Connecting to the CSU Web VPN

Forms and Instructions
Cleveland State’s Virtual Private Network

A virtual private network (VPN) is a network that uses a public telecommunication infrastructure, such as the Internet, to provide remote offices or individual users with secure access to their organization's network. Once on the organization's network via VPN, you can work remotely as if you're on site at the organization. While this allows one to catch up on the extra work that could not get finished because of a higher priority project, there is the potential for abuse of the University’s Work-at-Home Policy.

Therefore, before you can use this VPN service, you must first complete the **VPN Request Form** below, have it signed by your supervisor, and send it to IS&T Security for approval and processing.

If you are a vendor affiliated with the University and would like a VPN connection to help support the CSU environment, please complete the **Vendor VPN Request Form**, have it authorized by a sponsoring department within the University, and send it to IS&T Security for approval and processing.
Cleveland State University
Employee VPN Request Form

CSU Requestor/Sponsor:
Name: ____________________________________________
CSU ID Number: __________________________________
Phone Number: ____________________________________
E-mail Address: ____________________________________

Requestor’s Supervisor:
Name: ____________________________________________
Phone Number: ____________________________________
E-mail Address: ____________________________________

Reason for requesting a VPN account:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Beginning date account needed   _____ / _____ / ______
Ending date account needed       _____ / _____ / ______

I understand that it is against University Policy to work on any administrative system remotely without the pre-authorized written consent of my Vice President/Provost and HRD, in accordance with the University’s telework policy at:

http://mycsu.csuohio.edu/offices/hrd/policies_and_procedures.html

I understand this restriction and will abide by its requirements.

Requestor’s Signature: ___________________________ Date: ___/___/___
Supervisor’s Signature: ___________________________ Date: ___/___/___
HRD’s Signature: _________________________________ Date: ___/___/___
VP/Provost’s Signature: __________________________ Date: ___/___/___
VP Finance Signature: ____________________________ Date: ___/___/___

Please complete this form, obtain the proper signatures, and forward to IS&T for processing.
Cleveland State University
Vendor VPN Request Form

CSU Requestor/Sponsor:
Name: ____________________________________________________________
Phone Number: ____________________________________________________
E-mail Address: ____________________________________________________

External User of VPN Account:
Name: ____________________________________________________________
Organization: ______________________________________________________
Address: __________________________________________________________

Reason for requesting a VPN account:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Beginning date account needed _____ / _____ / _____
Ending date account needed _____ / _____ / _____

Note: Cleveland State University provides this VPN account for University-affiliated vendors only.

In requesting and using this VPN account, you understand that you use CSU’s network, any related communication services, and any information obtained from the resources available through the Internet connection or related communication services, for the sole purpose of supporting CSU, its services, or its environment. All other uses are prohibited. You are responsible for maintaining the security of your computer. Your use of this VPN connection requires that you obey all laws regarding intellectual property and lawful conduct as specified by the State of Ohio and those outlined in the University Information and Technology Resources General Policy, located on-line at:
http://www.csuohio.edu/offices/ist/technologypolicies/index.html

Signature: _________________________________________________________

CSU Sponsor: ______________________________________________________

CSU Sponsor Signature: ____________________________________________
Connecting to the CSU Web VPN

1. In your Internet browser go to https://vpn.csuohio.edu
2. Enter your Login credentials and if applicable, select the appropriate group name from the drop-down box.
   - Your USERNAME is your CSU ID number
   - Your PASSWORD is your CampusPass password
   - Unless otherwise told, use the default GROUP value
3. Click “Login.”

Please continue . . .
The CSU Web VPN can be used in two modes; as a clientless web portal, and via the Cisco AnyConnect client.

The clientless web portal will address the needs of most users. This Web portal will allow users to connect to most CSU resources without installing a VPN client. The clientless Web VPN allows access to resources using the following applications and protocols: Web Servers (http/https), Telnet, SSH, Terminal Services (RDP), VNC, and Citrix ICA. This list may change to address future needs.

Users requiring connectivity to applications or protocols not listed above will have to install the AnyConnect client. This client can easily be installed through this web portal.

**Clientless or Web VPN**

Once successfully logged in you will be presented with the VPN portal screen.

Note the tabs on the left hand side of the browser window. You may click on each tab to select which service you to which you want to connect, or you may use the drop down list next to the word “Address” on the VPN home screen. Enter the hostname for the workstation or server you want to connect, and click “Browse” or press the “Enter” key. The requested connection will open in a popup browser window. Look for the navigation toolbar to switch applications or return to the Web Portal.
AnyConnect

1. To install the AnyConnect client click on the AnyConnect tab in the Web Portal and click on “Start AnyConnect.” This will download and install the AnyConnect client on your remote workstation.

2. During the install, you will see various dialog boxes. This is normal.
3. Once the install is complete, you will see that the connection is established.

4. To control the connection use the new icon in the system tray:

5. Next time AnyConnect is used, it must be launched from the Windows Start Menu and not the Web portal.

Please address any questions to the IS&T Help Desk at 216/687-5050.