

## UCOL VPN Configuration and Use

Before continuing you should:

- Be using a device assigned to you by the IT Department.
- Have been on the UCOL network to receive the VPN configuration. Alternatively, the VPN configuration file can be downloaded from <http://connect.ucol.ac.nz>

### Installing the UCOL VPN

If your UCOL device was not automatically set up with a VPN configuration and you received one either by email, or by downloading from <http://connect.ucol.ac.nz>, double click it to install. You may be prompted to enter your password as part of the process.

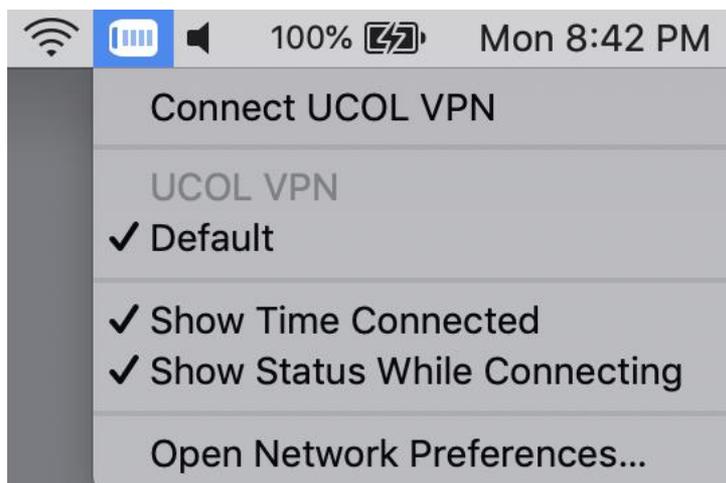
### Using the UCOL VPN

Your VPN menu can be found in the top right side of your screen, and will look like this:



Its exact placement will vary slightly depending on other installed software, but it is usually found near the WiFi and Time Machine menus.

When opened, then menu should look like this:



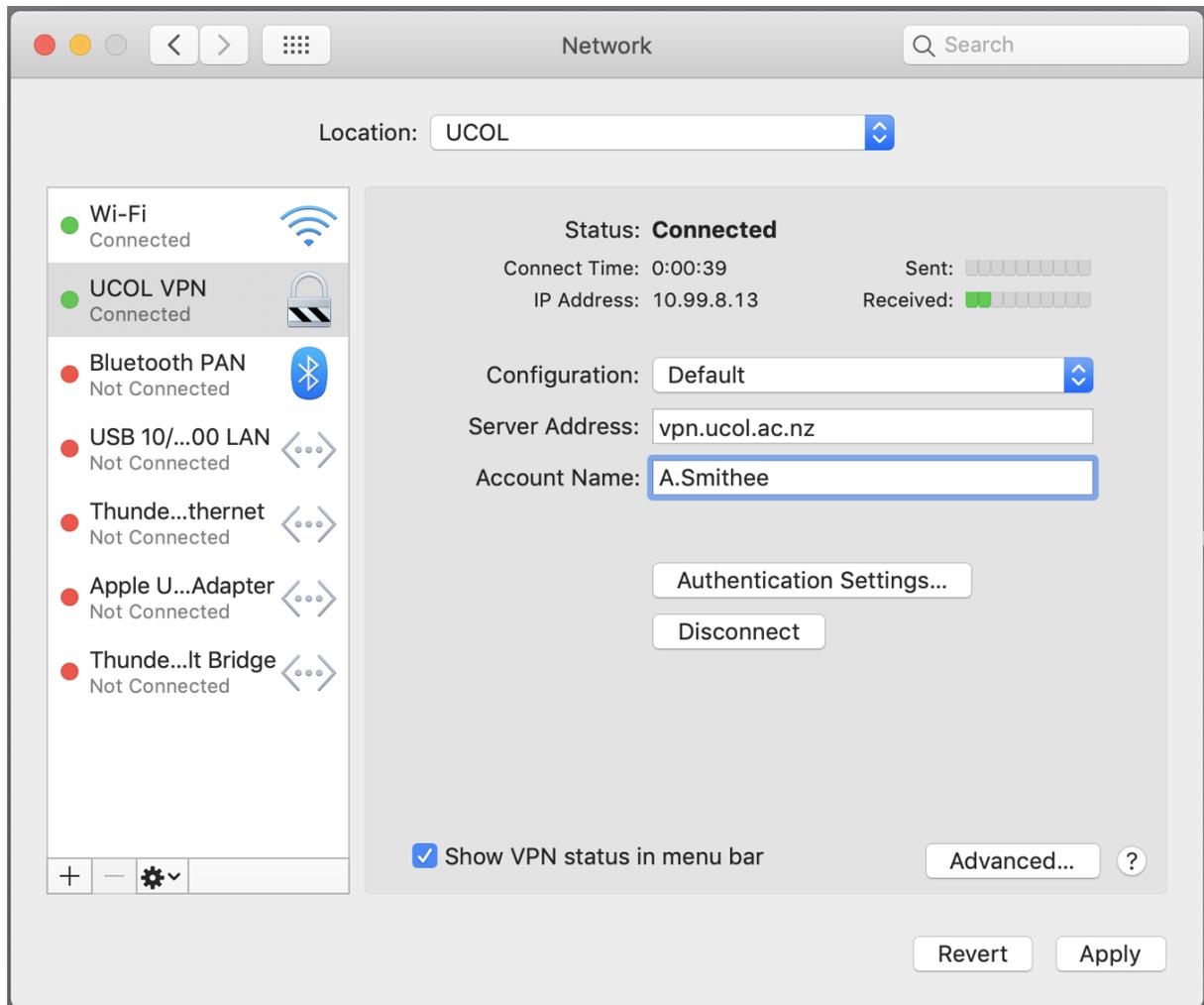
To establish a VPN connection, simply click on “Connect UCOL VPN”

You will be prompted to enter your credentials and after a few moments, the connection should be established.

Please be aware if your computer goes to sleep that this connection will be broken and will need to be re-established.

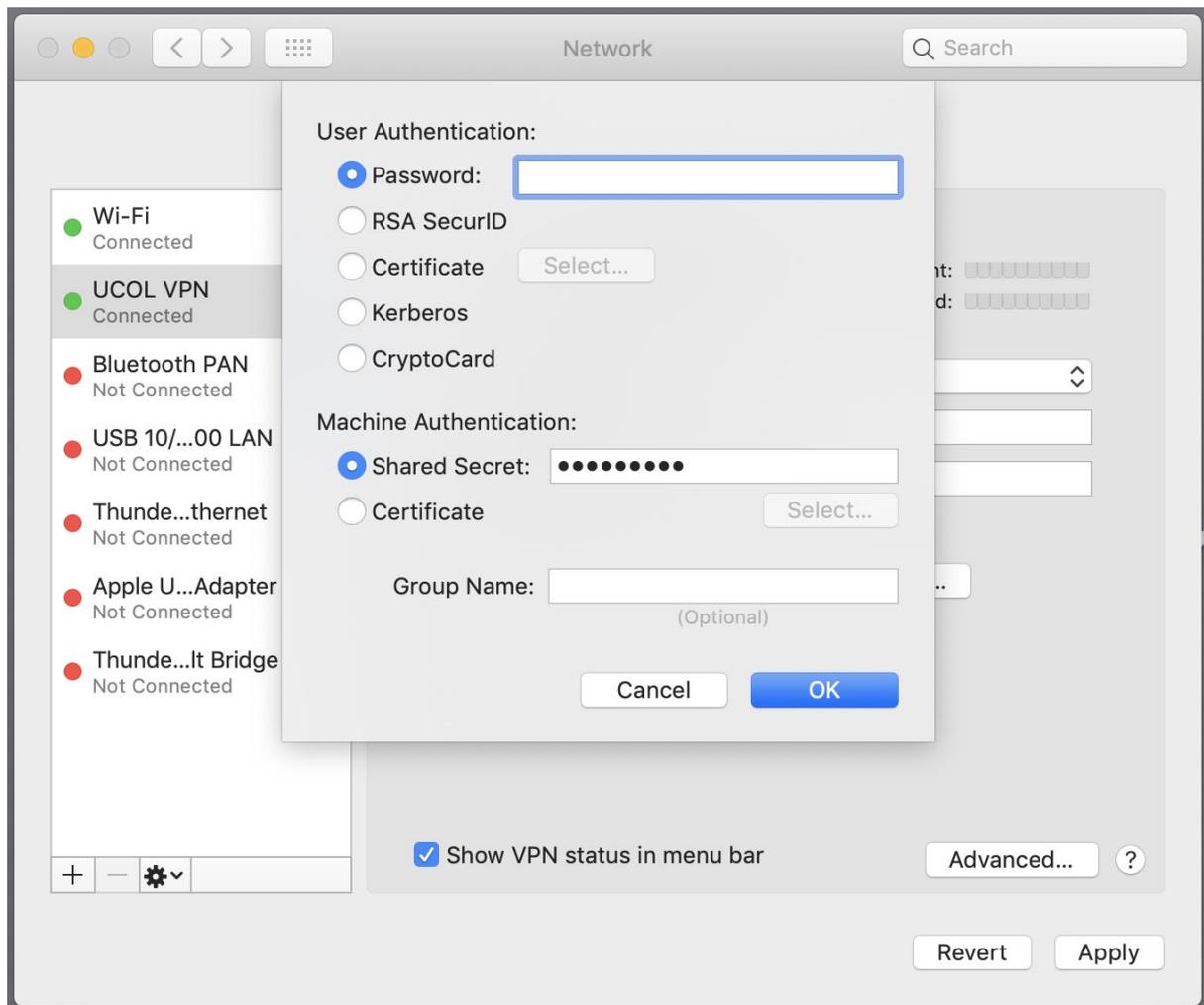
## Configuring the VPN

If you need to make any additional configuration, select “Open Network Preferences” from the bottom of the VPN menu. You should then see the window below:



Make sure you have “UCOL VPN” highlighted in the left column to see the relevant settings. If your UCOL account name is not in the “Account Name” field, please enter it. This can occur if you have manually installed the VPN configuration.

If you click on “Authentication Settings...” you will see the following window:



In the top most field labelled “Password” enter your UCOL network password. Entering your password here will prevent you from being asked for you password when connecting to the VPN. Please remember that if you password changes or is reset, this will need to be re-entered. Once completed, click the “Okay” button to go back to the previous window. From there, click “Apply” to save your changes.