

DUSD VPN User Guide

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General VPN Information

Why do I need to use VPN and what are the differences between VPN on a Dysart Laptop versus my personal computer?

A VPN (Virtual Private Network) connection enables you to access information stored on Dysart servers that is typically only available from computers physically located on a Dysart campus. VPN creates a virtual connection between the remote computer and the Dysart servers over the Internet.

*From a **Dysart Laptop** you can :* Access your H: drive, your school's P: drive, the district's T: drive, Microsoft Outlook, SASIxp, the Intranet, etc.

*From a **personal computer** you can:* Access your H: drive, your school's P: drive, the district's T: drive, the Intranet and other web based tools only accessible while on the Dysart network.

VPN Pre-requisites

You need to ensure that your computer is connected to your home's internet connection. In order to connect your computer to your home internet connection, you can either use an Ethernet cable or use your wireless signal if you have a wireless router. Your internet connection doesn't have to be wireless but it does need to be high-speed; Cable, DSL, etc.

Getting your Dysart laptop connected to your home network

The simplest way to connect your Dysart laptop to your home network would be to plug an Ethernet cable to the back of your laptop that is also connected to either your cable/DSL modem or to your router. The other option is to connect wirelessly. If you are uncertain how to do this, contact the company who set up your home's internet connection; Cox, Qwest, Comcast, Best Buy, etc.

VPN Setup/Connection Instructions

Downloading the VPN program

Start by opening *Internet Explorer* and going to the Dysart homepage; www.dysart.org. From the Dysart.org homepage, click on the *VPN* link.

Type in the same username and password you use to log onto a Dysart computer. If you receive an error message and you know you typed correctly, type "DYSART\" before your actual username. Example: `DYSART\Hewlett.Packard`.

Read the information provided, then fill out the form and then click the *I agree* button.

Click the icon to download the software for your platform and follow the on-screen instructions during installation. *This documentation is written for the Windows installation as that is the platform supported by DUSD.*



Print First Name:

Print Last Name:

Home Phone:

Please type "I agree" in the box below:

Date:



HELP



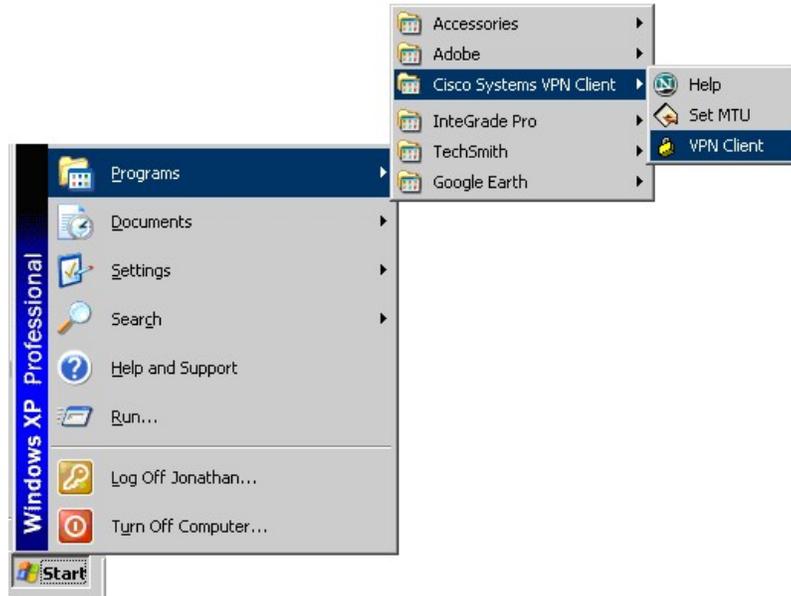
Windows
2000, XP, Vista



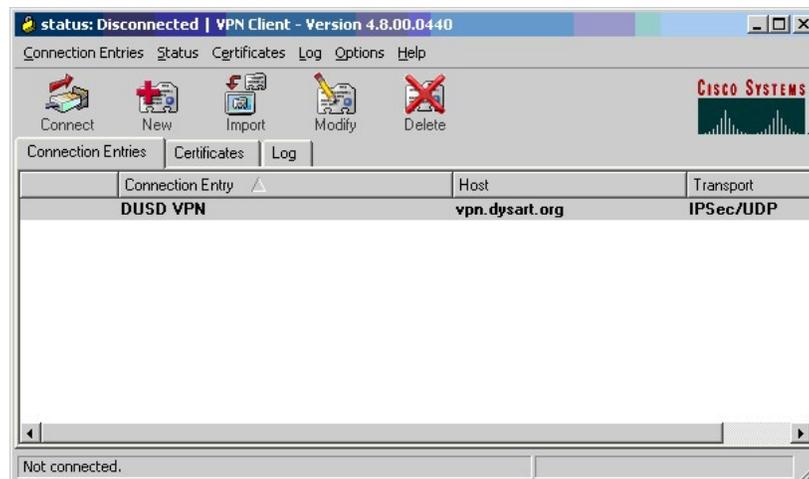
OS X
*DUSD IT does not provide any support for this platform

Connecting to the DUSD Network

Once the program has completed installation and any time you wish to connect to the Dysart servers, click on *Start*, then *Programs*, then *Cisco Systems VPN Client*, then *VPN Client*.



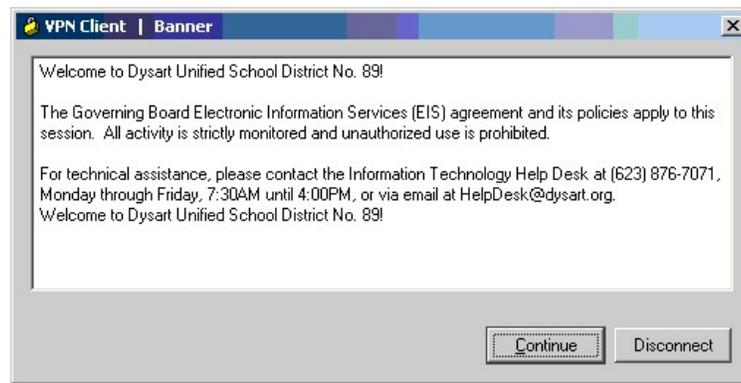
Click on the *Connect* button.



When prompted, type in your Dysart username and password and click the OK button. *If the connection fails before the log in box, you may need to check your internet connection or reduce the restrictiveness of your firewall.*



Click the *Continue* button after reading the text. You are now connected to the Dysart network!



Once connected, you will see an icon in your system tray that shows your connection status.



When the lock is closed, you are connected to the DUSD network. When the lock is open, you are not connected. To disconnect from the DUSD network, right-click on the lock and select “Disconnect DUSD VPN.”

Troubleshooting

The most common reason why VPN won't connect is that your computer is not connected to your home network. The easiest way to see if you're on your home's internet connection is to launch *Internet Explorer* and see if you can view any web pages.

Another cause for failed VPN connections can be restrictive firewall settings. These settings may be configured on your personal (non-Dysart) computer, your home router, or your home modem. Restrictions that prevent applications from communicating over the Internet can cause the VPN software to fail to connect.

If the VPN software will not load successfully, or has worked in the past but then stopped working, reinstalling the software may resolve the problem. To do so, navigate to Add/Remove Programs to uninstall the Cisco VPN Client. After the uninstall, restart your computer. Then navigate to the Dysart home page to reinstall the VPN software and restart your computer when prompted.

Accessing Network Drives from a Personal Computer

Note: This method is not necessary when using a district laptop in conjunction with the most recent version of the VPN software as it will automatically map network drives (H: S: P: etc.) just as if you are working from a DUSD site.

Once connected to the DUSD network, you can connect to shared data locations (such as your H: drive) using what is known as a UNC path. The most common shared locations are listed below:

H: drive: \\servername\Staff\username

S: drive: \\servername\Students

P: drive: \\servername\servername

T: drive: \\dstdosvr\districtoffice

In the examples above, *username* corresponds to your DUSD network username and *servername* corresponds to the name of your site server, as illustrated in the table below.

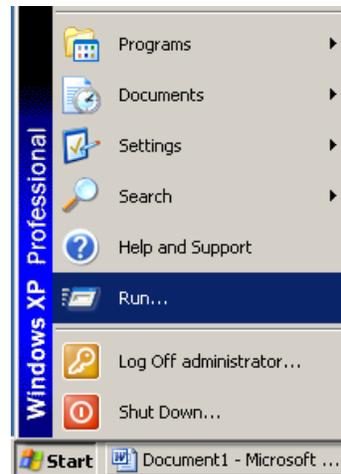
School Site	Server Name	School Site	Server Name
District Office	<i>DSTDOSVR</i>	Parkview Elementary School	<i>PES</i>
Ashton Ranch Elementary School	<i>ARES</i>	Rancho Gabriela Elementary School	<i>RGES</i>
Canyon Ridge School	<i>CRS</i>	Riverview School	<i>RVS</i>
Cimarron Springs Elementary School	<i>CSES</i>	Sonoran Heights Elementary School	<i>SOHES</i>
Countryside Elementary School	<i>CSDES</i>	Sunset Hills Elementary School	<i>SHES</i>
Desert Moon School	<i>DMS</i>	Sundown Mountain School	<i>SUNMTN</i>
Dysart Elementary School	<i>DES</i>	Surprise Elementary School	<i>SUPES</i>
Dysart High School	<i>DHS</i>	Thompson Ranch Elementary School	<i>TRES</i>

El Mirage Elementary School	<i>ELMES</i>	West Point Elementary School	<i>WPTES</i>
Kingswood Elementary School	<i>KGWES</i>	Western Peaks Elementary School	<i>WPES</i>
Luke Elementary School	<i>LUKE</i>	Willow Canyon High School	<i>WCHS</i>
Marley Park Elementary School	<i>MPES</i>	Valley Vista High School	<i>VVHS</i>
Mountain View Elementary School	<i>MVES</i>		

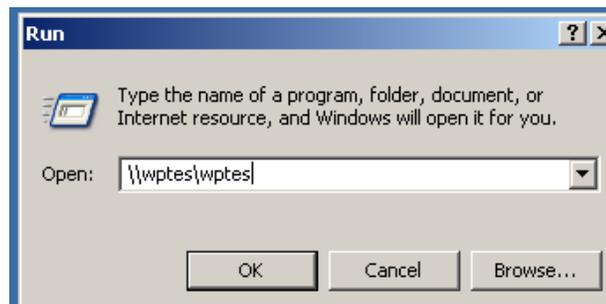
If you are not sure what the UNC path is for the resource you are trying to access, you can email or call the IT helpdesk at helpdesk@dysart.org or 876-7071.

The steps below detail how to access data once you know the UNC path to the data.

While connected to the DUSD network, click on Start and select Run.



In the box that opens, type the UNC path as described above. Depending on the network traffic and speed of your connection, you may have to wait some time before the network resource is located.



You will be prompted for a username and password to connect to the network resource. The username is the same one that you use to connect to the DUSD network. Note: You may need to enter your username as **DYSART\username** in the User Name box in order to access the network resource.



A window will open with your files and folders and you can open, edit, and save them as desired.

NOTE: Before disconnecting from the DUSD network, be sure to save any modified documents and close all open windows and programs that were using DUSD network resources.