

Remote Access For emPSN

Guide for Users

Table of Contents

Table of Contents	. 2
Introduction	.3
Overview	.3
Site VPN Configuration for Windows 10. See Administration Guide.	.3
User VPN Configuration for Windows 10	.3
User VPN - Disconnecting	.5
Changing VPN Passwords	.5

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 10

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.

Site VPN Configuration for Windows 10. See Administration Guide.

User VPN Configuration for Windows 10

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

emPSN VPN Connection				
	Connect	Advanced options	Remove	

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

Windows Security			×		
Sign in	1				
8	MyName@MySchoo	ol.sch.uk			
	•••••	୍			
Domain: MySchool.sch.uk					
	OK	Cancel			

Your details will be verified and checked



Once you are connected the connection box will change



User VPN - 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 - <u>https://vpn.capitalbytes.com</u>

NCS Remote Access Pass ×			*	-		×
← → C	ytes.com				☆) :
← → C Secure https://vpn.capitalb NCS((())	NCS Remote Access Password Portal	\$			~	<u> </u>
	Current Password New Password Confirm Password	Change Password				
	Please use the above form to change your VPN Remote A If you do not remember your existing password, then pleas empsn.support@capitalbytes.com You are accessing a computer system managed by Capita Unauthorised access or use of this site is prohibited and co under the Computer Misuse Act 1990. Disconnect now if yo authorisation to use this system. By logging onto this syste activity may be subject to monitoring for compliance purpos recorded.	ccess password. le contact NCS support: l Bytes Ltd. onstitutes an offence ou do not have m, you accept that your ses and may be				

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.