Press Start, Run and type `\\172.26.1.10\reporters` and press Enter↵
9. You will then be prompted again (this time only) for your username and password to gain access to the Reporters folder.



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Subsequent Logins

1. Press "Start."
2. Select "Programs."
3. Select "Juniper Networks."
4. Select "Network Connect..."
5. Click☒ "Network Connect."
6. When you see this screen, Click☒ Yes.



7. If prompted, enter your Username, press Tab⇥, enter your password and Click☒ on "Sign In."
8. If prompted to "Continue Session" select yes.
9. The "Reporters" folder should open for you and you can select your folder.

