

## Updating the VPN Client

In order to update the VPN token you will need all of the following:

1. A SecurID Keyfob;
2. The new Cisco VPN Client software, which has recently been sent to you by email and
3. A SecurID Username and PIN.



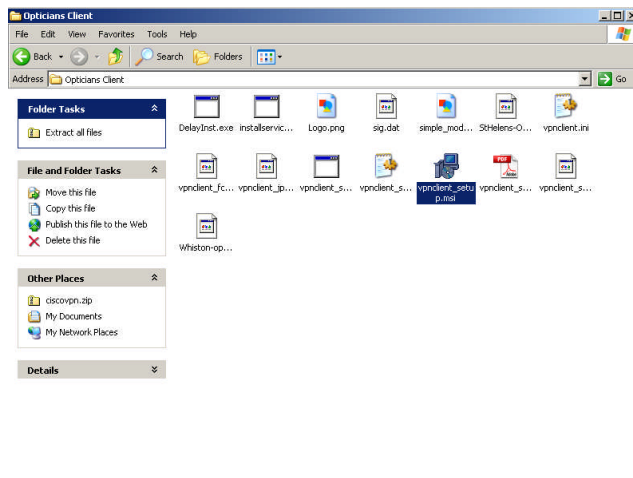
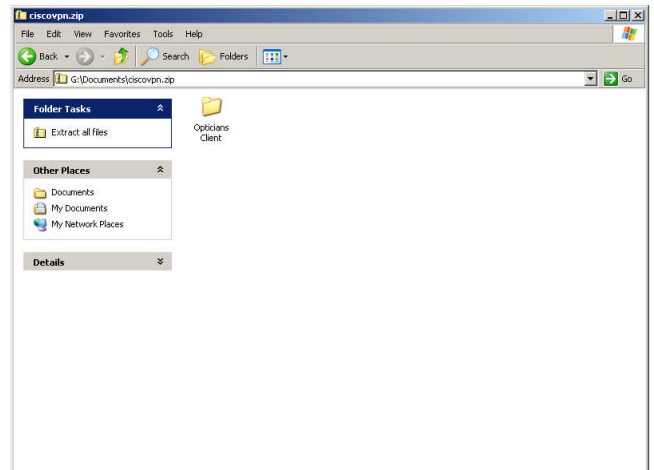
SecurID Keyfob

If you have forgotten your PIN please call the IT Helpdesk (01561 676 5678) for a reset, if you are a new user or have had your PIN reset follow the **NEW PIN** instructions below to create a new one.

## **Installing the Cisco Software:**

The email you received will have had the software attached as a 'ciscovpn.zip' file. If you haven't received this, please contact the Clinical Adviser.

1. Save the email attachment 'ciscovpn.zip' to a file on the PC running the VPN token, e.g. to "My Documents" . You could also save it to a file on a memory stick or resend the email to transfer to other PCs running the DRSS software
2. Left click 'ciscovpn.zip' and there should be a file, entitled "Opticians Client"
3. Left click the file to open



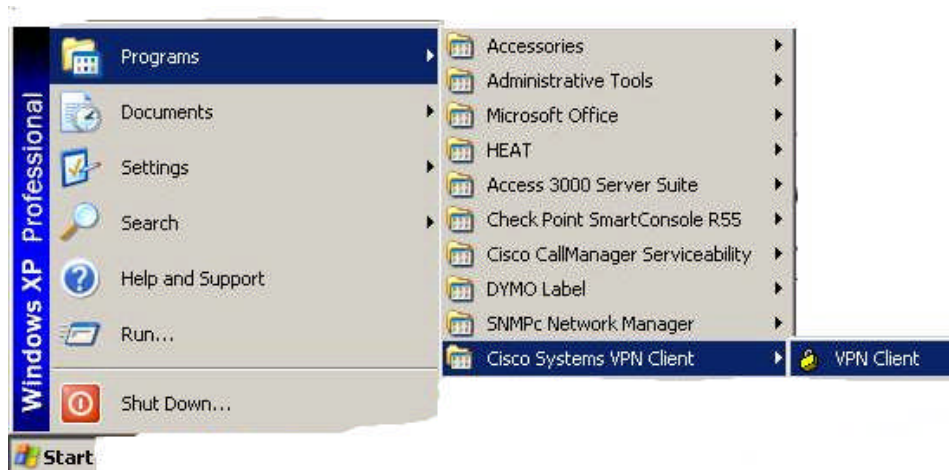
4. Click on the file 'vpndclient\_setup' to run the installation
5. Click 'Run' when prompted
6. Click next, accept the license agreement and click next
7. Click next...next...finish
8. You will need to restart the PC when prompted

9. Now you are ready to connect, use the information later in this document to guide you through connecting for the first time with the updated software

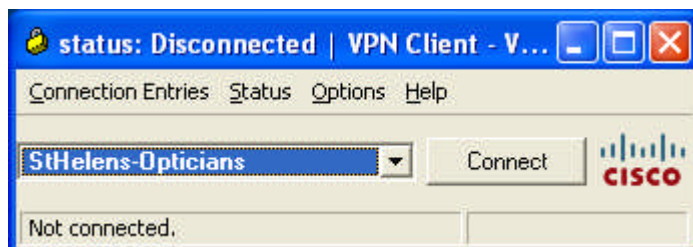
**Please make sure you follow this procedure for all PCs within the practice that currently use the VPN token and have Orion DRSS installed.**

## **Updating the VPN token**

To start the VPN client make sure you are connected to the Internet then Click Start, then Programs, then Cisco Systems VPN Client, and click on VPN Client



You will see the screen below: **please select the St Helens Link from the dropdown box, (the Whiston link is not yet active)** Then Click Connect



If the connection is successful you will see the User authentication screen below, if you do not obtain the authentication screen make sure you have Internet Connectivity before calling the Helpdesk for support.



In the Username field, enter your SecurID username (note this is case sensitive). In the Passcode field, enter your PIN number followed by the tokencode currently displayed on your SecurID Keyfob. (A new code is generated every 60 Seconds). Do not leave a space between the PIN and the tokencode.

Click OK, your Credentials will now be checked and if Authentication is successful you should see a Locked Padlock Icon in the system tray as below:

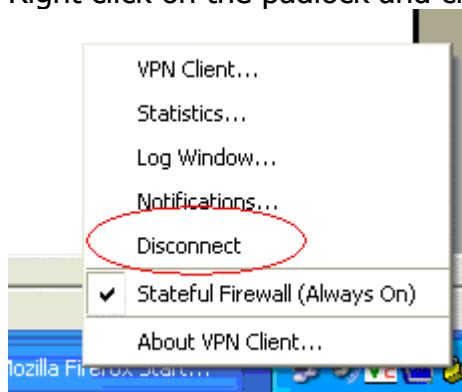


If unsuccessful you will be asked to re-authenticate, after 3 unsuccessful attempts your Account will be locked and you will need to call the Helpdesk to reset your PIN.

Once connected to the VPN Service you will be able to use all of your Network Applications normally (e.g. Outlook, Shared Folders, Hearts, Pathology, Radiology, Kodak Web, Intranet and N3 Applications)

### **To Disconnect from the VPN**

Right click on the padlock and click Disconnect



After you have disconnected the padlock will appear open as below:



## New Pin Mode

If this is the first time you've used the VPN Client or your PIN has been reset, then your account will be in New Pin Mode:

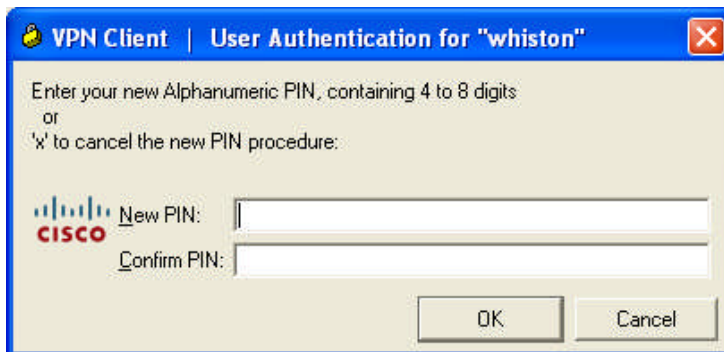
In New Pin Mode you will need to enter your username as normal and then in the passcode box, just enter the tokencode on the SecurID keyfob.



When you click OK, the authentication program will ask if you want to create your own PIN.



Enter y in the Response field and click OK to obtain the following screen:



Enter a new pin (can be alphanumeric) and confirm in the field below it, click OK.

The next screen will prompt you to enter this new PIN + the next code on the fob. Wait for the code to change on the fob and then enter the PIN + tokencode in the passcode field with no space between PIN and tokencode to log into the VPN



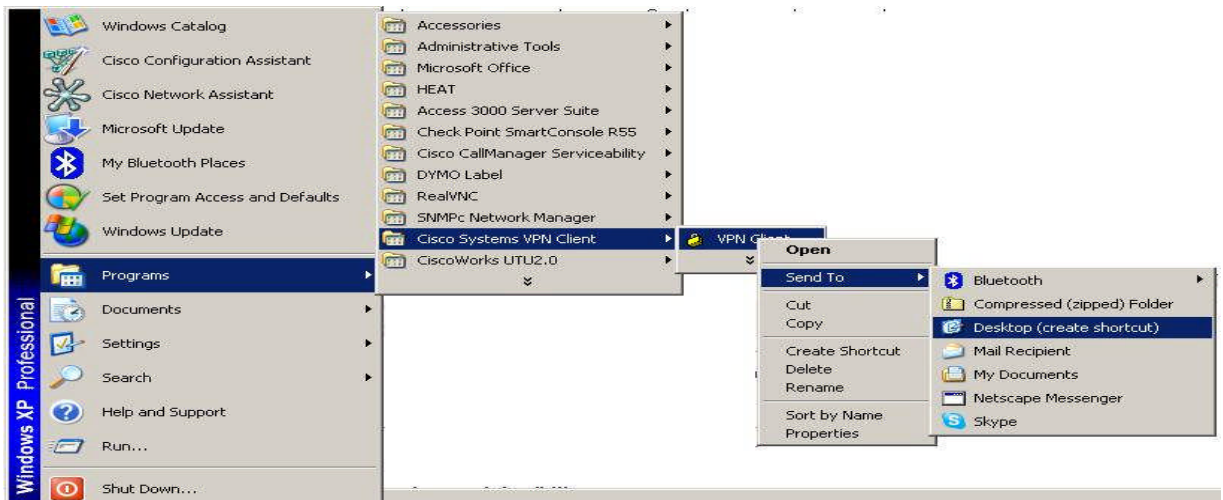
You will now be logged into the VPN, next time you log in enter the PIN + tokencode as normal in the passcode field.

**If you have any issues with the VPN Service please call the IT Helpdesk on 0151 676 5678**

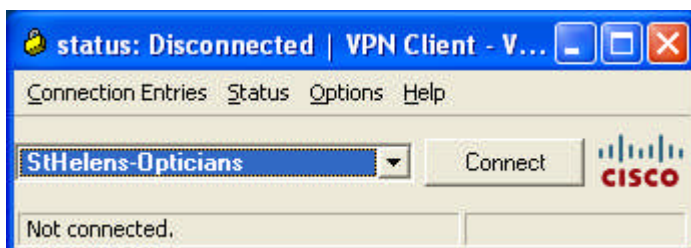
### **Quick Tips**

To create a shortcut on your Desktop for the VPN Client

Select: Start/Programs/Cisco Systems VPN Client/VPN Client/Send to/Desktop (create shortcut)

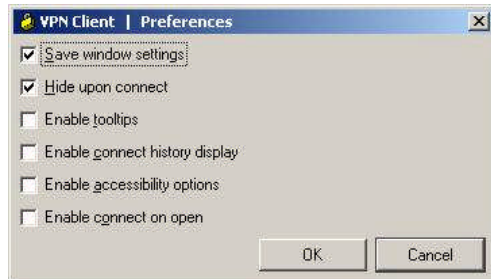


To Logon directly to the VPN without having to click on Connect change the following:



Select St Helens in drop down window as above  
Then Select: Connection Entries / Set as default connection  
Select Options then Preferences

Tick the box for Enable connect on open click OK



The User Authentication window will then launch immediately on launch of application