



## Remote Access For emPSN

### Guide for Users

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## Introduction

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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

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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.

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## User VPN Configuration for Windows 10

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

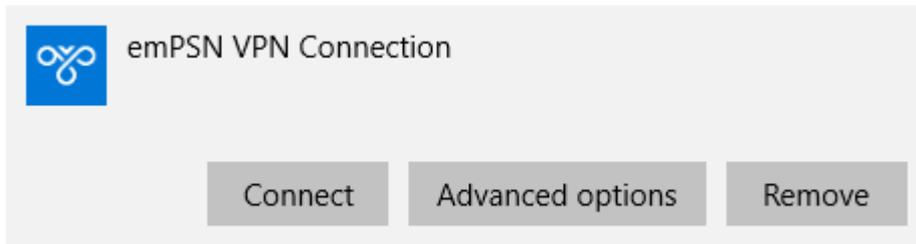


And Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

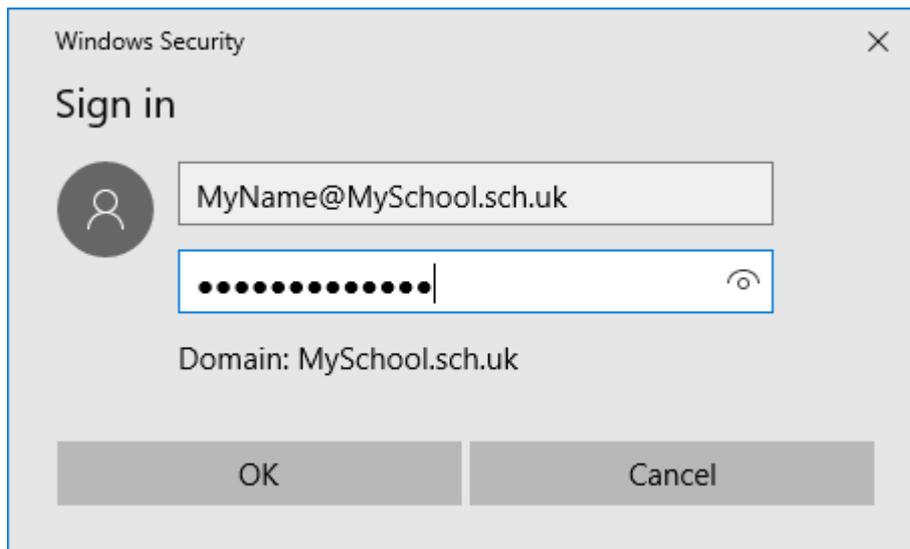


A settings window will appear, Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**

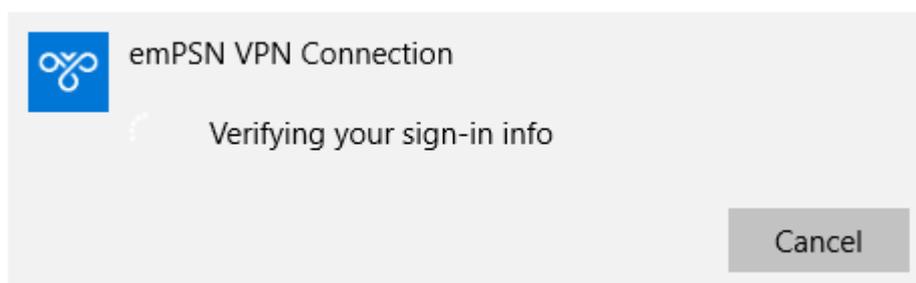
Click **Connect**



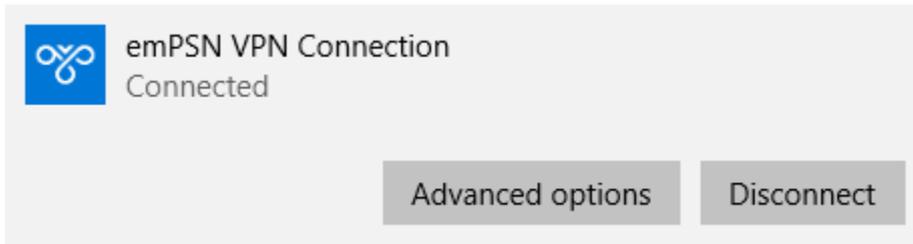
Enter the username and password details for the VPN service – personal to you



Your details will be verified and checked



Once you are connected the connection box will change

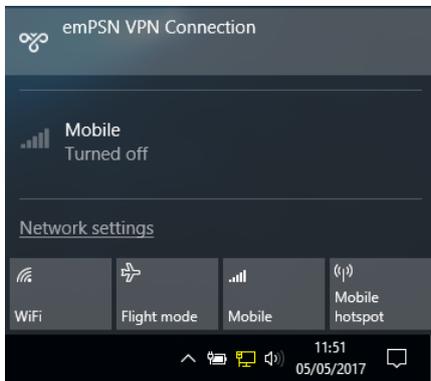


## User VPN - Disconnecting

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

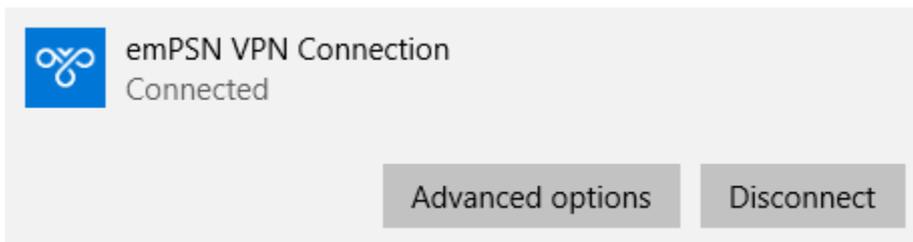


And Select the VPN Connector created - such as **emPSN VPN** or **MySchool VPN**



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

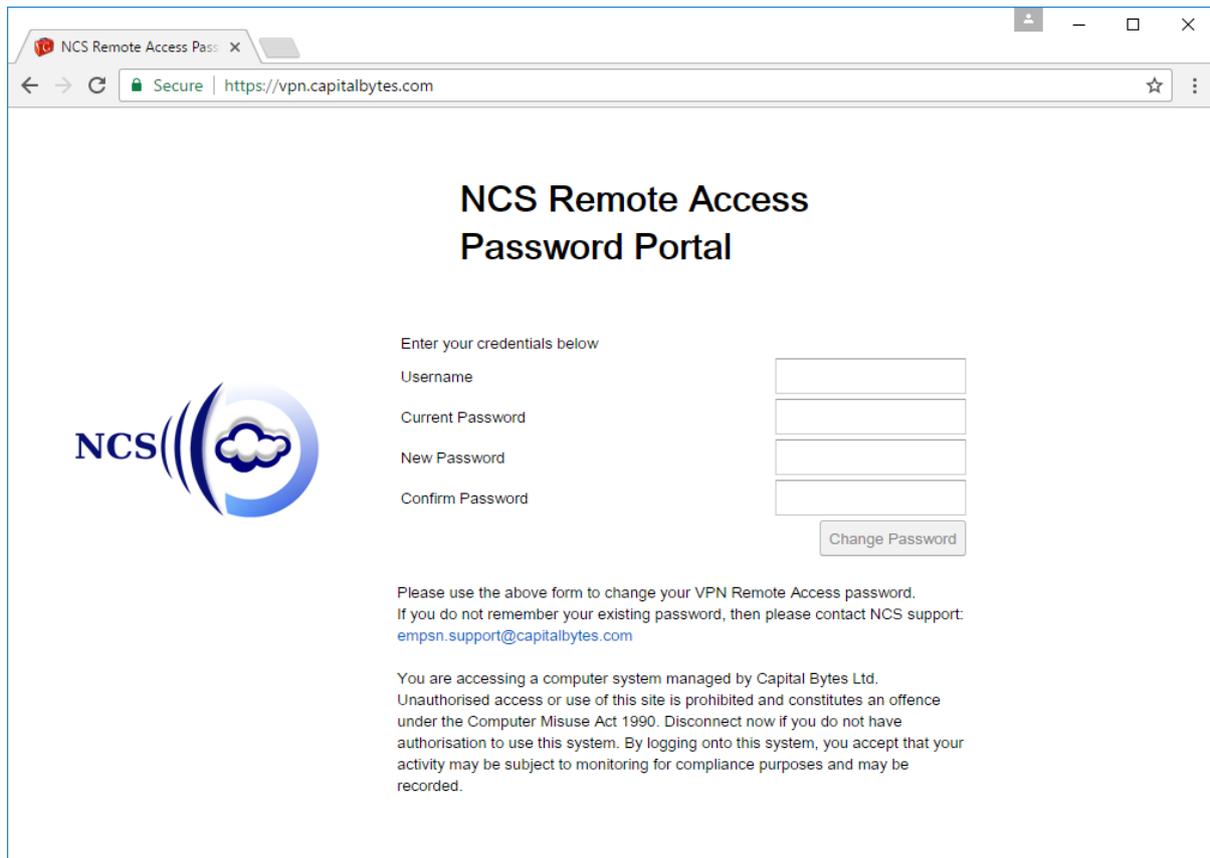
Click **Disconnect**



## Changing VPN Passwords

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

Goto URL - <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.