

LTSD's VPN (**V**irtual **P**rivate **N**etwork)

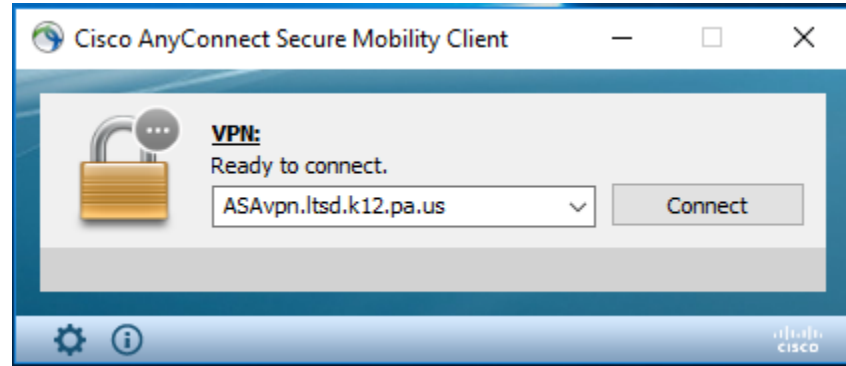
A VPN is a network that allows you to access your school's network drive from home.

1. To use the VPN, double click this icon on your desktop:

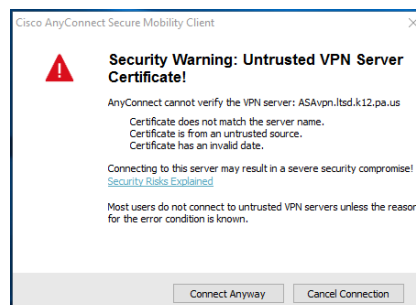


2. This box appears and you will need to key in the following (shown below):
ASAvpn.ltsd.k12.pa.us

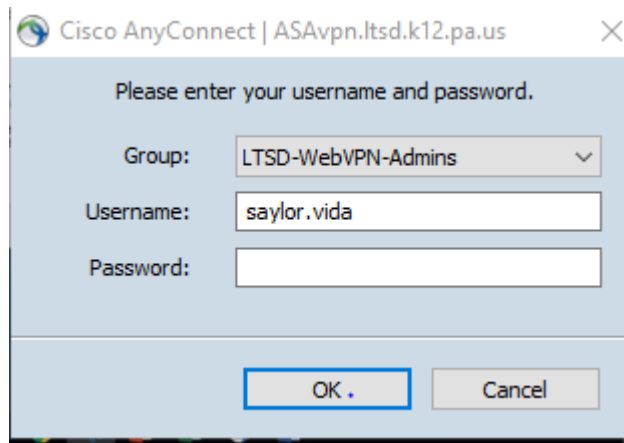
(you will need to key this in the first time only, it will appear automatically in the future)



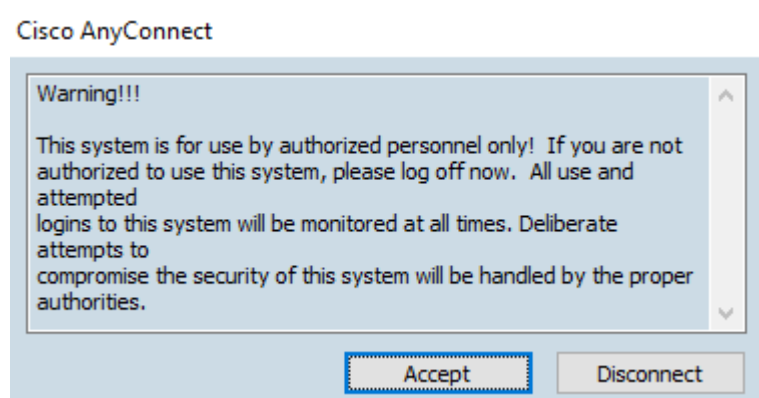
3. Click Connect. You will see this warning – click Connect Anyway.



4. This box will appear and you need to key in your username and password (key the password you use to log into the school's network when you are at school). Then, click OK.



5. Another warning box will appear, click Accept.

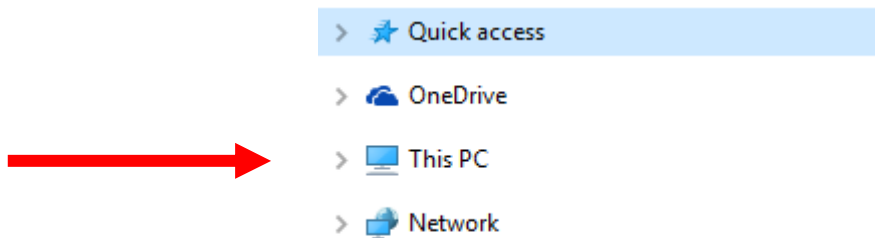


6. This box will appear (briefly) in the bottom right corner of the screen. When it appears, you are connected to the VPN and will have access to your network drive.

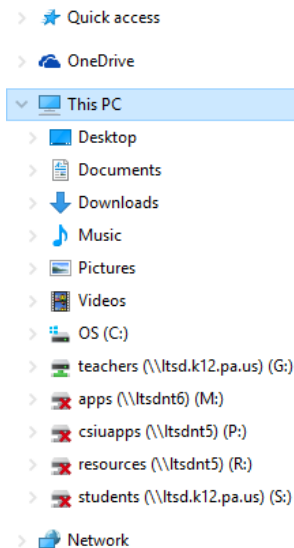


TROUBLESHOOTING: if you do not see your network drive listed:

You may need to click on "This PC"



When you click on "This PC", it will expand and you should see your network drive (or at least the teacher's drive which should allow you to get to your network drive)



TIP: If you click on the teacher's network drive and get an error message, wait a few seconds and try it again. Sometimes, it can be uncooperative at first!

When you are finished using the VPN you should click on disconnect so that you go back to using your home network – which is probably faster.

