



Remote Access For emPSN

Guide for Administrators



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Introduction

This document will guide you through the setting up VPN on a windows machine for remote access into your school that is connected by the emPSN network. The information below is aimed at Windows 7 and 8 machines, but can be used on any operating system supporting VPN

Overview

The NCS VPN client connects to the NCS VPN Server and establishes an IPSEC tunnel is established. Once the IPSEC tunnel is established the user is then authenticated by username and password. The given username is authenticated via the NCS RADIUS server and the correct access is given to the user. This can be from a single IP address or subnet within the emPSN. The user can also be assigned whichever DNS servers are required so that the user may use server names as if they were within their own school environment.

VPN Configuration for **Windows 10** (Windows 7/8 – See below)

Right click your network icon (shown highlighted in Yellow – wifi and wired connection)



Select **Open network and sharing centre**

The Click on **Set up a new connection or network**

Change your networking settings



[Set up a new connection or network](#)

Set up a broadband, dial-up or VPN connection, or set up a router or access point.

Choose **Connect to a workplace**



Connect to a workplace

Set up a dial-up or VPN connection to your workplace.

And click on **next**

Select **Use my Internet Connection (VPN)**



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→ Use my Internet connection (VPN)

Connect using a virtual private network (VPN) connection through the Internet.



You will be presented with the following:

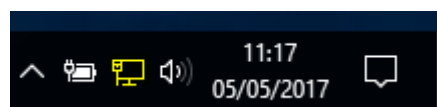
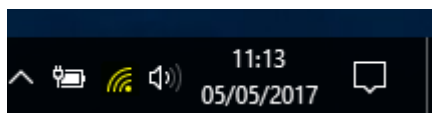
Enter the internet address **vpn.empsn.capitalbytes.com**

Enter the destination name, this can be anything such as **emPSN VPN** or **MySchool VPN**

Un-Tick all boxes and click **Create**

The VPN dialer will be created, this needs to be edited before it can be used.

Right click your network icon (shown highlighted in Yellow – wifi and wired connection)



Select **Open network and sharing centre**

Select **Change Adapter Settings**

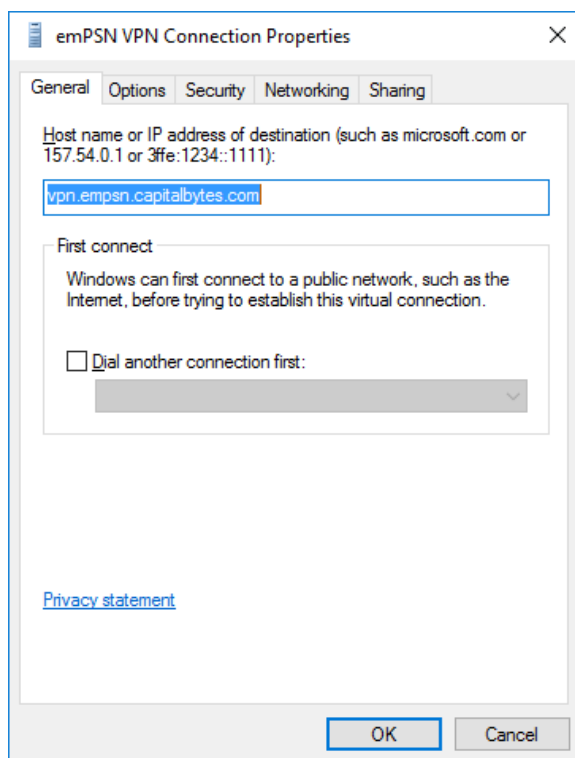
Select the VPN Dialer just created - such as **emPSN VPN** or **MySchool VPN**



Right click the connection you have just made and select **properties**

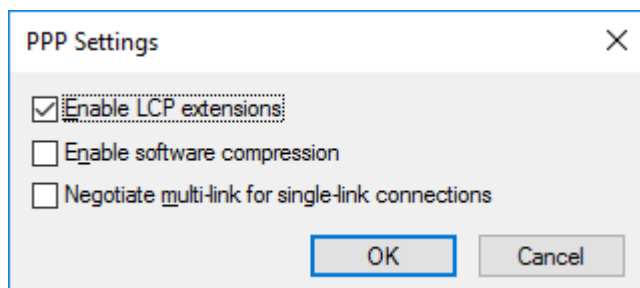


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The VPN Connection properties will appear



Select the **Options** Tab

Click **PPP Settings** and ensure **Enable LCP extensions** is ticked.



Click **OK**

Select the **Security** Tab

Under Type of VPN Select **Layer 2 Tunnelling Protocol with IPSec (L2TP/IPSec)**

Under Data encryption select **Require encryption (disconnect if server declines)**

Click **Allow these Protocols**

Check **Challenge Handshake Authentication Protocol (CHAP)**

Check **Microsoft CHAP Version 2 (MS-CHAP v2)**

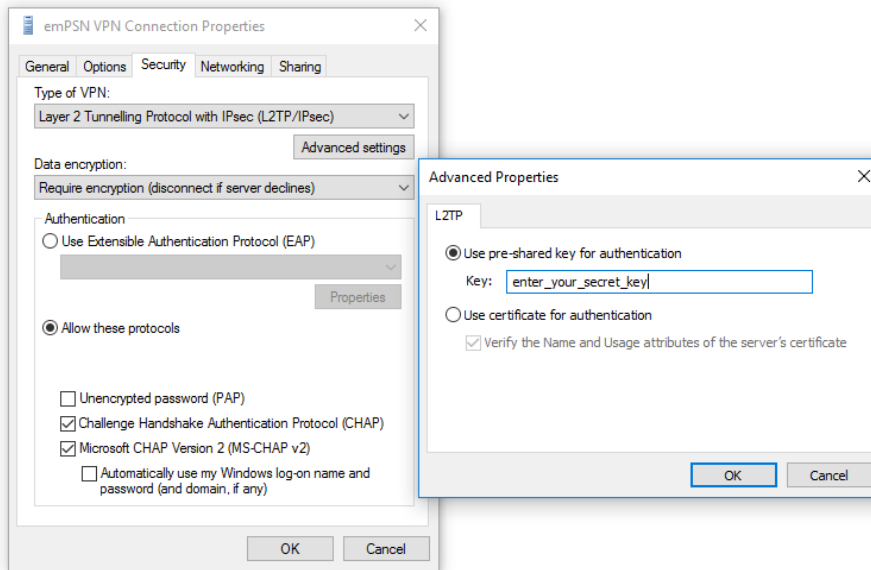


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Click **Advanced Settings**

Check **Use pre-share key for authentication**

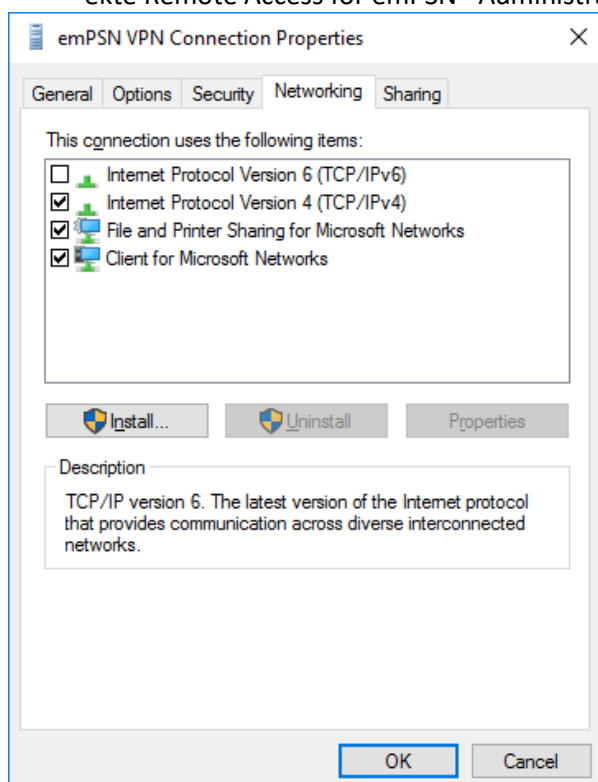
Type in the pre-shared key you have been given – this is personal to your connection

Click **OK** on Advanced Properties



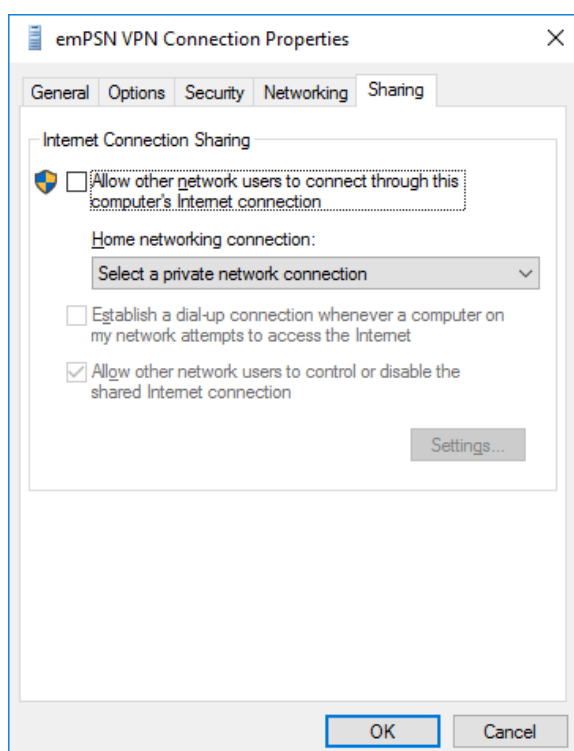
Select the **Networking** Tab

Untick **Internet Protocol Version 6 (TCP/IPv6)**



Select the **Sharing** Tab

Defaults should be as shown





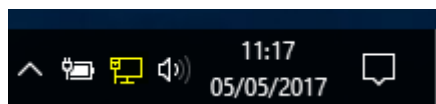
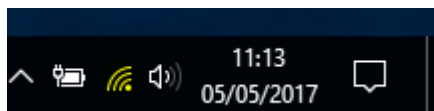
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Click **OK** to close and accept the Connection Property changes

Close Network Connections Control Panel.

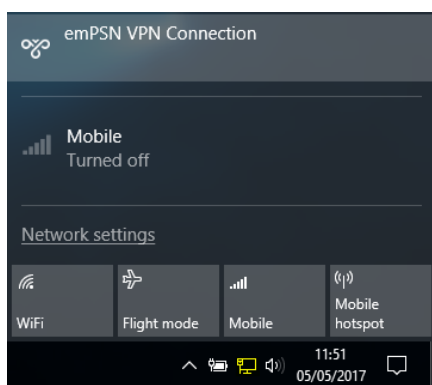
Configuration is now complete and you will be able to use the VPN dialer.

Usage Procedure for connecting.

Left click your network icon (shown highlighted in Yellow – wifi and wired connection)



And Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**



A settings window will appear, Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

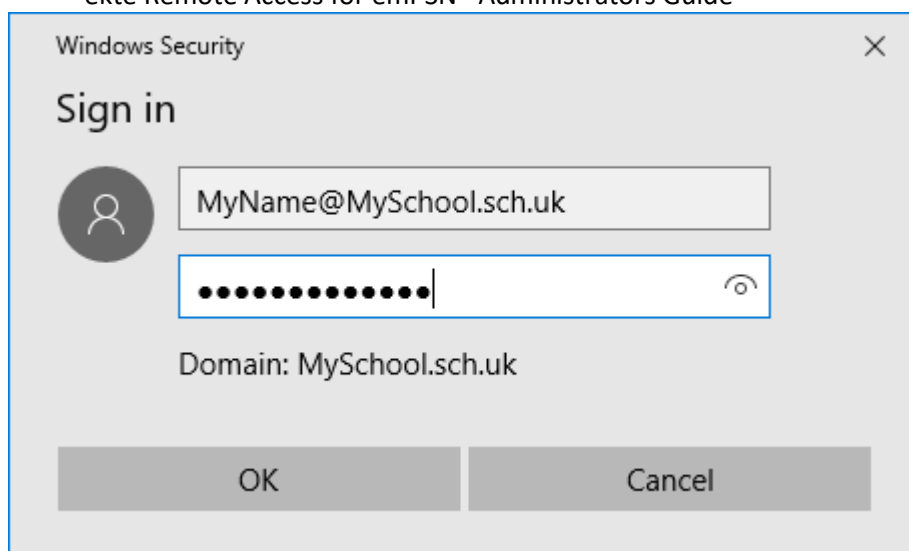
Click **Connect**



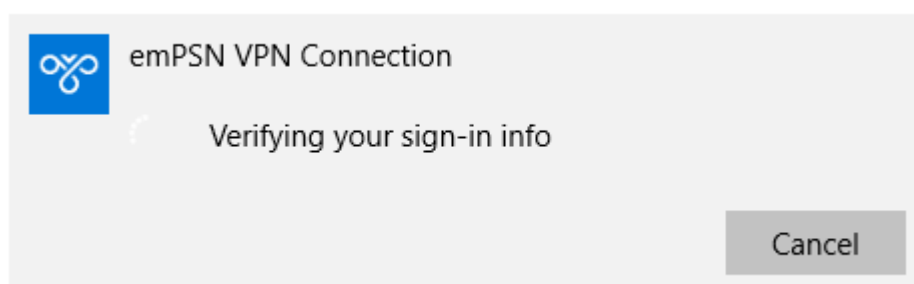
Enter the username and password details for the VPN service – personal to you



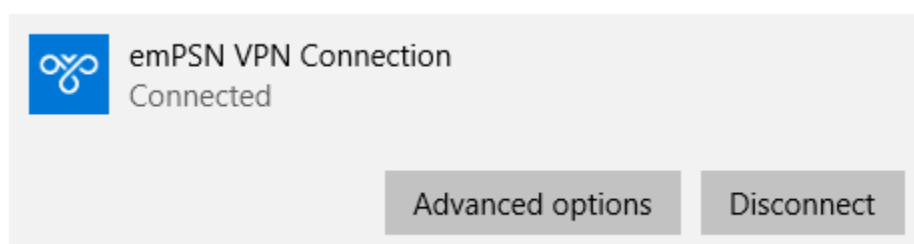
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Your details will be verified and checked



Once you are connected the connection box will change



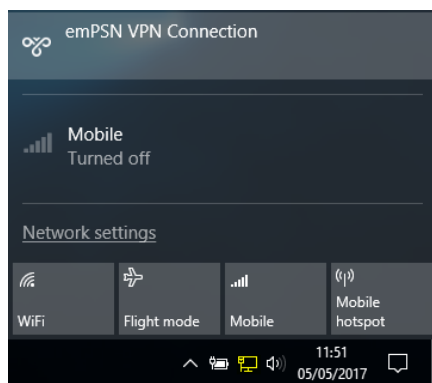
Usage Procedure for Disconnecting

When you have finished with your remote access simply **Left** click your network icon (shown highlighted in Yellow – wifi and wired connection)



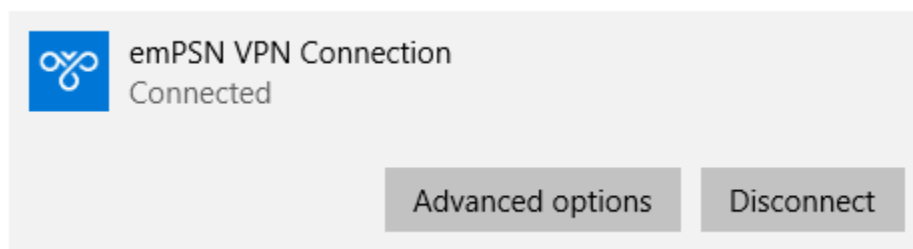


And Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**



A settings window will appear, Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

Click **Disconnect**



Changing VPN Passwords

Your VPN username and Password are personal to you. To change your VPN password

Goto URL - <https://vpn.capitalbytes.com>



Enter your **Username**, **Current Password**, **New Password** and **Confirm Password**

Click **Change Password**

Your Password has been changed

Please use a complex password or pass phrase, so your password is not easy to guess.

ekte Remote Access for emPSN –Administrators Guide VPN Configuration for **Windows 7** (Windows 8 – See next Section)

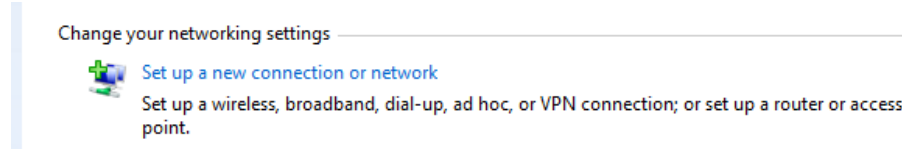
To configure the windows machine please follow the instructions below:

Right click your network icon

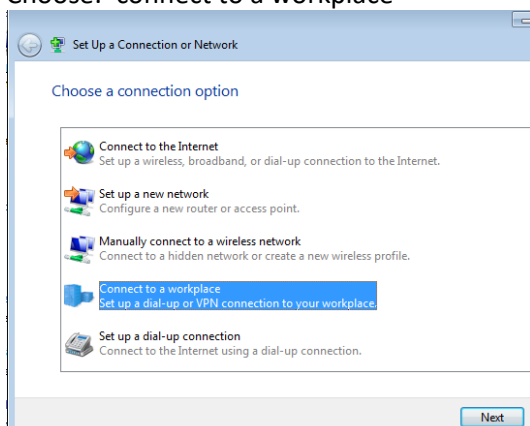


Select 'open network and sharing centre'

Then click on:

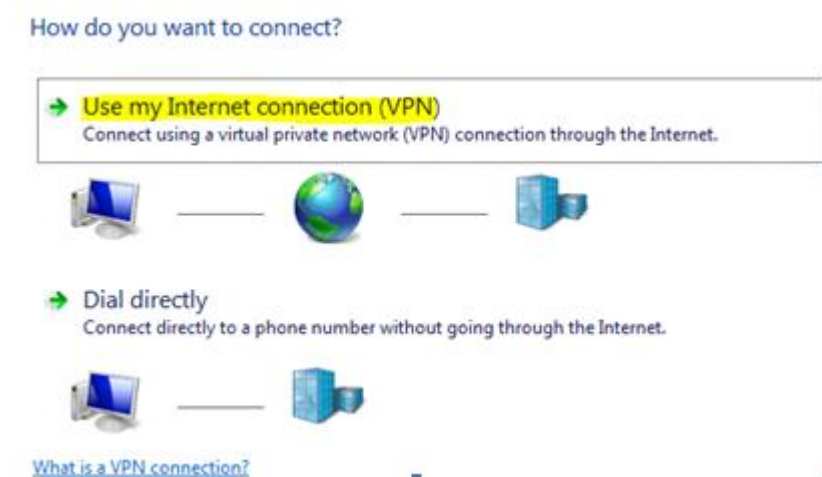


Choose: 'connect to a workplace'



And click next

Select 'use my internet connection (VPN)



You will be presented with the following:




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Type the Internet address to connect to

Your network administrator can give you this address.

Internet address:	<input type="text" value="Example:Contoso.com or 157.54.0.1 or 3ffe:1234::1111"/>
Destination name:	<input type="text" value="VPN Connection"/>

- ☐ Use a smart card
-  ☐ Allow other people to use this connection
This option allows anyone with access to this computer to use this connection.
- ☐ Don't connect now; just set it up so I can connect later

Next

Enter the internet address “vpn.empsn.capitalbytes.com” (without the quotes)

Enter the destination name, this can be anything such as ‘emPSN VPN’ or Your School name’

Select/Tick –don’t connect now, just set up so I can connect later.

Click next.

Type your user name and password

User name:	<input type="text"/>
Password:	<input type="password"/>
	<input type="checkbox"/> Show characters
	<input type="checkbox"/> Remember this password
Domain (optional):	<input type="text"/>

Leave all fields blank and click create.

Close the “connect now” window.

Close the network and sharing window.

Configure Options

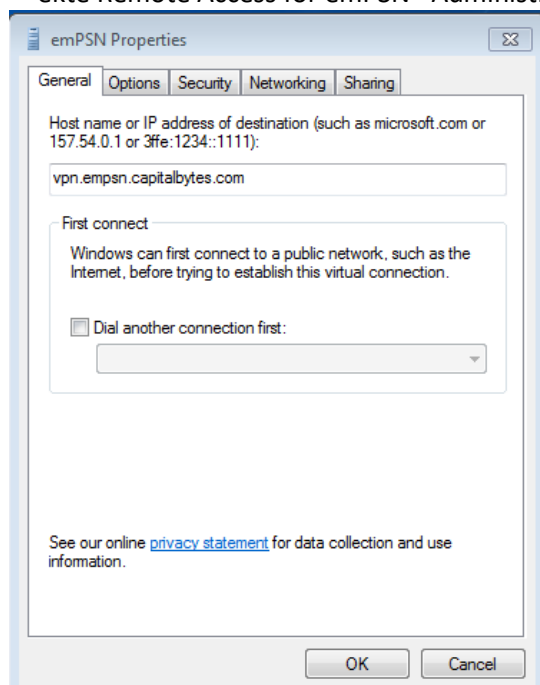
Left click the network icon,



you should see a pop up with new entry you just made
Right click this entry, you should get:

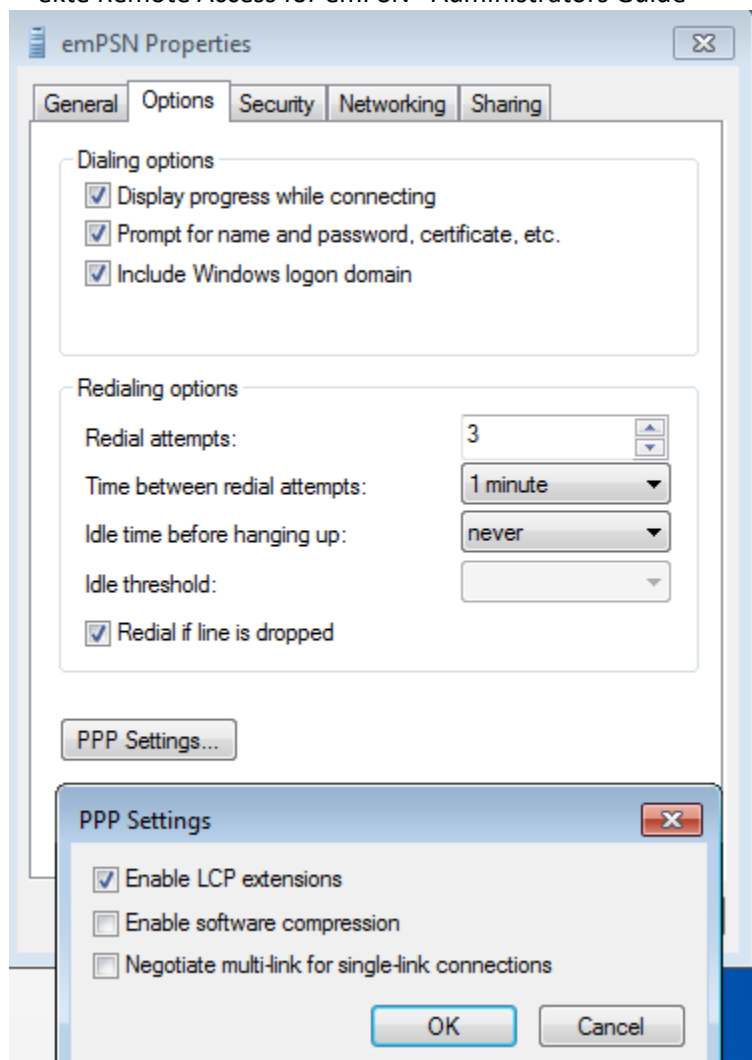


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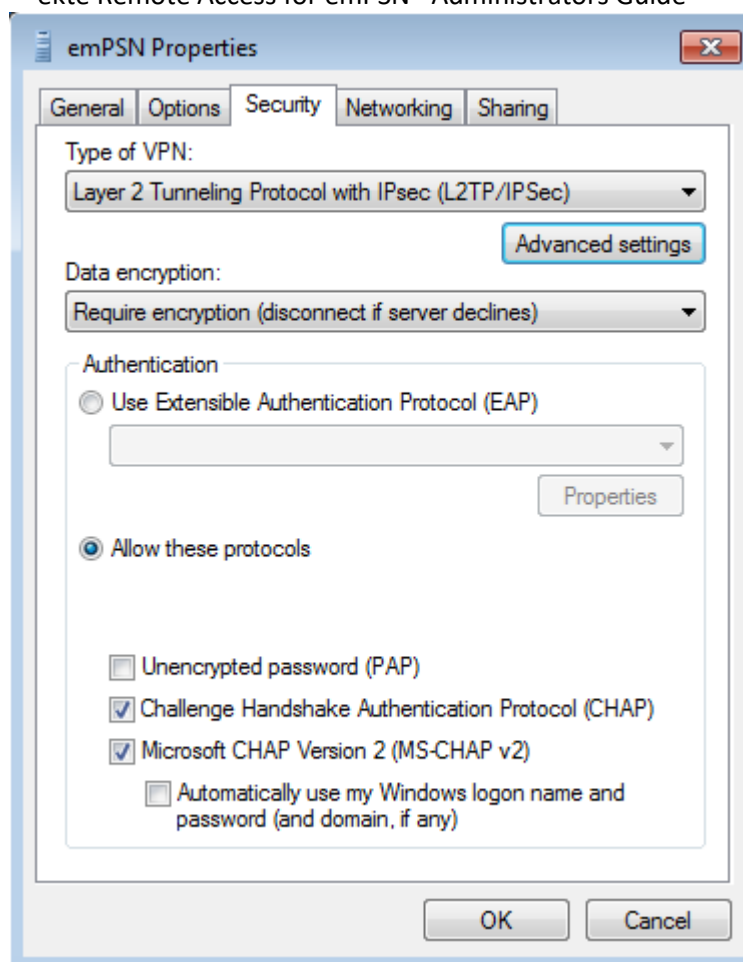


Verify settings on following tabs

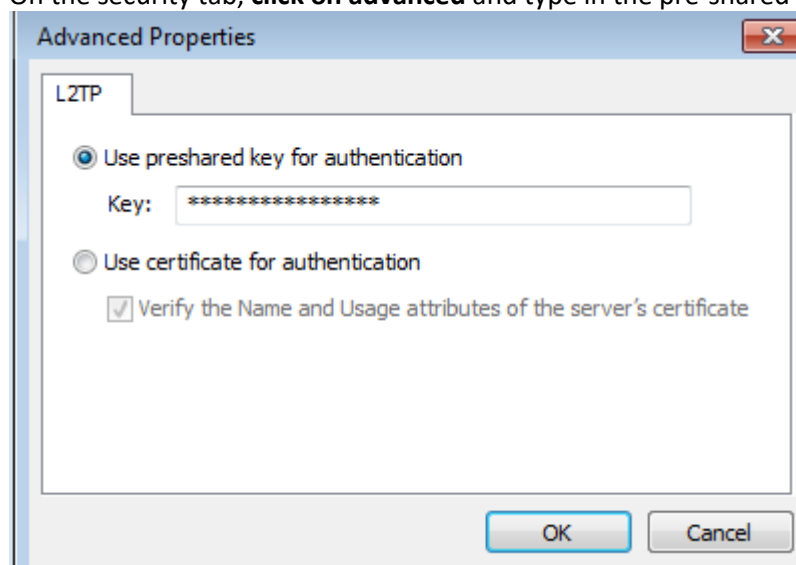
Options TAB



Security TAB

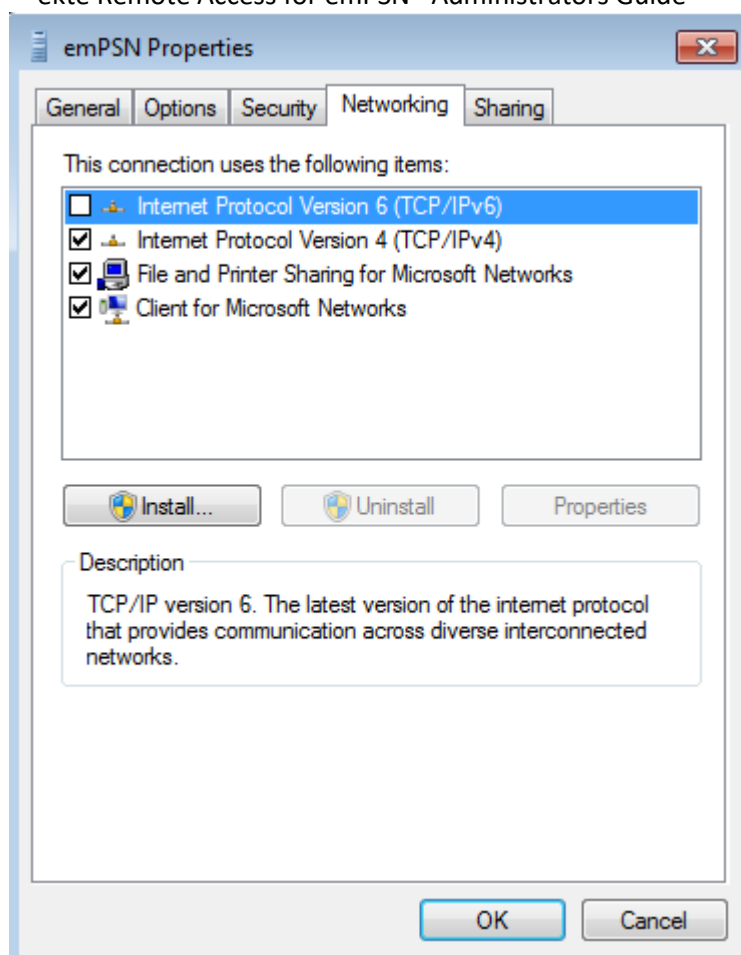


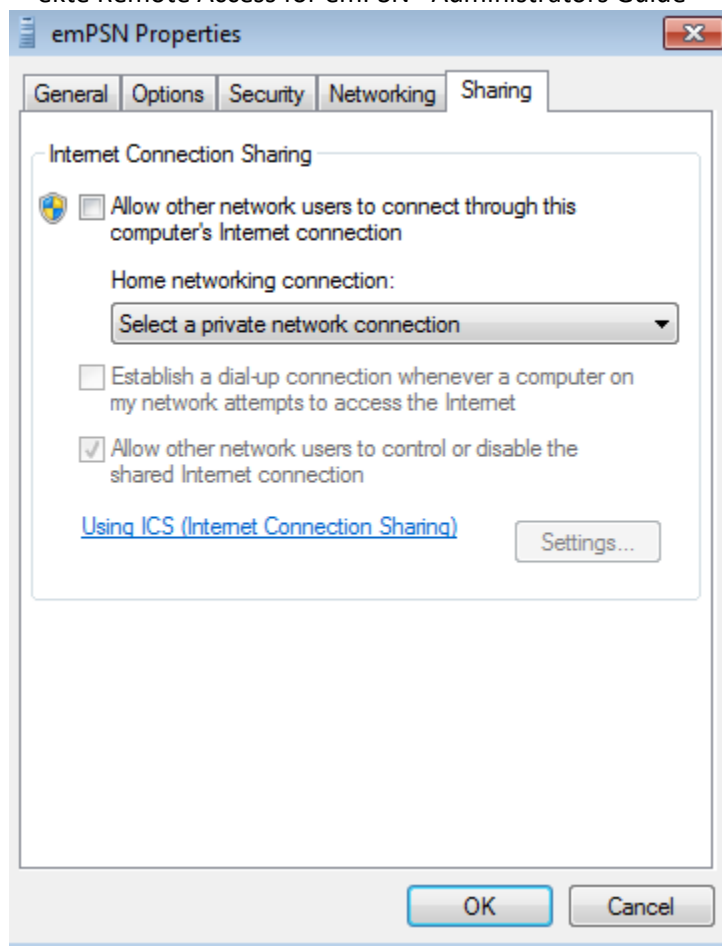
On the security tab, **click on advanced** and type in the pre-shared key you have been given



Click OK

Networking TAB





Click ok

Configuration is now complete, please proceed to Usage section below:

Usage

To connect the VPN client to emPSN.

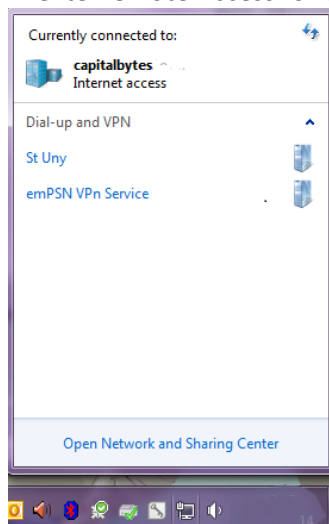
Left click the network icon



You should see Choices for VPN



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Click the correct VPN connection

Click connect

Enter the username and password you have been given, leave Domain field empty.

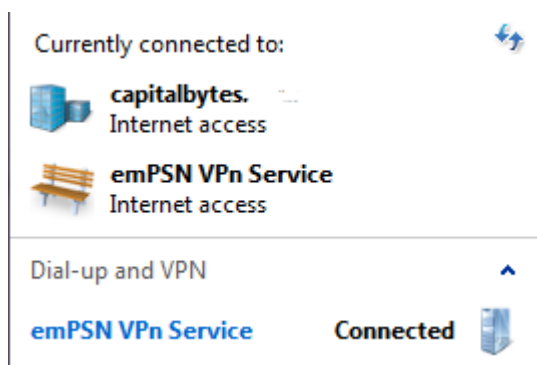


Click Connect

You will get a connecting message, and then it should connect, then the window will be minimized automatically.



Clicking on the network icon on bottom right of screen you should see the VPN connection bolded and shows connected.



You may now use the allocated resources.

Finishing and Disconnecting

Once you have finished using the VPN,

Simply left click the network icon

Click the connection and choose disconnect.

VPN Configuration for **Windows 8.1** (Windows 7 – See previous Section)

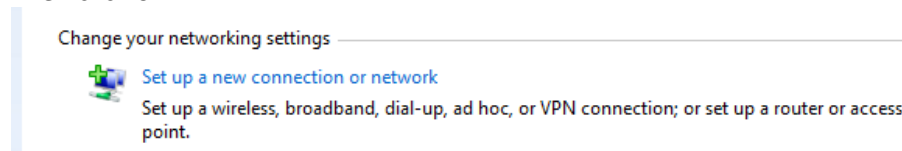
Note if you have version 8 we strongly suggest updating to 8.1
To configure the windows machine please follow the instructions below:

Right click your network icon

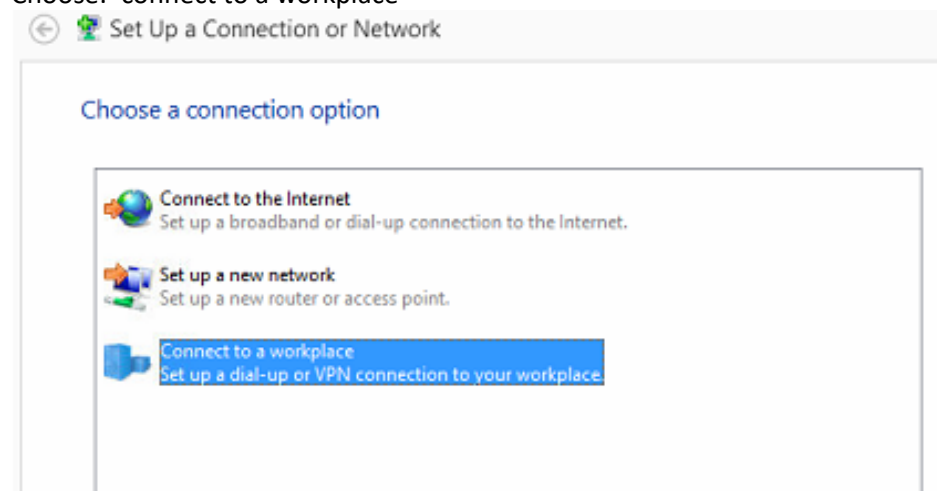


Select 'open network and sharing centre'

Then click on:

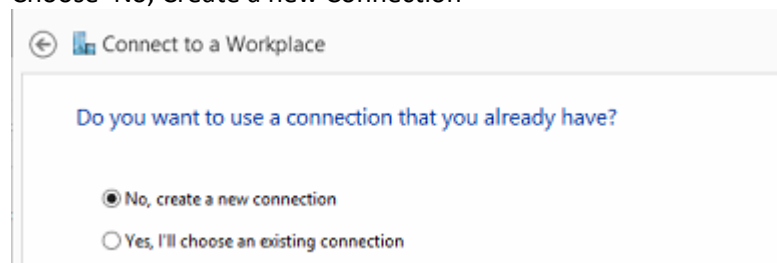


Choose: 'connect to a workplace'



And click next

Choose 'No, Create a new Connection



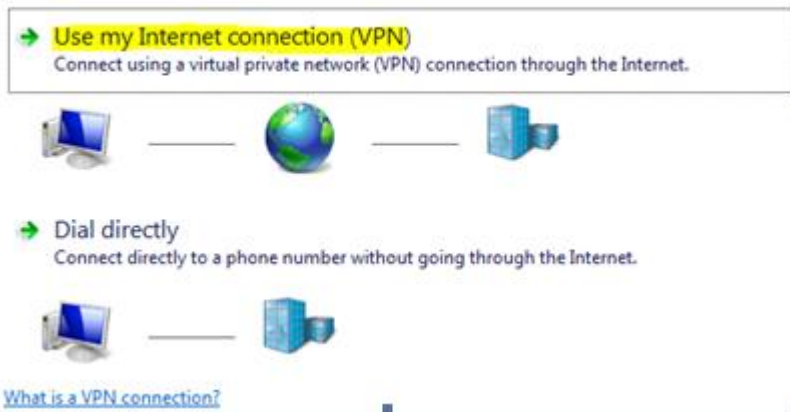
And click next

Select 'use my internet connection (VPN)

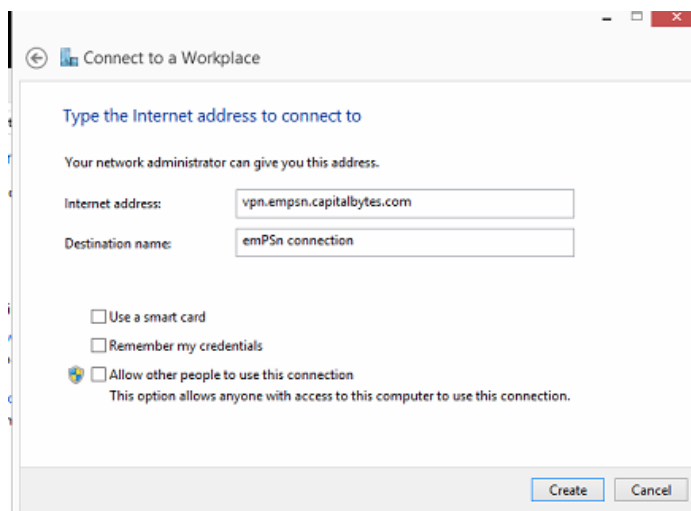


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How do you want to connect?



You will be presented with the following:

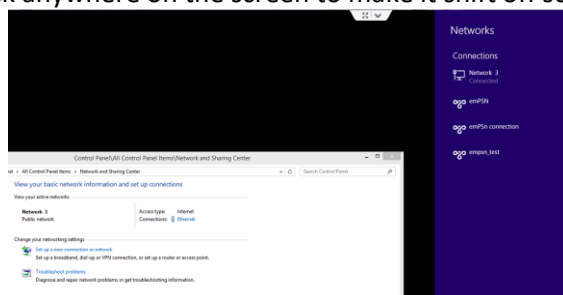


Enter the internet address “vpn.empsn.capitalbytes.com” (without the quotes)

Enter the destination name, this can be anything such as ‘emPSN VPN’ or Your School name’

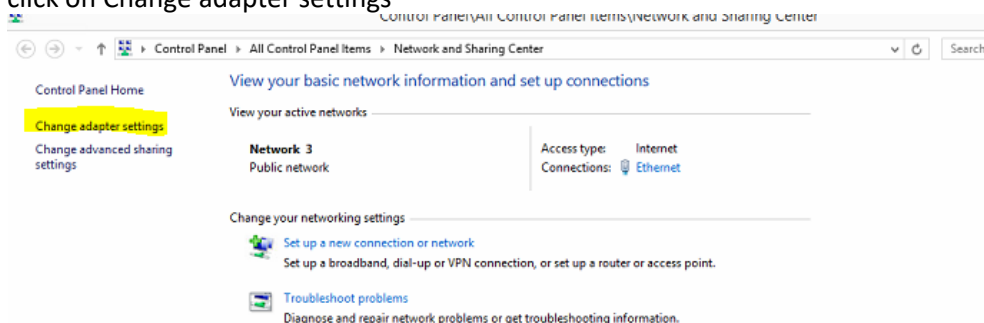
Un-Tick all boxes.

Click create, the new connection will pop up on the right side blue box,
Click anywhere on the screen to make it shift off screen.

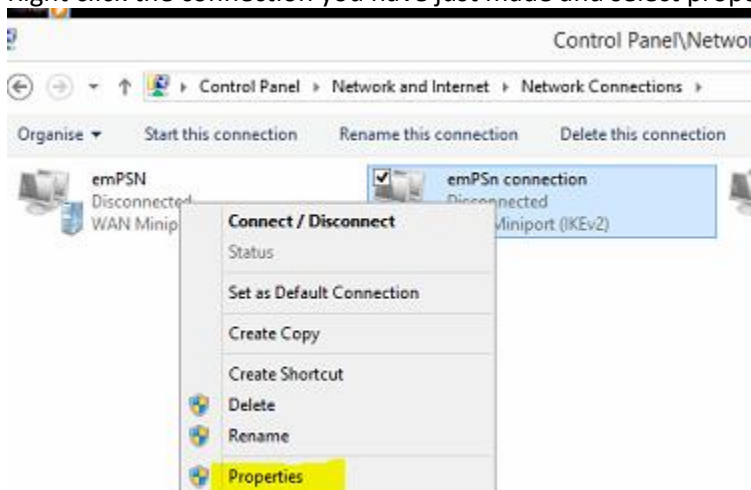




In the original dialogue box (Control Panel\ All Control Panel Items\ Network and sharing Center) click on Change adapter settings

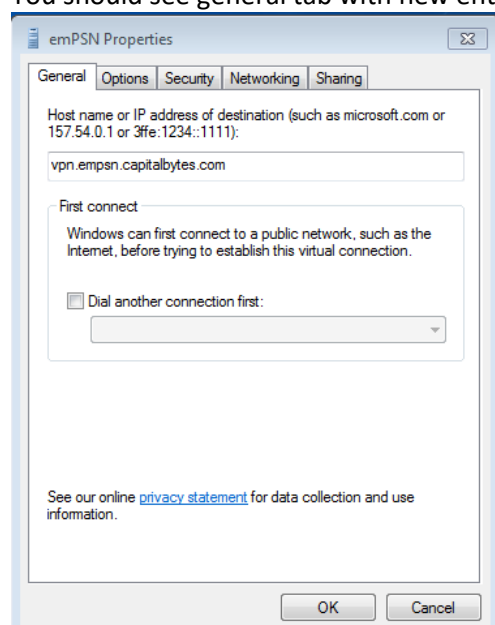


Right click the connection you have just made and select properties.



Configure properties

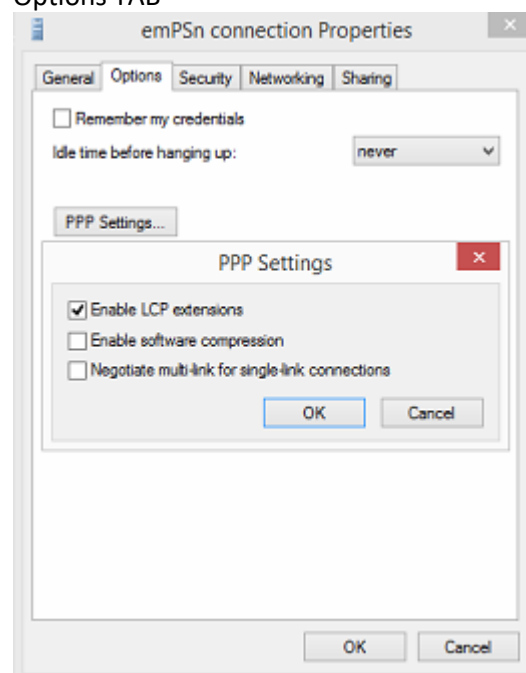
You should see general tab with new entry you just made





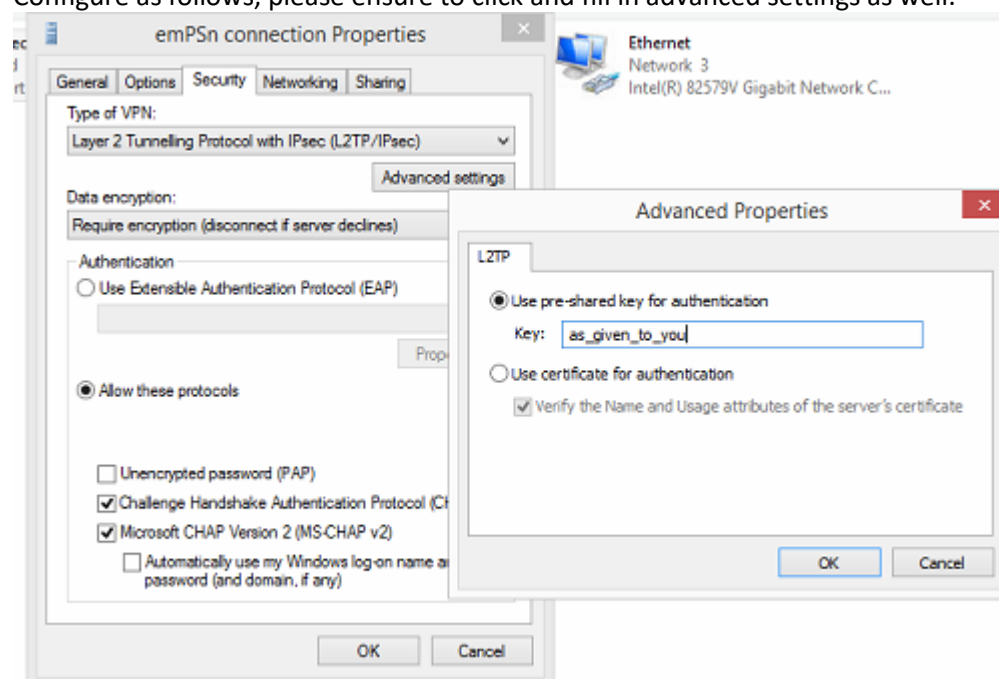
Verify settings on following tabs

Options TAB



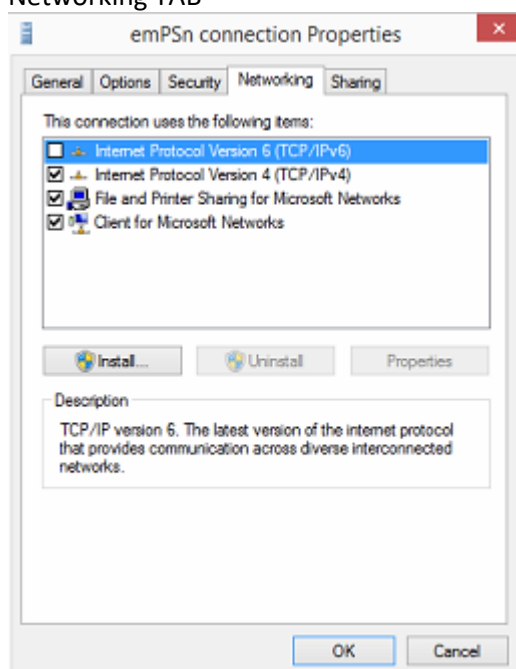
Security TAB

Configure as follows, please ensure to click and fill in advanced settings as well.

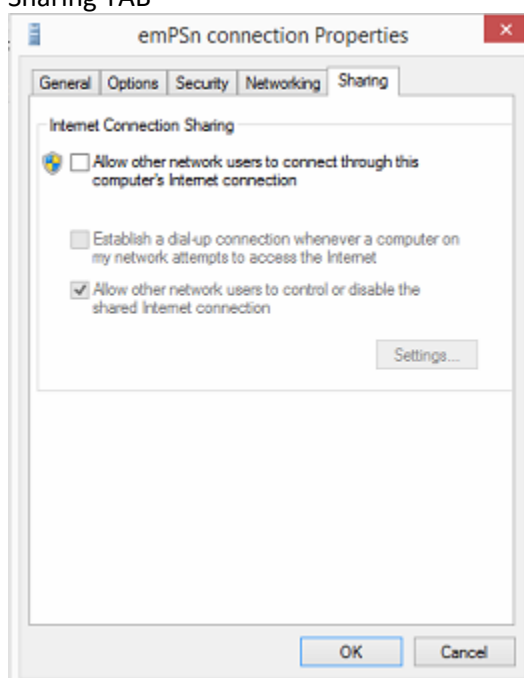




Networking TAB



Sharing TAB





Click ok

Close control panel items, if still open.

Configuration is now complete, please proceed to Usage section below:

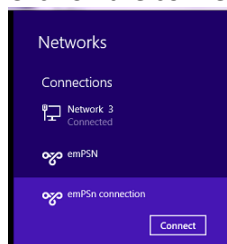
Usage

To connect the Remote Access client to emPSN.

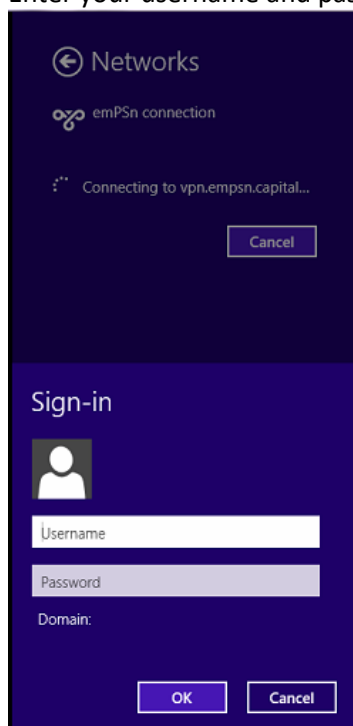
Right click the network icon



You should see Choices for Connections in the Networks pop-up (blue right side screen)
Click on the connection and then click on connect.



Enter your username and password as given



Click the correct VPN connection



Click OK

You will get a connecting message, and then it should connect, then the window will be minimized automatically.

Clicking on the network icon on bottom right of screen you should see the VPN connection bolded and shows connected.

You may now use the allocated resources.

Finishing and Disconnecting

Once you have finished using the VPN,

Simply right click the network icon

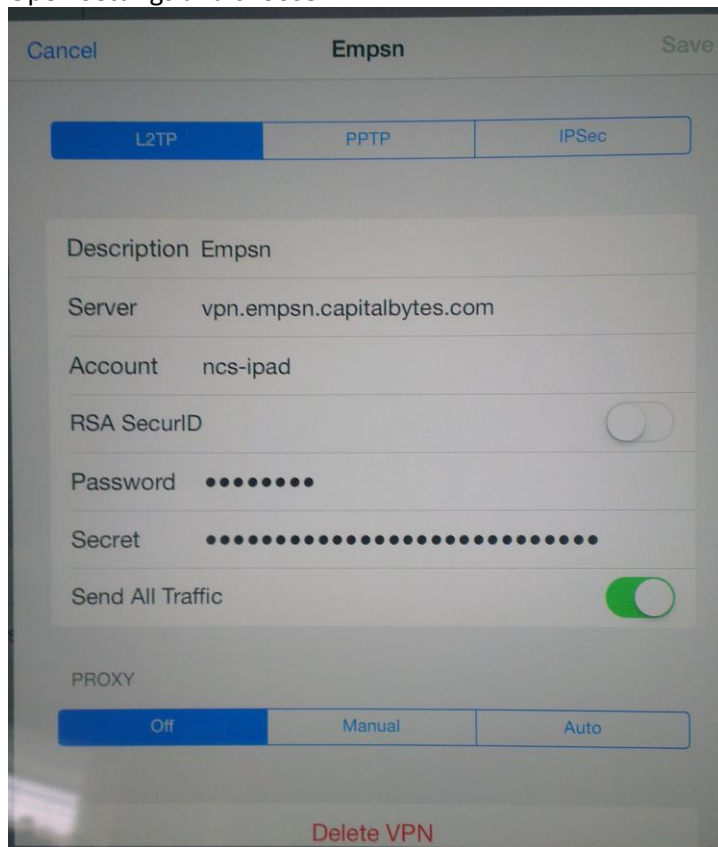


Click the connection and choose disconnect.



Appendix A – IPAD Configuration example

Open Settings and choose VPN



Choose L2TP tab,

Fill in as follows:

Server: as above 'vpn.empsn.capitalbytes.com'

Account: The username or login you have been given –DO NOT use 'ncs-ipad' as shown above

Password as you have been given,

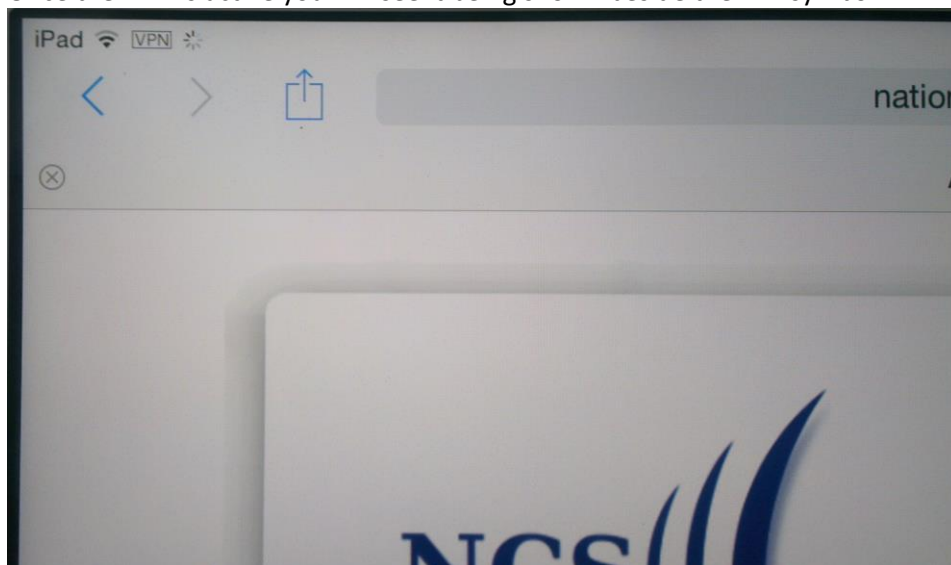
Secret is the Preshared key (PSK), Key or encryption key/secret which you have also been given.
Ensure you select 'Send All Traffic'

Save the VPN profile

To activate the VPN you simply need swipe the "button" to on



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Once the VPN is active you will see it being shown beside the wifi symbol.



Note: please do not choose to save password as this is not best practice.

Other Tablets

Note that process may vary for IPAD software version and for other tablets, please choose L2TP and fill in as above.