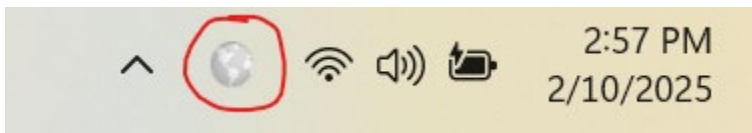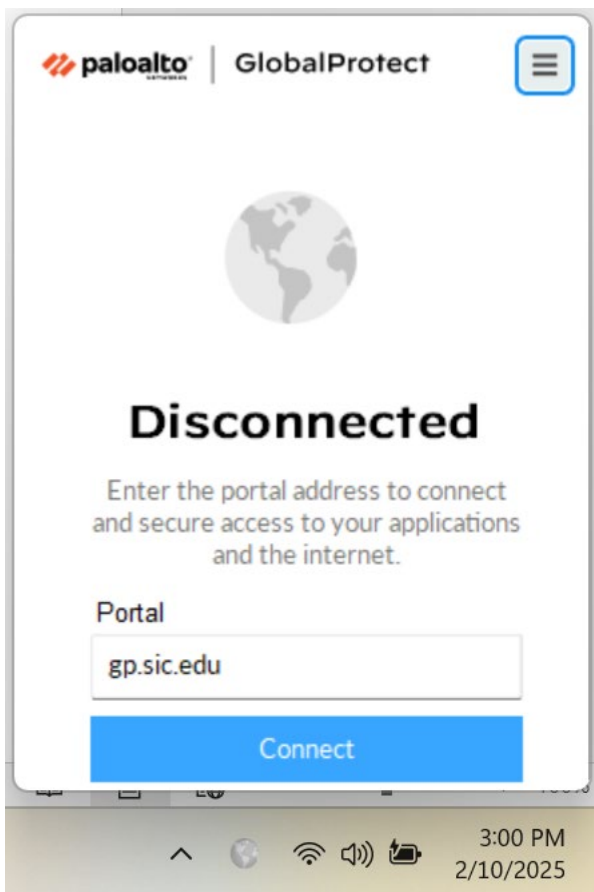# Remote VPN Access Directions

1. Right click on the Global Protect icon on your task bar near the clock. Appears are grey globe when disconnected.


2. You should see this screen

3. Click the blue Connect button.
4. You will be prompted to enter your username and password in the Falcon Portal popup

5. Click the **Login** button

Falcon Portal

Username | will.armijo@sic.edu

Password | ················

☐ Show password

Login

Forgot/Reset Password?

⊗ TECHNICAL SUPPORT | SETUP INSTRUCTIONS

Note: Global Protect cannot connect when you are on the SIC network.

6. You will then be prompted to enter your One Time Passcode (OTP), which should either be sent via text to your phone or to your SIC email.
7. Click the **Login** button
8. The Globe Icon will turn blue when you are successfully connected. You can click **OK** button on the box on the left.
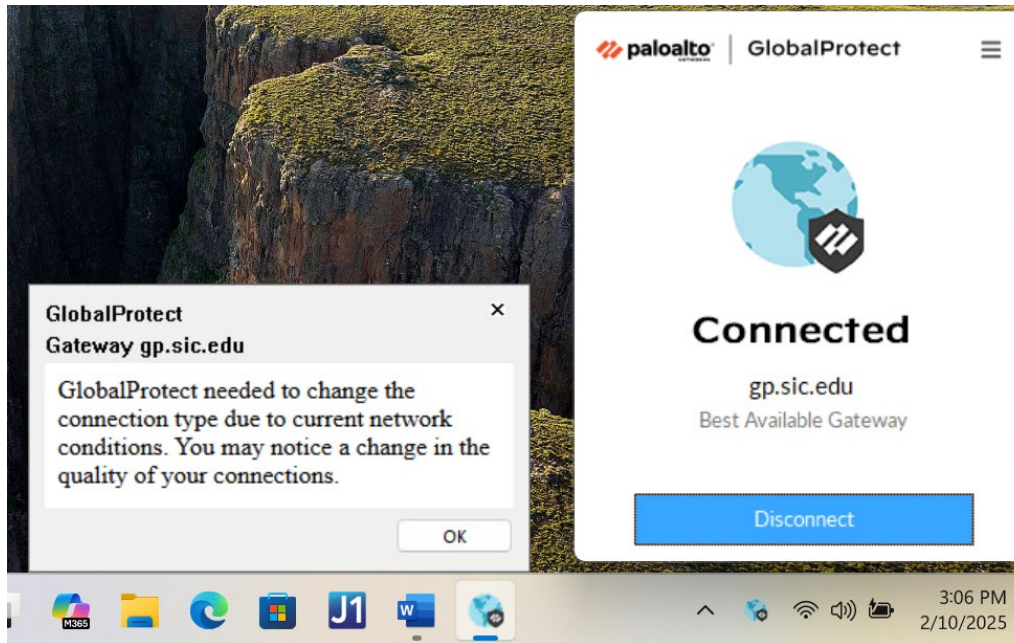
You should now have full access to your network drives, Jenzabar and other resources you would typically use as if you were on campus.

Please submit a **support ticket** and choose the "Login Trouble (provide details in description)" option if you have any issues.

*****Please Note: If you encounter the following message, please click on the blue **Proceed Anyway** link.