VPN User Guide: Own Device (Windows)

Staff: Malaysia Campus

Contents

Own PC/laptop: Windows

The instructions on the following pages tell you how to setup and install the software required to connect your own/home Windows PC or laptop to the Heriot-Watt (Malaysia) VPN.

Once connected to the VPN you can access iHR and Finance services, or use remote desktop to access your HWU desktop PC and your normal work applications and files.

Please note.

Once connected to the VPN you can access these systems direct by going to the following URLs.

      iHR: https://ihr.hw.ac.uk

      Finance: http://finapp.hw.ac.uk:8000 (Oracle R12 and Staff iExpenses)

Remote desktop to your HW PC after VPN login

If you plan to remote desktop to your office PC via the VPN you need to ensure that you leave your office PC switched on, and you know your office PC name or IP address.

Prep for a remote desktop session via the VPN

1. Leave your HWU desktop PC **switched on**
2. Make a note of your **HWU PC name** or IP address – you can get this information from the **About My PC** shortcut on your desktop
3. **Lock** the screen: **Start**, click the **arrow** to right of Shut down, click **Lock**

> The instructions that follow tell you how to set up your home PC/laptop to access the HWU VPN.
>
> Depending on your version of Windows, we recommend that you use the
> **Windows 10 Client** (preferred option)
> or the
> **SonicWALL App** (Windows 10)

If you have any queries please contact the IS helpdesk (IShelp@hw.ac.uk)

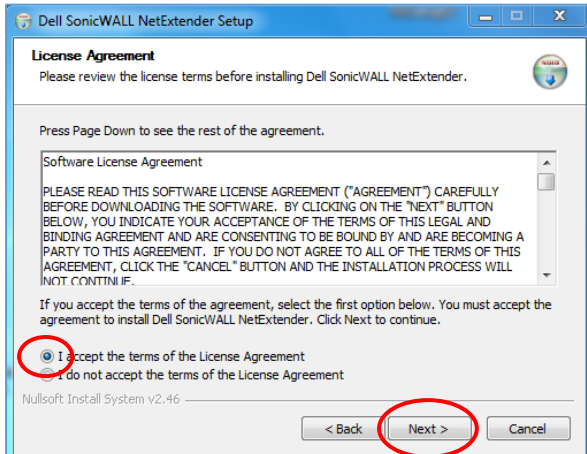# Windows 10 : Client (preferred option)

There is a 32 bit client and a 64 bit client for Windows 10 installation.

To install the client

1. Download the client from
   http://www.hw.ac.uk/is/it-essentials/virtual-private-network-vpn.htm
2. **Double click** the NetExtender Setup shortcut on your desktop
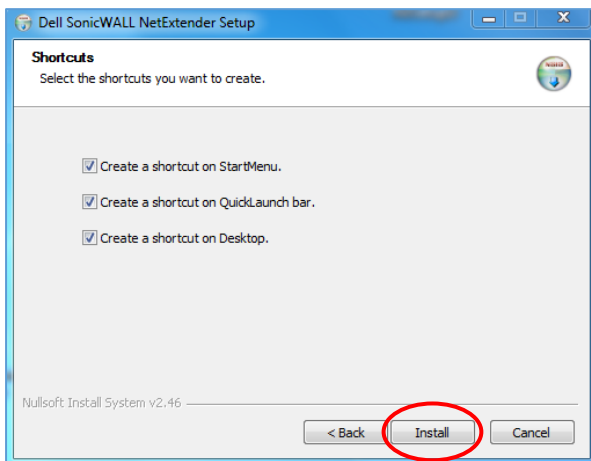- If prompted click on **YES**
3. Click **Next**
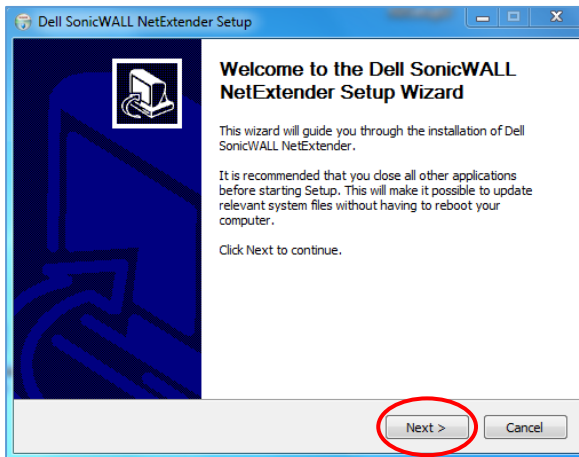
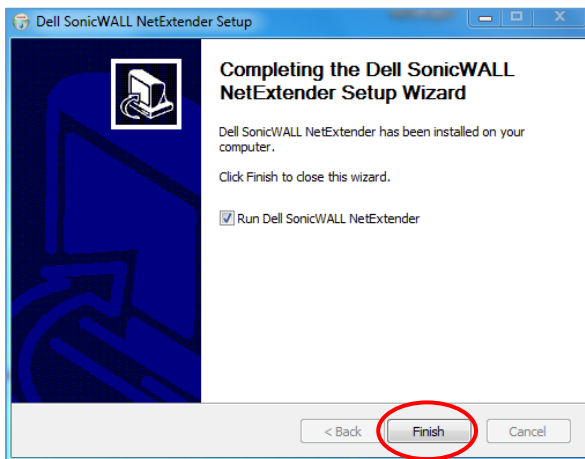4. **Accept** the License Agreement
5. Click **Next**

6. Click **Next** at Choose Install Location
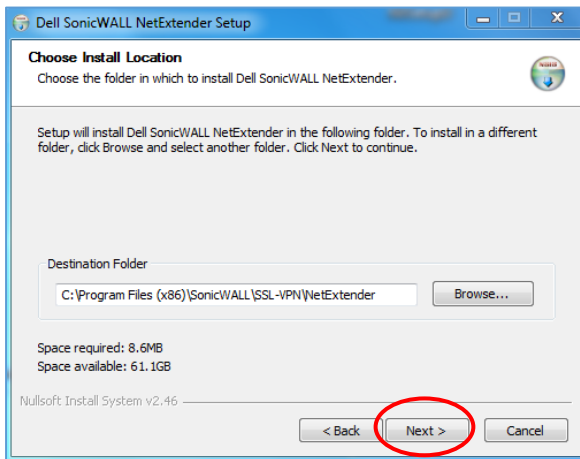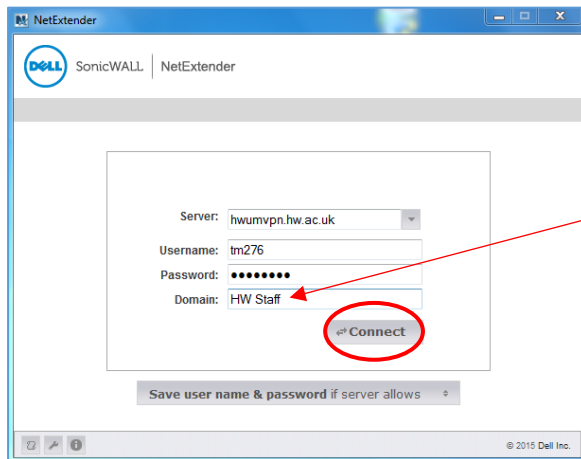

7. Click **Install**

8. Click **Finish**
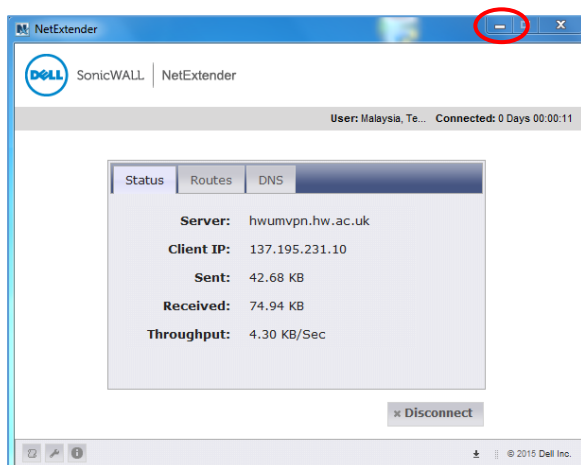
Connect to the VPN

Once the client is installed the following connection window will appear automatically.

1. Enter **hwumvpn.hw.ac.uk** at the Server prompt
2. Enter your HWU **username** and **password**
3. Enter **HW Staff** (this is case sensitive!) in the Domain window
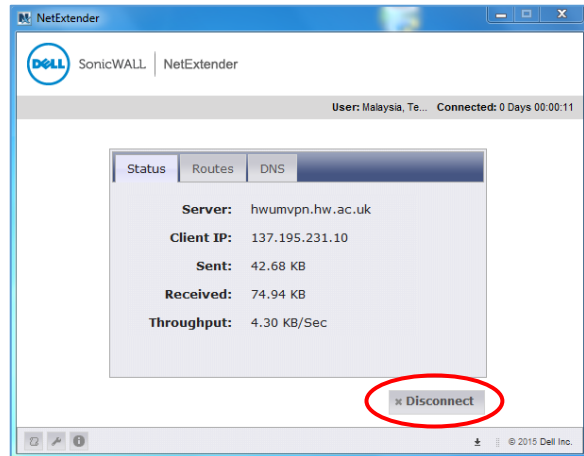4. Click **Connect**

Type this *exactly* as shown

5. Once connected, minimise this window to your taskbar

- If you are remote accessing your HW PC please see the Remote Desktop document.

To disconnect

1. Restore our NetExtender window
2. Click **Disconnect**

Next time login

Once you have disconnected you will notice the Dell SonicWALL Extender icon on your desktop.

The next time you want to connect to the VPN simply double click this icon.

Windows 10 App

Download the **SonicWALL Mobile Connect App** from the Windows App store and follow the installation procedures.

Set up the connection

1. Click on **Start** and then **Settings**
2. Click on **Network & Internet**
3. Click on **VPN**
4. Click on **Add a VPN connection**
5. Select **SonicWALL Mobile Connect** from the VPN provider dropdown

   Connection name: **HW work**

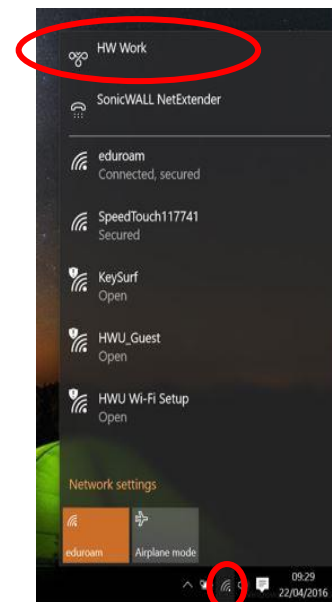   Server name: **hwumvpn.hw.ac.uk**

6. Click on **Save**

Log in to the VPN

1. Click on WiFi/Network icon in the Notification area
2. Click **HW Work**
3. Click on **HW Work** then click **Connect**
4. Click **Next**
5. Enter your HWU UserID and password
6. Click **OK**
7. **Close** window

Disconnect

1. Click the WiFi/Network icon in the Notification area
2. Select **HW Work**
3. Click on **HW Work** and then click **Disconnect**

Using Web Browser (not app)

NOTE *
Please download and install the windows Client (page.2) prior to using the Web login portal The browser offers an alternative way to log in if there is any reason you cannot use the app ***you should not use both together***.

The following instructions tell you how to setup and install the software required to connect to the Heriot-Watt Edinburgh VPN via your browser.

Browser

- Use **Internet Explorer (IE)** Only

Pre-Configurations required before logging into VPN

JAVA Settings

You must be running the most recent version of JAVA on your home PC

You can download JAVA here (http://www.java.com/en/download)

Edit your JAVA security settings

1. Go to the **Java Control Panel** (Open **System preferences** – then open **Java**)
2. Select the **Security** tab
3. Click **Edit Site List**…
4. Click **ADD**
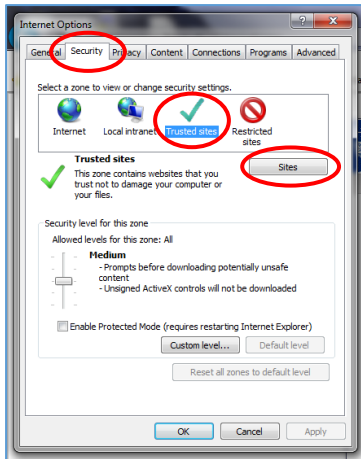5. Type **https://hwumvpn.hw.ac.uk** in the new row
6. Click **OK**

Browser settings for Internet Explorer

Add https://hwumvpn.hw.ac.uk to your trusted sites

1. Open IE and go to https://hwumvpn.hw.ac.uk

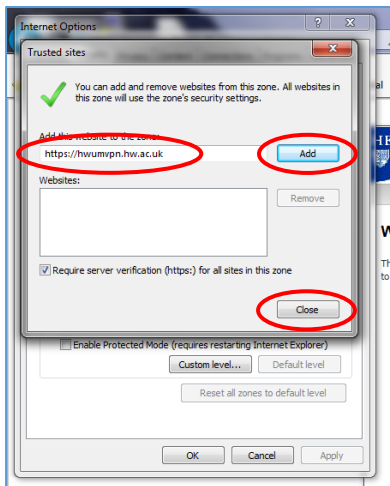2. Open the Tools menu and choose **Internet options**
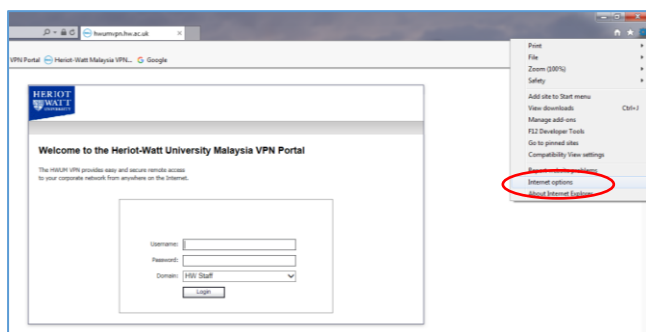
3. Select the **Security** tab, then select **Trusted sites** in the **zone** options, then click **Sites**

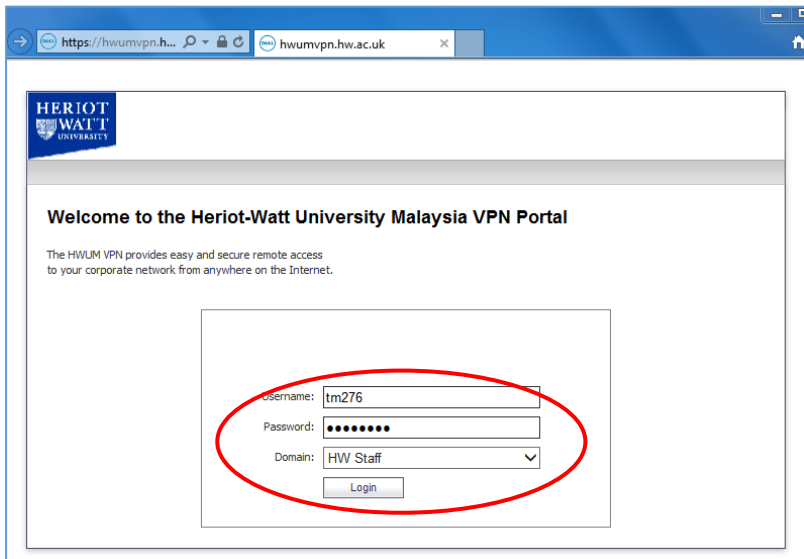- In the Add this website to the zone: it should say **https://hwumvpn.hw.ac.uk**
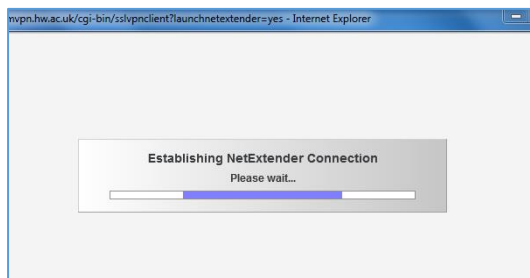
4. Click **ADD**
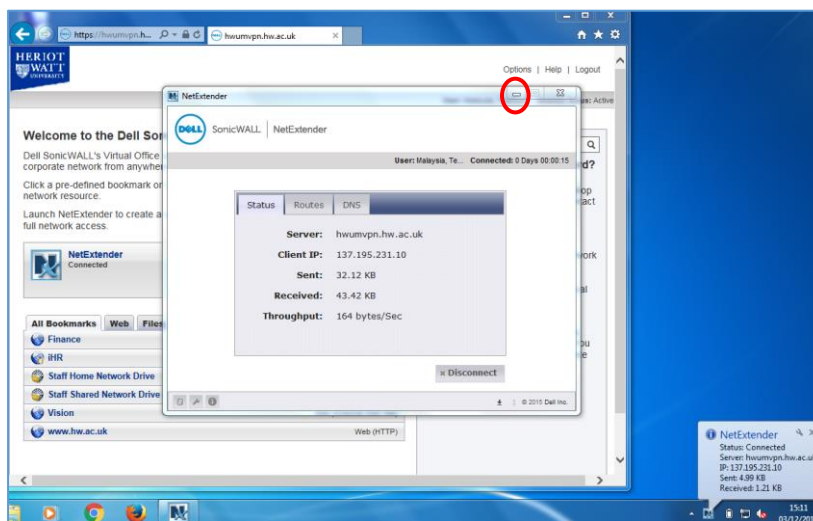5. Click **Close**

6. Click **OK**

Log in to the VPN

1. Open your browser and go to https://hwumvpn.hw.ac.uk
2. Enter your HW **Username** and **Password**
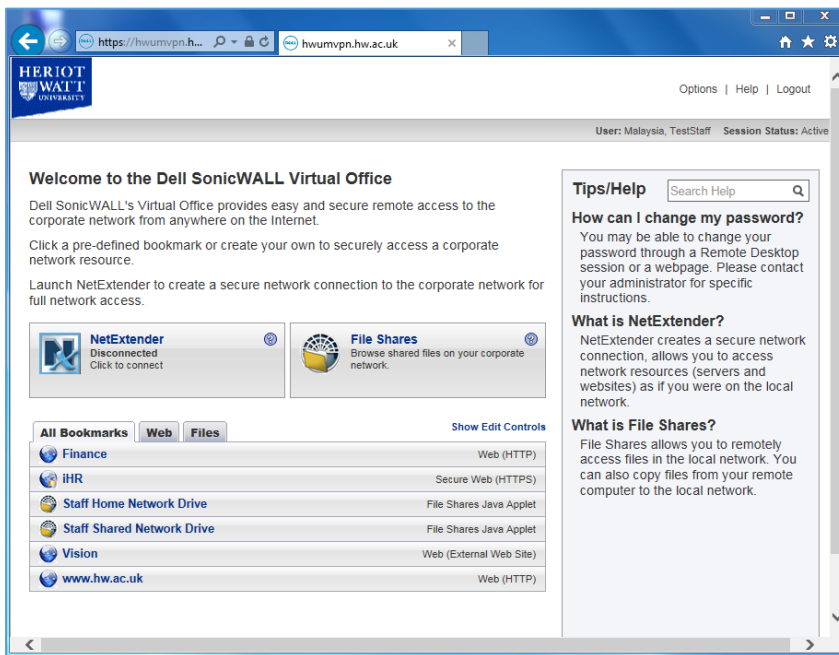3. Click on **Login**

- The VPN NetExtender will start automatically – if prompted, click **Yes**

- Once the NetExtender has started you will be able to see the connection details – minimise the NetExtender window.

- You will now be logged into the VPN and the following screen will be displayed

iHR and Finance

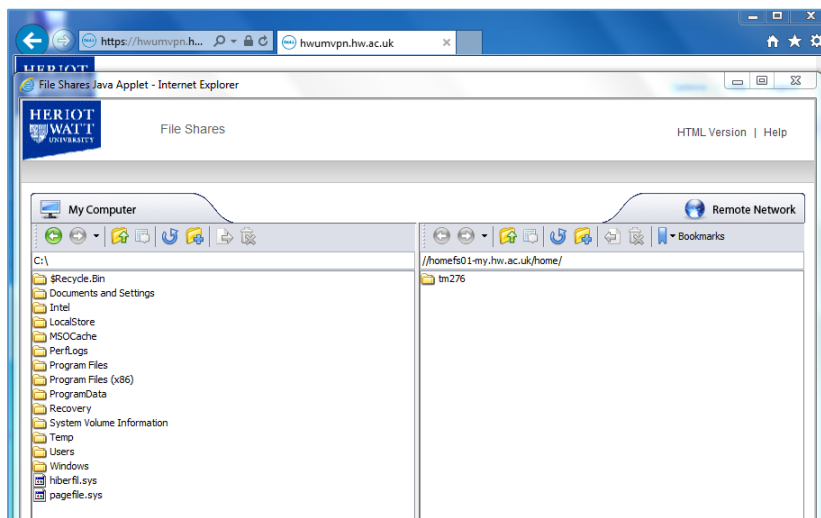Click on the Finance or iHR bookmarks to open the applications.

Staff Home Drive

Click **Staff Home Network Drive** bookmark – to display your folders

- *If prompted* click on **Allow** to run JAVA

Your drives will be displayed in a new window

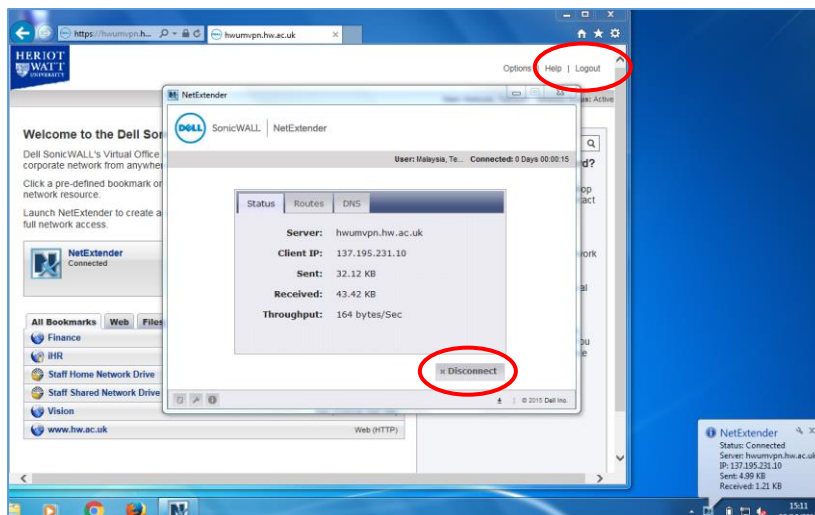- Left panel: your local computer
- Right panel: your HW Home (H:) drive

- You can drag and drop files from your PC to your HW Home drive or vice-versa

The other options on the screen are shortcuts and tips/help.

Log out

1. Disconnect from NetExtender
2. Click **Logout**

Remote desktop

If you are connecting to your HWU work PC by remote desktop see **MS Remote Desktop Client for Windows.** You must be logged into the VPN before you can use Remote Desktop.