

# PHONE-BASED VPN ACCESS: PERSONAL OR PHS REMOTE-BUILD COMPUTERS

Learn how to install Virtual Private Networking (VPN) and connect to the Partners network from home or a remote location. Instructions are for a personal or PHS remote-build computer 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.



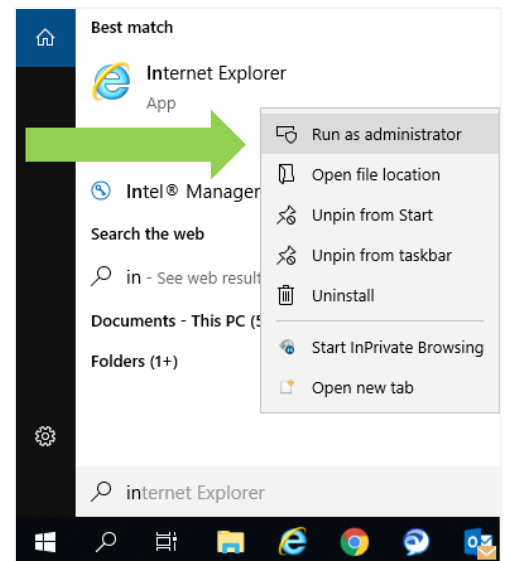
**Tip!** Be sure to have your phone nearby whenever you connect to VPN.

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

## INSTALL VPN

### 1. Install Cisco AnyConnect Secure Mobility Client

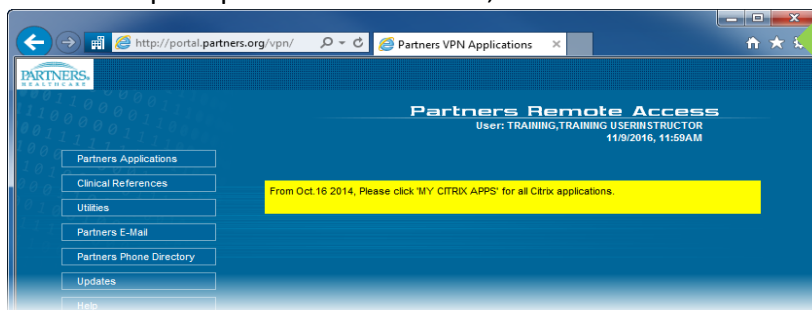
1. Click the **Start** button and type **Internet Explorer**
2. Right click and choose **Run as administrator**
  - Click Yes if prompted, *Do you want to allow this app to make changes to your device?*
3. In the address bar, type **https://pvc.partners.org/saml**
4. Enter your **Partners User Name** and **password**.
5. Follow the screen prompts to obtain and enter a confirmation code.
6. Click **Install**. Cisco AnyConnect will download, and you will be connected to the network.



### 2. Set up access to Partners Applications and Network Drives

This step sets up access to Partners Applications, your Home Drive and Shared File Areas.

1. Click the **Start** button and type **Internet Explorer**
2. Right click and choose **Run as administrator**
  - Click Yes if prompted, *Do you want to allow this app to make changes to your device?*
3. Type **portal.partners.org** in the address bar. Wait for the page to fully load (a success message will display on screen).
4. If you receive a screen prompt related to ActiveX, click **Install**.



Click ★ to add the Portal as a Favorite for easier access

## NEED HELP?

Get a copy of this guide in IS Service Desk article [KB0023967](#).

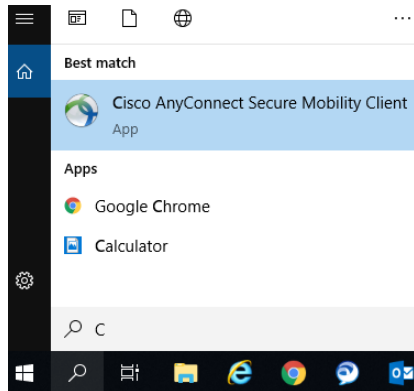
Contact the IS Service Desk. View phone numbers or open a ticket at [www.partners.org/isservicedesk](http://www.partners.org/isservicedesk).

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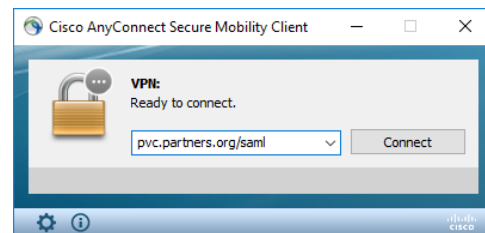
## HOW TO CONNECT TO VPN

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. Use Search to find and open **Cisco AnyConnect** or click the icon if it displays in the Taskbar.



2. In the connection window, enter **pvc.partners.org/saml** and click **Connect**



3. In the Partners Sign In window, enter your **Partners user name** and **password**.
4. Confirm your identity by entering a unique code sent to your pre-registered phone number.

## ACCESS PARTNERS APPLICATIONS, YOUR HOME DRIVE & SHARED FILE AREAS

The Partners VPN portal page provides access to selected Partners Applications and maps your network drives.

- Open Internet Explorer and go to <http://portal.partners.org/vpn>, or

Click ★ if you saved the Portal as a Favorite

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**.



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