

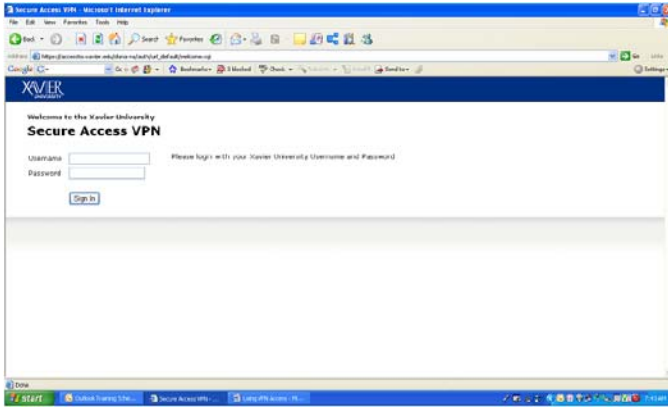
Using the Virtual Private Network (VPN)

XAVIER UNIVERSITY | DISCOVERY SERVICES

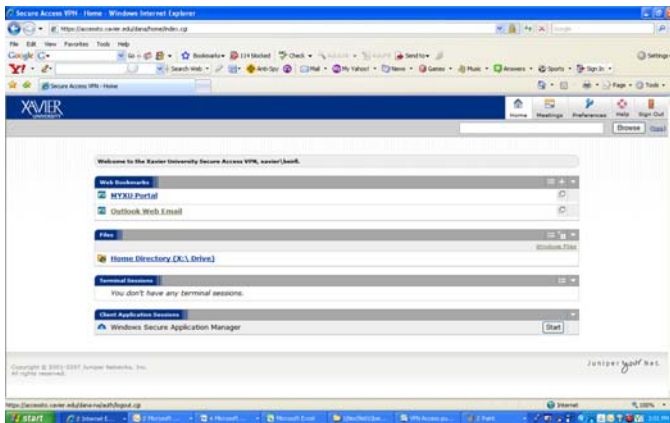


Logging in to the VPN

1. Xavier's Virtual Private Network (VPN) can be accessed directly through the Internet at <https://acessto.xavier.edu>. This address will take you to the VPN login screen....

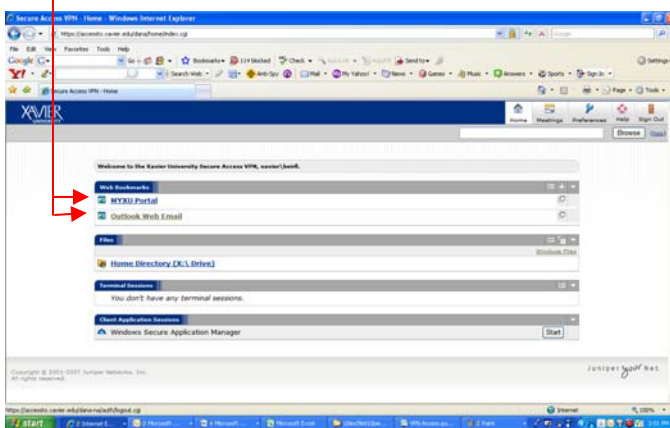


2. On the login screen, enter the same username and password you use when accessing the system from the office, and click on the **Sign In** button.



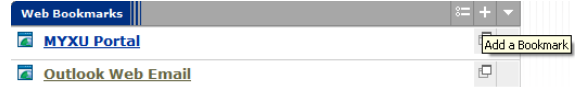
Accessing Web Bookmarks

1. If you wish to access your web email or the Xavier portal, click on the appropriate Web Bookmark.

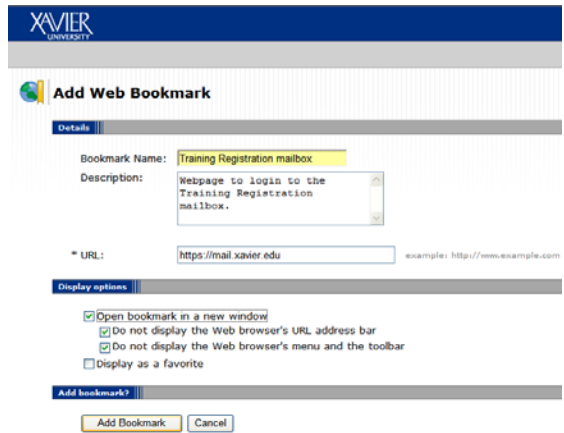


Adding a Web Bookmark

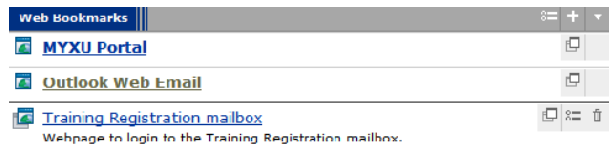
1. To add a new bookmark, click on the + icon at the top, right-hand corner of the Web Bookmarks heading.



2. Fill in the information in the Details and Display options fields.



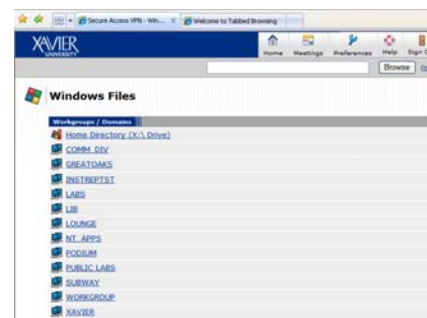
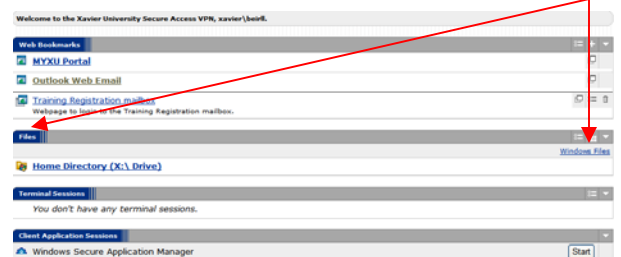
3. Click on the **Add Bookmark** button when you are finished.



Adding and Accessing Data Files

To access a data file for the first time, you must first bookmark it. To do so....

1. Click on the **Windows Files** button under the Files heading.



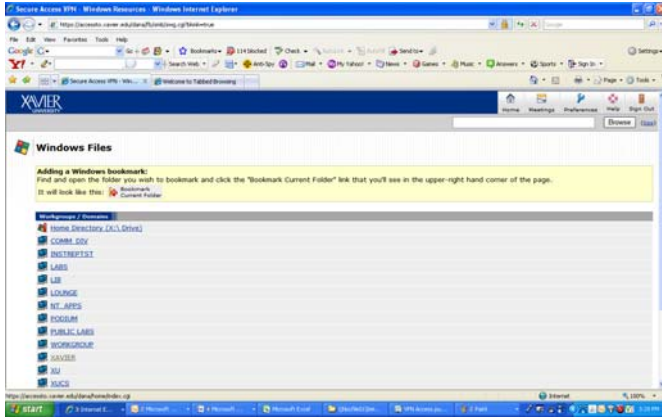
Using the Virtual Private Network (VPN)

XAVIER UNIVERSITY | DISCOVERY SERVICES

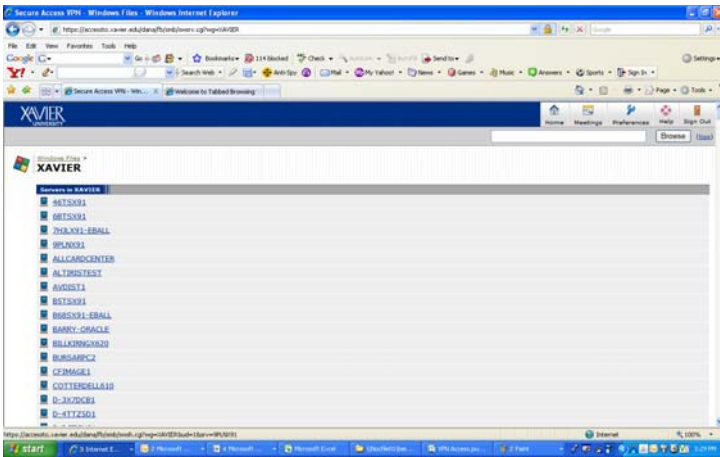


Adding and Accessing Data Files (continued)

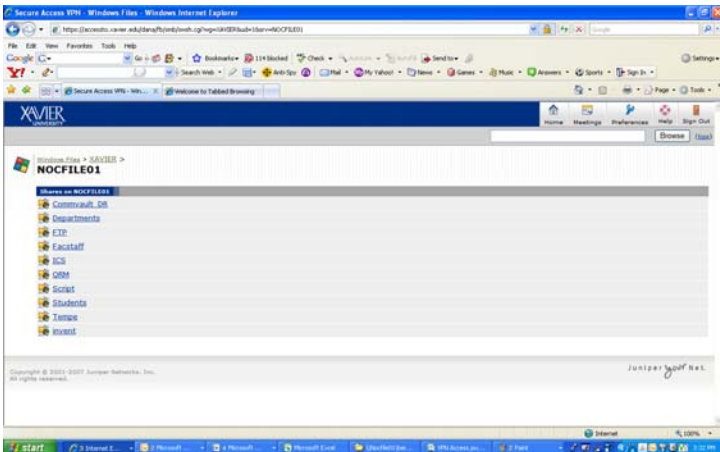
2. Navigate to the data file you wish to add by clicking first on the desired Workgroup/Domain....



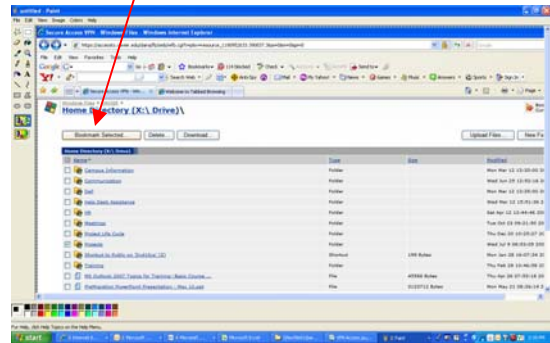
3.then on the server....



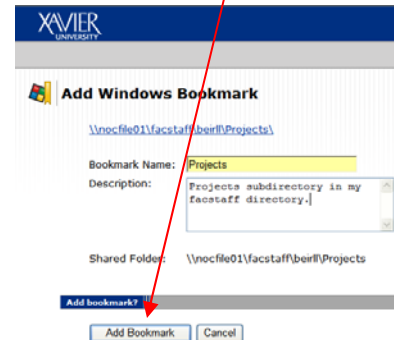
4.then on the desired share on the server....



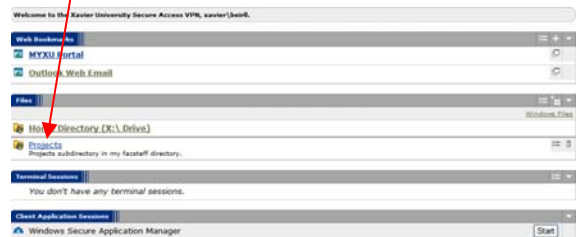
5. Once the desired directory or data file appears in the list, select the file by clicking on the checkbox, and click on the **Bookmark Selected** button at the top of the screen....



6. Enter the appropriate bookmark information, and click on the **Add Bookmark** button.



7. The data directory or file should now be listed under the **Files** heading on the VPN Homepage.



8. You can access a directory or file that has been added by navigating to and then double-clicking on the entry in the **Files** list.

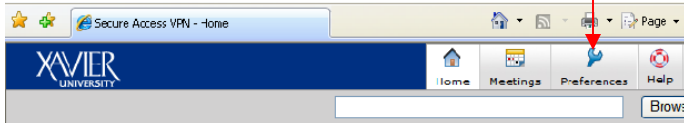
Using the Virtual Private Network (VPN)

XAVIER UNIVERSITY | DISCOVERY SERVICES

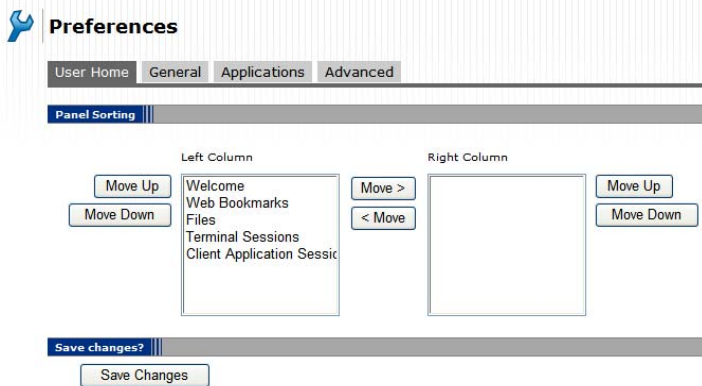


VPN Preferences

Once you have logged in to the VPN, you can customize some of the settings by clicking on the **Preferences** button in the top, right-hand corner of the screen....

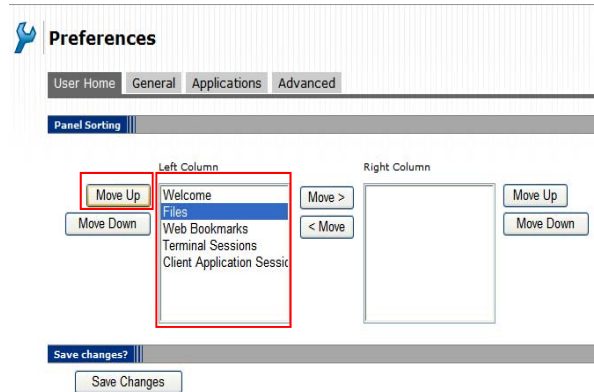


This will bring up the **Preferences** screen....



User Home Preferences

The **User Home** Preferences tab allows you to rearrange the panels on your VPN home page. For example, you could display your **Files** above your **Web Bookmarks** by moving these panels up or down in the **Panel Sorting** list....



General, Applications & Advanced

The **General**, **Applications**, and **Advanced** Preferences tabs all control settings that should not be changed through the VPN. Passwords, which can be changed through the **General** Preferences tab, should instead be changed using the **Xavier Password Manager**. For more information on using the **Xavier Password Manager**, see....

<http://www.xavier.edu/ds/training/passwords.cfm>