BRYN MAWR COLLEGE

Library & Information Technology Services

Off-Campus Access via VPN

Bryn Mawr College VPN (Virtual Private Network) allows users to access their Home directory and other network drives when off campus. Connecting to the VPN simulates being connected on campus, which allows users to work off-campus without missing out on any important data or resources. However, VPN logins are not compatible with the library proxy server, so make sure you are only connecting to one at a time.

Accessing Files on Network Drives:
1. Open a web browser and go to https://ingress.brynmawr.edu.
2. Log in with your College username and password.
3. Once you have logged in, you will see a menu with two options: **Client Application Sessions** and **Files**. For extensive work, you can use the **Client Application** to stay connected outside of your web browser. If you are only working with a few files, you can use the **Files** option within your web browser. Instructions for each method are presented below.

Method 1: For extended work
1. Click the **Start** button to the right of **Junos Pulse** in the **Client Application Settings** box.
2. If a prompt to accept a security certificate appears, accept the certificate — this may happen the first time you connect.
3. When the prompt appears asking if you would like to run the program from **Juniper Networks, Inc.**, click **Run**.
4. Next, you will be asked if you want to download the VPN client from a server containing brynmawr.edu. To download, click **Yes**.
5. Once the download completes, your computer will connect to the VPN through this program. When the VPN is running, you will see an icon which looks like a small lock near your computer's clock. If you are connected, the lock will be yellow. If not, it will be white.
6. When you are finished working, remember to **Sign out** from the VPN client. To do this, right-click on the lock icon and select **Sign out** in the menu that appears.
7. To reconnect to the VPN client, you can follow the same process at https://ingress.brynmawr.edu when you need to connect again. Or, you can connect via the **Network Connect** program (located under All Programs -> Juniper Networks -> Network Connect).

Method 2: For select files
1. The **Files** section of the menu displays the network drives you are able to access. Some shared drives, such as the P: drive, are not accessible via this menu — only H: or S: drives are accessible.
2. Click on the drive you would like to access, and it will show you the contents of the folder (including subfolders, which function the same way) in the browser window. You can upload and download files, create new folders, and even bookmark the folders and files you visit the most.
3. To bookmark a folder for quick access, check the box next to the folder you would like bookmarked. Once it's checked, press the **Bookmark Selected...** button at the top of the page. In the next window, you can name the bookmark and add a brief description (optional). Clicking **Add Bookmark** at the bottom of this page will create a link directly to this folder in the menu you see upon logging in. Bookmarks can be added or removed at any time.
4. To quickly navigate back to the main menu, click the **Home** button in the top right corner.
5. When you are done working, remember to **Sign out** in the upper right corner of the browser.