

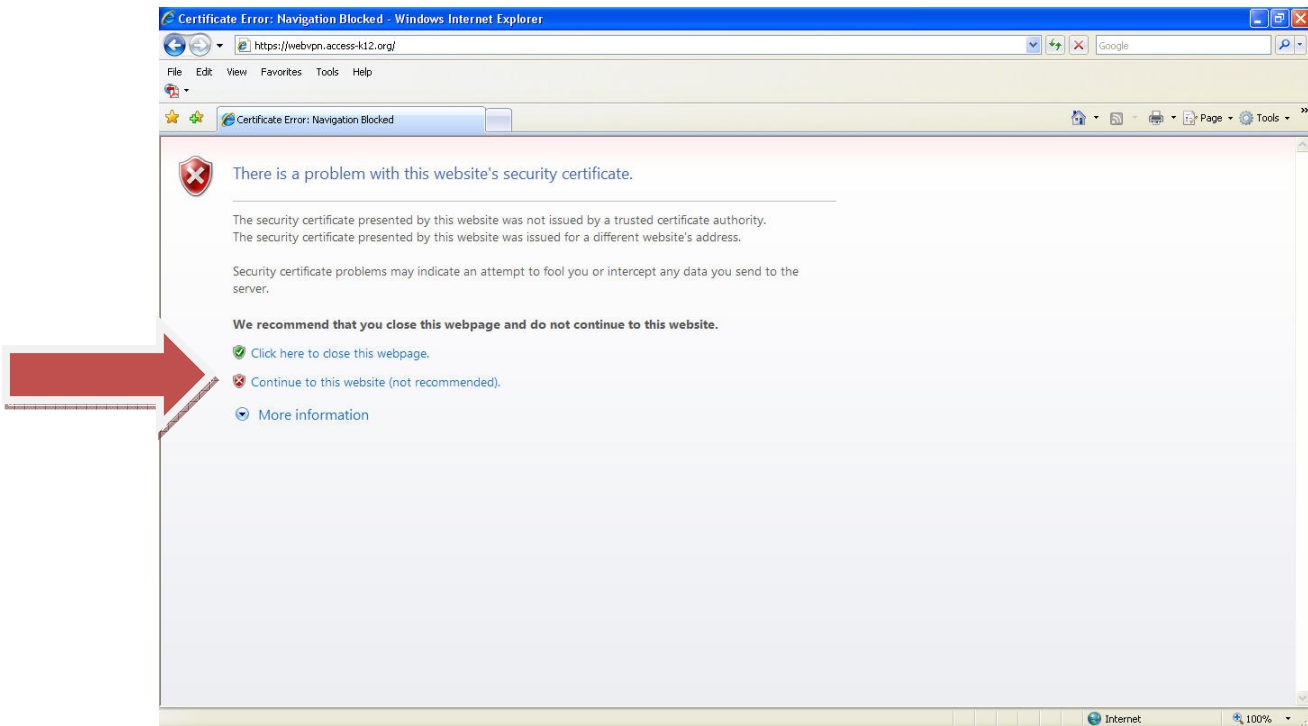
ACCESS – WebVPN – WEB PORTAL INSTRUCTIONS

To utilize the ACCESS **WEB PORTAL** **Does NOT require install of AnyConnect:**

Enter: <https://webvpn.access-k12.org> in the Browser (I.E. or Mozilla Firefox)



ACCEPT ALL Security Challenges – Click Continue



Select **ACCESS** (default) and ENTER Email Username (no extension) and Password (case sensitive) when prompted.



When connecting to ACCESS WebVPN please make sure to add this to your "Trusted sites", and also allow pop-ups for this URL.

ACCESS WebVPN

Please enter your username and password.

USERNAME:

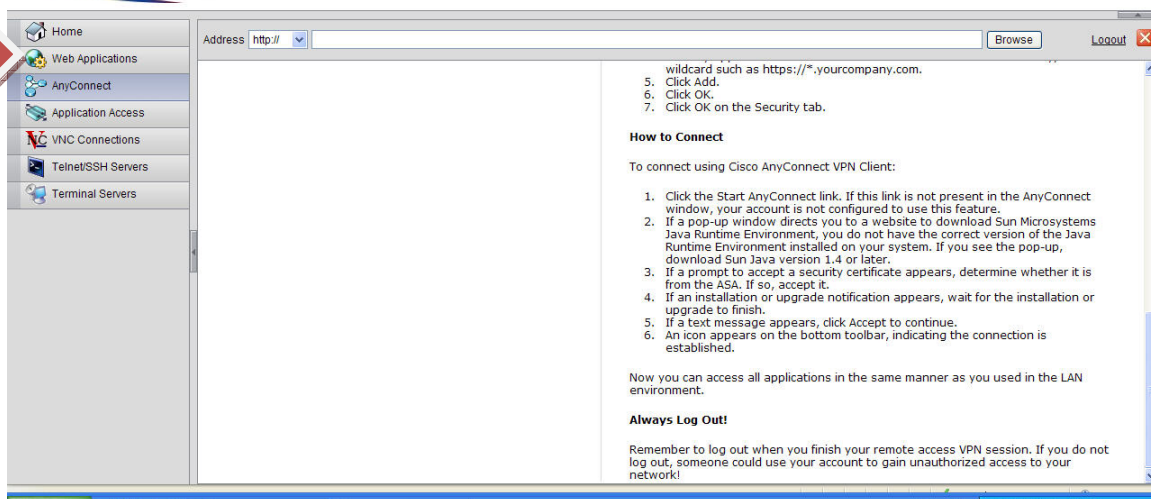
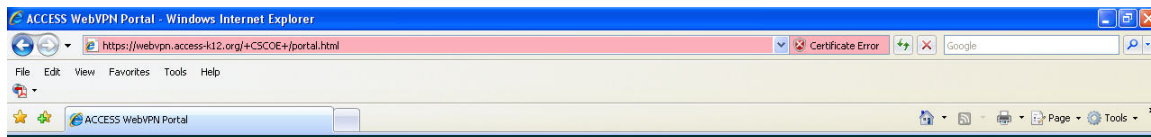
PASSWORD:

GROUP: ACCESS

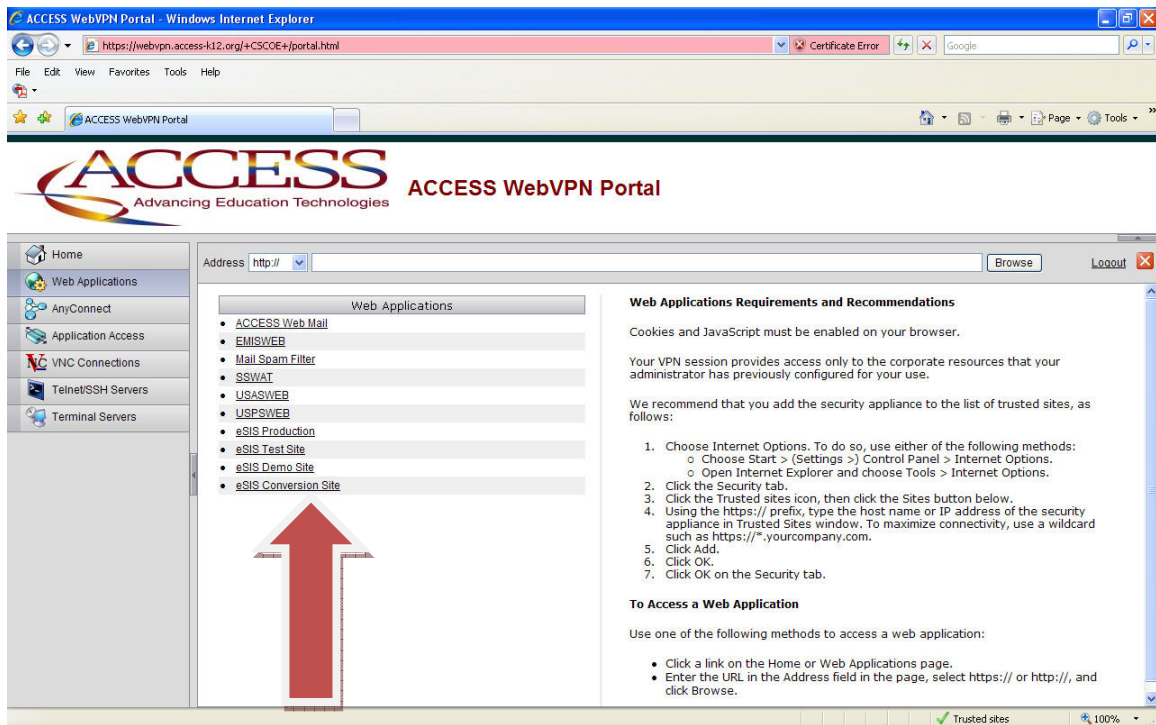
A red arrow points from the right side of the form towards the left.

Add this URL to your "Trusted sites"

CLICK on WEB APPLICATIONS (Do NOT click on AnyConnect!!!)



Web Applications will display an application list. **Select an application.** You can open multiple windows simultaneously.



WHEN FINISHED.... PLEASE REMEMBER TO LOGOUT
(Make sure that the lock and key in the system tray has disappeared.)