VPN User Guide: Own Device (Windows) Staff: Malaysia Campus

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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: <u>http://finapp.hw.ac.uk:8000 (</u>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

 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

G Dell SonicWALL NetExtende	r Setup
	Welcome to the Dell SonicWALL NetExtender Setup Wizard This wizard will guide you through the installation of Del SonicWALL NetExtender. It is recommended that you close all other applications before starting Setup. This will make it possible to update relevant system files without having to reboot your computer. Click Next to continue.
	Next > Cancel

4. Accept the License Agreement

5. Click Next



6. Click Next at Choose Install Location



7. Click Install



8. Click Finish

G Dell SonicWALL NetExtende	er Setup
	Completing the Dell SonicWALL NetExtender Setup Wizard
	Dell SonicWALL NetExtender has been installed on your computer.
	Click Finish to close this wizard.
	☑ Run Dell SonicWALL NetExtender
	< Back Finish Cancel

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

M NetExtender	L NetExtend	er	15		×	
	Server: Username: Password: Domain: Save user n	hwumvpn.hw.ac.uk tm276 HW Staff e* Con	r allows •			Type this <i>exactly</i> as shown
2 / 0				© 2015 Dell	Inc.	

5. Once connected, minimise this window to your taskbar

NetExtender		
SonicW	ALL NetExtender	
		User: Malaysia, Te Connected: 0 Days 00:00:11
Ē		
1	Status Routes	DNS
	Server:	hwumvpn.hw.ac.uk
	Client IP:	137.195.231.10
	Sent:	42.68 KB
	Received:	74.94 KB
	Throughput:	4.30 KB/Sec
		Discourse t
		* Disconnect
2 / 0		± ∥ © 2015 Dell Inc.

• 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 <u>JAVA</u> here (<u>http://www.java.com/en/download</u>)

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 <u>https://hwumvpn.hw.ac.uk</u> to your trusted sites

- 1. Open IE and go to <u>https://hwumvpn.hw.ac.uk</u>
- 2. Open the Tools menu and choose Internet options

ortal 😑 Heriot-Watt Malaysia VPN 🔓 Google	Print File
MERIOT	Zoom (200%) Safety
Welcome to the Heriot-Watt University Malaysia VPN Portal	Add tet to Staff menu View downloads Manage add-ons F12 Developer Tools Go to primed deta Compatibility View settings
The MMXV Whi provides area and access months access to your corporate velocids from weathere on the Internet.	Internet options Menut Internet Evaluation
literature .	

3. Select the Security tab, then select Trusted sites in the zone options, then click Sites

Internet Options
Gendal Security Projecy Content Connections Programs Advanced
Select a zone to view or change security settings.
Internet Local intrane Trusted sites
Trusted sites This zone contains websites that you trust not to damage your computer or your files.
Security level for this zone
Allowed levels for this zone: All
Prompts before downloading potentially unsafe content -Unsigned ActiveX controls will not be downloaded
Enable Protected Mode (requires restarting Internet Explorer)
Custom level Default level
Reset all zones to default level
OK Cancel Apply

- 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 <u>https://hwumvpn.hw.ac.uk</u>
- 2. Enter your HW Username and Password
- 3. Click on Login

					-
Welcome t	o the Herio	t-Watt University M	alaysia VPN Portal		
The HWUM VPN prov	vides easy and secu	re remote access	-		
to your corporate ne		are on the internet.			
		osername: tm276			
		osername: tm276 Password:			
		Domain: HW Staff)	

• 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.

ERIOT WATT	Options Help	Logout	
	NetExtender	an: Active	
Velcome to the Dell Sor	DOLL SonicWALL NetExtender		
ell SonicWALL's Virtual Office orporate network from anywhe	User: Malaysia, Te Connected: 0 Days 00:00	¹⁵ d?	
click a pre-defined bookmark or etwork resource. aunch NetExtender to create a uil network access.	Status Routes DNS Server: hwumyph.hw.ac.uk	op act	
NetExtender Connected	Client IP: 137.195.231.10 Sent: 32.12 KB Received: 43.42 KB	eork al	
All Bookmarks Web Files	Throughput: 164 bytes/Sec	ou e	
Staff Home Network Drive	* Disconnect		
Staff Shared Network Drive	0 🖉 0 ± : 0.2010 Data	14.	
www.hw.ac.uk	Web (HTTP)		O NetExtender Status: Connected Server: hwumvpn.hw.ac IP: 137.195.231.10

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

← ⑤ ● https://hwumvpn.h クマ ▲ C ○ hwumvpn.hw.ac.uk ×	□ × ↑★☆		
HERIOT	Options Help Logout		
	User: Malaysia, TestStaff Session Status: Active		
Welcome to the Dell SonicWALL Virtual Office Dell SonicWALL's Virtual Office provides easy and secure remote access to the corporate network from anywhere on the Internet.	Tips/Help Search Help Q How can I change my password?		
Click a pre-defined bookmark or create your own to securely access a corporate network resource. Launch NetExtender to create a secure network connection to the corporate network for full network access.	You may be able to change your password through a Remote Desktop session or a webpage. Please contact your administrator for specific instructions.		
NetExtender Image: Connected Click to connect State State Image: Click to connect Image: Click to connect <th clic<="" image:="" th=""><th>What is NetExtender? NetExtender creates a secure network connection, allows you to access network resources (servers and websites) as if you were on the local network.</th></th>	<th>What is NetExtender? NetExtender creates a secure network connection, allows you to access network resources (servers and websites) as if you were on the local network.</th>	What is NetExtender? NetExtender creates a secure network connection, allows you to access network resources (servers and websites) as if you were on the local network.	
All Bookmarks Web Files Show Edit Controls	What is File Shares?		
Sinance Web (HTTP)	File Shares allows you to remotely access files in the local network. You		
W Secure Web (HTTPS)	can also copy files from your remote		
Staff Home Network Drive File Shares Java Applet			
Staff Shared Network Drive File Shares Java Applet			
Web (External Web Site)			
www.hw.ac.uk Web (HTTP)			
<			

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

(←) → https://hwumvpn.h ♀ ← 🗎 ♥ → hwumvpn.hw.ac.uk	× Ĥ★☆
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🥑 File Shares Java Applet - Internet Explorer	
File Shares	HTML Version Help
	//nometsU1-my.hw.ac.uk/home/
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Documents and Settings	
MSOCache	
PerfLogs	
Program Files	
Program Files (x86)	
ProgramData	
C Recovery	
C System Volume Information	
Temp	
Users	
Windows	
indertil.sys	
m pagene.sys	

• 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

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HERIOT WATT	Options Help	Logout
	NetExtender	In: Active
Welcome to the Dell Sor	SonicWALL NetExtender	
Dell SonicWALL's Virtual Office corporate network from anywher	User: Malaysia, Te Connected: 0 Days 00:00:15	d?
Click a pre-defined bookmark or network resource.	Status Routes DNS	op act
Launch NetExtender to create a full network access.	Server: hwumypn.hw.ac.uk	
Connected	Sent: 32.12 KB	al
All Bookmarks Web Files	received: 43.42 KB Throughput: 164 bytes/Sec	
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Staff Home Network Drive	A DISCONNELL	
Staff Shared Network Drive	□ ≠ 0 ± 0 2015 Del Inc.	
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< www.inv.ac.ak	vee (rt.)*)	Status Connected Server: Invarrigentiacacak British Status Connected Server: Invarrigentiacacak British Status Server: 49 AB Received: 121 KB
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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.