

## PHONE-BASED VPN ACCESS FOR PHS MOBILE BUILD LAPTOPS

Learn how to connect to the Partners network from home or a remote location using Virtual Private Networking (VPN). Instructions are for a Partners Mobile Build laptop with Windows 10.

### SECURE LOG IN

Each time you connect to VPN you are required to enter a confirmation code, delivered via text message or phone call to a number you have pre-registered.



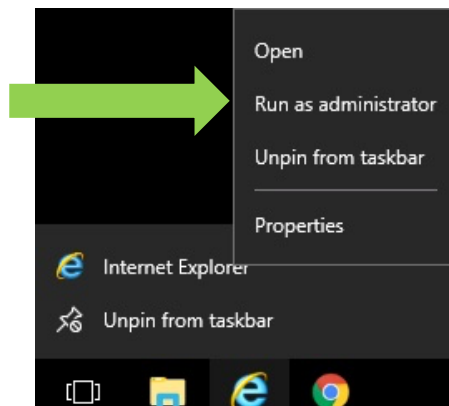
**Tip!** Be sure to have your phone nearby whenever you connect to VPN.

Not sure if you have a phone number registered? Go to <https://myprofile.partners.org>.

### INSTALL VPN

#### 1. Install Cisco AnyConnect Secure Mobility Client:

- a. In the Taskbar, *SHIFT + right-click* on **Internet Explorer**. Click **Run as administrator**.
  - Click **Yes** if prompted, **Do you want to allow this app to make changes to your device?**
- b. In the address bar, type **pvc.partners.org/saml**
- c. Enter your **Partners User Name** and **password**. Follow the screen prompts to obtain and enter a confirmation code.
- d. Click **Install**. Cisco AnyConnect will download, and you will be connected to the network.



**NEED HELP?** Contact the IS Service Desk. View phone numbers or open a ticket at [www.partners.org/isservicedesk](http://www.partners.org/isservicedesk).

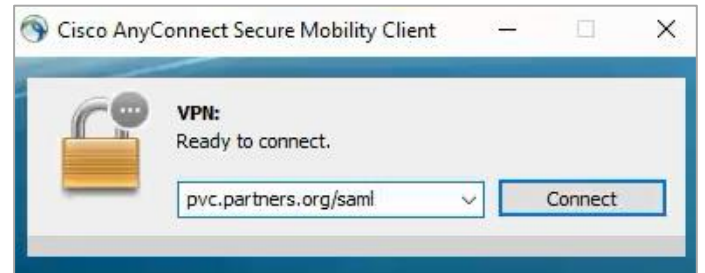
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## HOW TO CONNECT TO VPN

After you have completed the install steps above, this is how you connect to VPN whenever you are working from home or a remote location:

### 1. Connect to the Partners network:

- a. In the Taskbar notification area, click the **Cisco AnyConnect VPN** icon.
- b. Type **pvc.partners.org/saml** and click **Connect**.
- c. Enter your **Partners User Name** and **password**.
- d. Follow the screen prompts to obtain and enter a unique confirmation code using your pre-registered phone number.
- e. After entering your confirmation code, you will connect to the Partners network.



You have successfully authenticated. You may now close this browser tab.

### 2. Access Partners Applications and Shared Drives (Home Drive and Shared File Areas):

Your Partners Applications, H drive, and Shared File Areas (SFAs) should automatically appear once connected. If not, go to the **Partners Portal** at <http://portal.partners.org/vpn>.

**Note:** This site only works with Internet Explorer via **Run as Administrator**.

Many applications, including Epic Hyperspace, are available through **Citrix Workspace**.

- Go to <https://workspace.partners.org/>
- Learn more about Workspace in IS Service Desk article [KB0026795](#).

## LOG OFF VPN

In the Taskbar notification area, click the **Cisco AnyConnect VPN** icon, then click **Disconnect**.

