
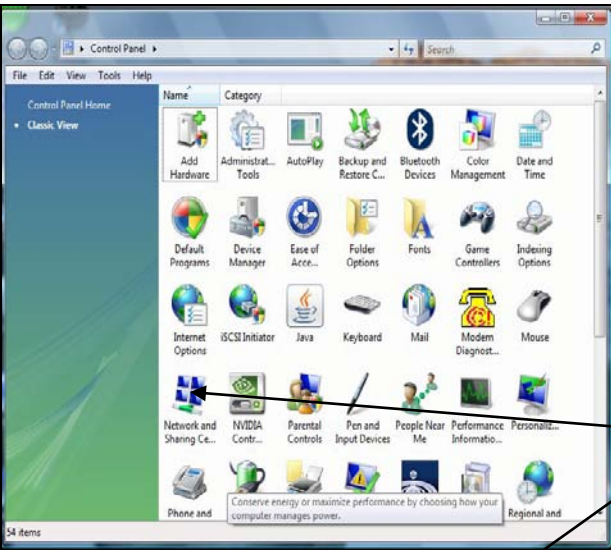
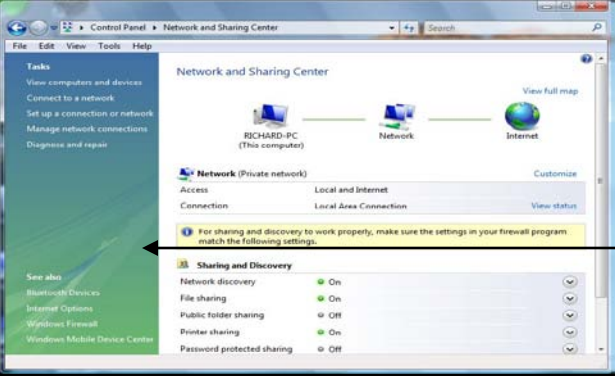
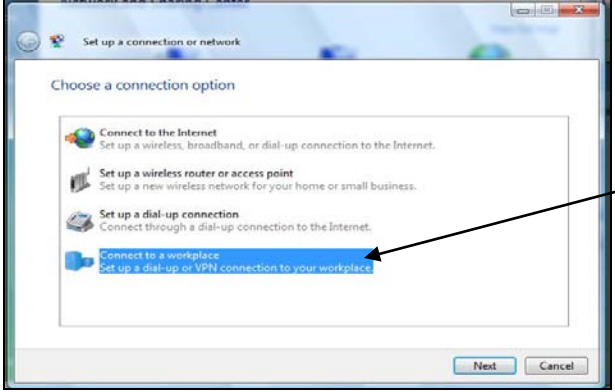
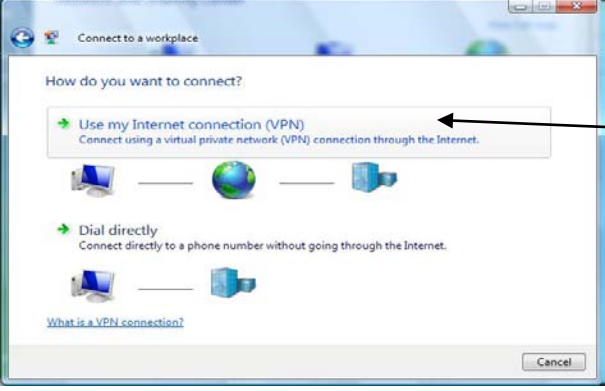
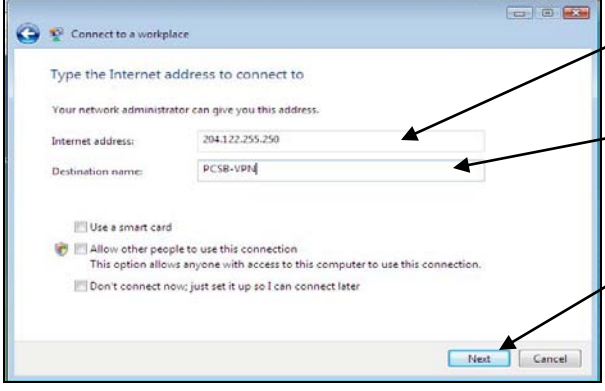


VPN SETUP for WINDOWS VISTA

Steps	Screen Displayed	Procedures
1	 <p>The screenshot shows the Windows Vista Start menu. The 'Control Panel' option is highlighted with a mouse cursor. A separate inset image shows the Start button being clicked.</p>	<p style="text-align: center;"><u>SETTING UP A VPN CONNECTION FOR WINDOWS VISTA</u></p> <ul style="list-style-type: none"> • Click the Start Button • Click on Control Panel <p style="text-align: center;">IMPORTANT NOTICE:</p> <p style="text-align: center;">You can setup your VPN connection at any PCSB location; HOWEVER, you have to be connected outside of the school board facilities to be able to connect to your VPN account.</p> <p style="text-align: center;">The VPN account is only used for access to Genesis and SAP.</p> <p style="text-align: center;">You can not surf the internet with this VPN connection.</p>
2	 <p>The screenshot shows the Windows Vista Control Panel window. The 'Network and Sharing Center' icon is highlighted with a mouse cursor. A separate inset image shows the 'Network and Sharing Center' icon.</p>	<ul style="list-style-type: none"> • Click on Network and Sharing Center icon

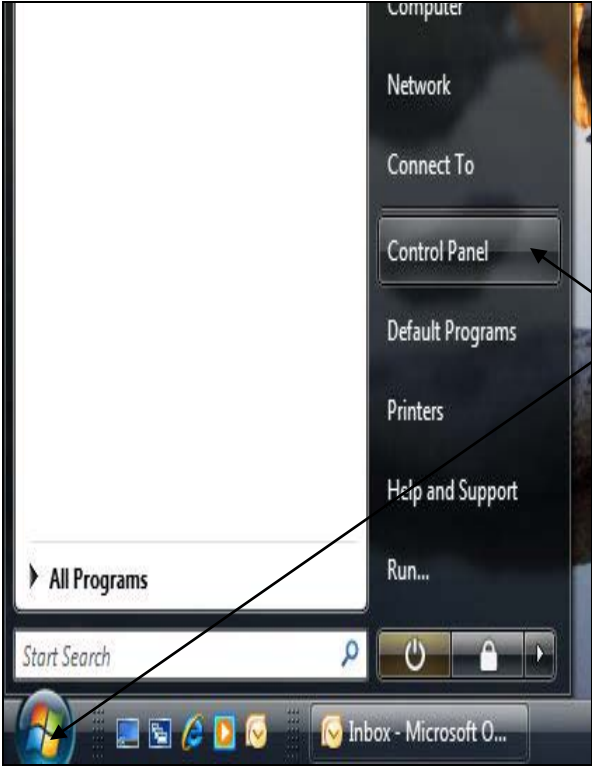
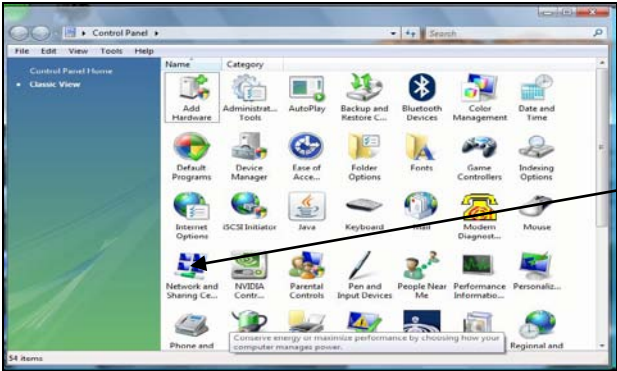
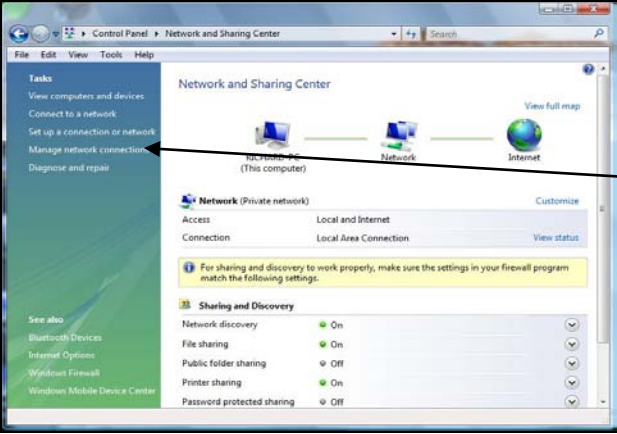

VPN SETUP for WINDOWS VISTA

Steps	Screen Displayed	Procedures
3	 	<p>Click on Set Up a Connection or Network</p> <p>Click on Connect to a workplace</p>
4	 	<p>Click on Use my Internet connection (VPN)</p> <p>Type 204.122.255.250 in the internet Address box</p> <p>Type PCSB-VPN in the Destination Name box</p> <p>Click Next button</p>

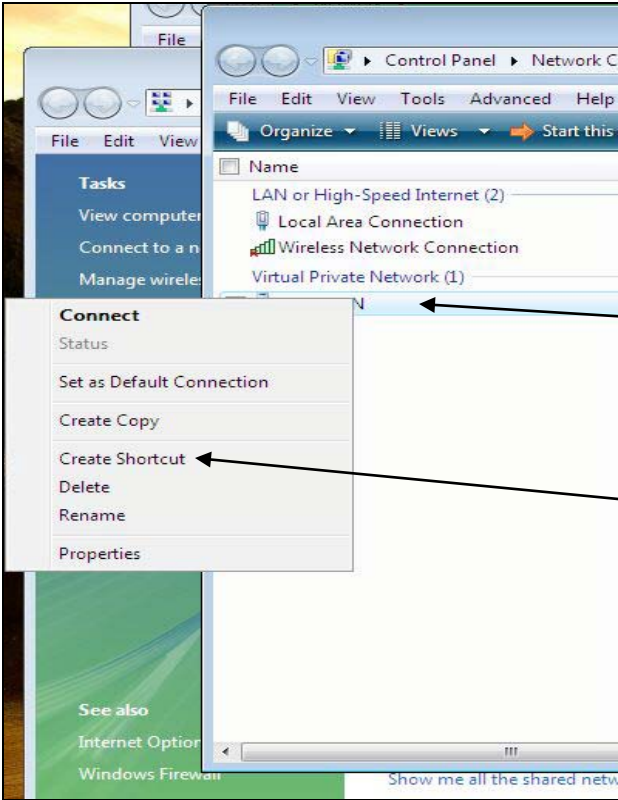
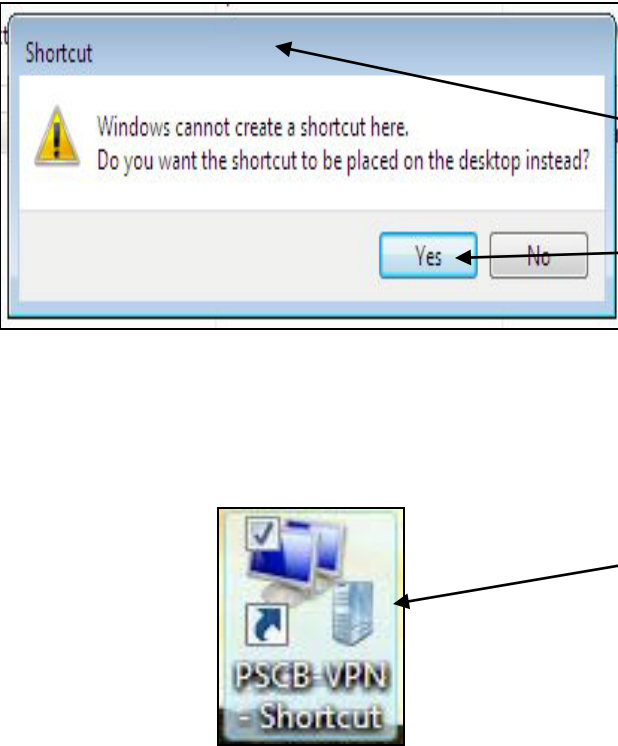
VPN SETUP for WINDOWS VISTA

Steps	Screen Displayed	Procedures
5		<p style="text-align: center;"><u>ENTERING YOUR LOGIN NAME AND PASSWORD</u></p> <ul style="list-style-type: none"> • Type your first.last john.smith • Type your Email Password • Click Connect button <p>Message indicating that your account is Verifying User Name and Password</p> <p style="text-align: center;">NOTICE: If you successfully connect, you will use your Genesis shortcut or your SAP icon to access those programs.</p> <ul style="list-style-type: none"> • Click Skip button to continue Setup
6		<p>After <i>Clicking</i> the SKIP button, the Connect to a workplace screen appears.</p> <p>Click Set up the connection anyway box.</p> <p>You have now completed setting up your VPN connection.</p>

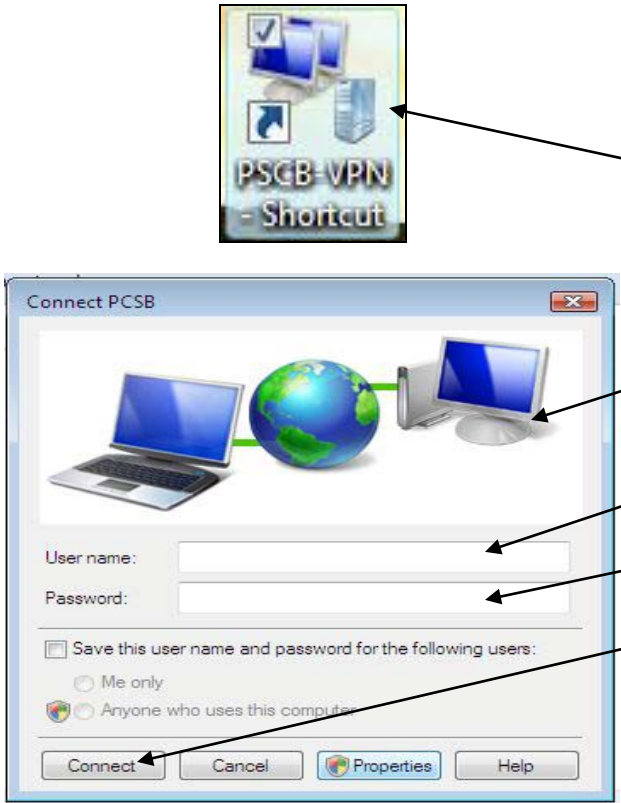

VPN SETUP for WINDOWS VISTA

Steps	Screen Displayed	Procedures
7		<p style="text-align: center;"><u>HOW TO SETUP A DESKTOP SHORTCUT FOR YOUR PCSB-VPN ACCOUNT</u></p> <p>Click Start button</p> <p>Click Control Panel button</p>
8	 	<p>Click Network and Connection Sharing icon</p>  <p>Click Manage Network Connections</p>

VPN SETUP for WINDOWS VISTA

Steps	Screen Displayed	Procedures
9	 A screenshot of the Windows Vista Network Connections window. The window title is "Control Panel > Network Connections". The menu bar includes "File", "Edit", "View", "Tools", "Advanced", and "Help". The "Organize" menu is open, showing "Views" and "Start this folder on the desktop". A context menu is open over the "Virtual Private Network (1)" connection, with options: "Connect", "Status", "Set as Default Connection", "Create Copy", "Create Shortcut", "Delete", "Rename", and "Properties". An arrow points from the "Create Shortcut" option to the "Procedures" column. Another arrow points from the "Virtual Private Network (1)" connection to the "Procedures" column.	<p data-bbox="1062 506 1414 537"><i>Right Click on PCSB-VPN</i></p> <p data-bbox="1062 690 1414 722"><i>Left Click Create Shortcut</i></p>
10	 A screenshot of a "Shortcut" error dialog box. The title bar says "Shortcut". The message reads: "Windows cannot create a shortcut here. Do you want the shortcut to be placed on the desktop instead?". There are "Yes" and "No" buttons. An arrow points from the "Yes" button to the "Procedures" column. Below the dialog box is a screenshot of a desktop shortcut icon labeled "PCSB-VPN - Shortcut". An arrow points from the icon to the "Procedures" column.	<p data-bbox="1062 1190 1495 1222"><i>When Shortcut Message appears</i></p> <p data-bbox="1062 1304 1279 1335"><i>Click Yes button</i></p> <p data-bbox="1062 1598 1458 1667"><i>New PCSB-VPN shortcut will appear on your desktop</i></p>

VPN SETUP for WINDOWS VISTA

Steps	Screen Displayed	Procedures
11		<p style="text-align: center;"><u>CONNECTING TO YOUR PCSB-VPN ACCOUNT</u></p> <ul style="list-style-type: none"> • Double Left Click on the PCSB-VPN shortcut icon • The Log in screen will appear • Type your first.last name in box • Type your Email Password in box • Click Connect button
12		<p>You will know that you are connected to your VPN when you this icon in your tool bar bay your clock in the lower right hand corner of your computer screen.</p> <p>If you move your mouse on to the icon, you should see a little window that reads, “Connected to PCSB-VPN”.</p>