

VPN: TOKEN ACCESS FOR NEW USERS (WINDOWS)

This guide provides instructions for installing and connecting to VPN using a software token. It also includes instructions for accessing your Partners applications, H or "Home" drive, and shared file areas (SFAs). These instructions apply to Windows 7 devices only.

WHAT IS VPN & SOFTWARE TOKEN ACCESS?

VPN allows you to connect to the Partners network from home or a remote location. With software token access, each time you connect you will enter a tokencode generated by an application installed on your computer, smart phone, or tablet. This application replaces a physical SecurID token (also known as "key fob").

BEFORE YOU CONNECT

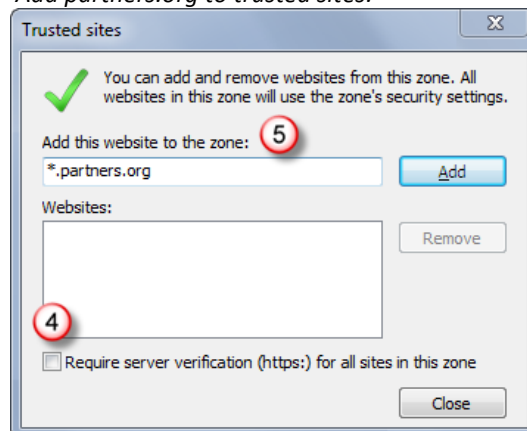
In order to successfully access Partners resources, open Internet Explorer and adjust the settings below.

Note: If you are using a Partners mobile build device (has Partners Applications menu), you may not need to adjust Trusted Sites and Pop-up settings.

Add partners.org to Trusted Sites

1. Click **Tools**, and then select **Internet Options**.
2. Click the **Security** tab, and then select **Trusted Sites**.
3. Click **Sites**.
4. Uncheck "Require server verification (https:) for all sites in this zone".
5. For "Add this website to the zone", enter ***.partners.org**.
6. Click **Add**, and then click **Close**.
7. Keep Internet Options open for the next section.

Add partners.org to trusted sites:



Allow Pop-ups from partners.org

1. In Internet Options, click the **Privacy** tab.
2. Under **Pop-up Blocker**, click **Settings**.
3. For "Address of website to allow", enter ***.partners.org**.
4. Click **Add**, and then click **Close**.
5. Close Internet Options.

Add partners.org to Compatibility View Settings

1. Click **Tools**, and then select **Compatibility View Settings**.
2. For "Add this website", enter **partners.org**.
3. Click **Add**, and then click **Close**.

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FIRST-TIME CONNECTION ONLY

The first time you connect to VPN, you must open Internet Explorer as an administrator:



1. Click **Start**, and then select **All Programs**.
2. *Right-click* **Internet Explorer**, and then select **Run as Administrator**.

LOG IN TO VPN

Each time you connect to VPN, you will need to request a new confirmation code.

1. Go to www.partners.org/vpn.
Tip! Save this site to your favorites or as a shortcut on your desktop for easy access.
2. Under Token, click **Connect**.
3. Enter your:
 - Partners user name
 - Partners password
 - Software token tokencode
4. Click **Login**.

INSTALL VPN SOFTWARE

The first time you log in to VPN, you will be required to install the Cisco AnyConnect Secure Mobility Client VPN software.

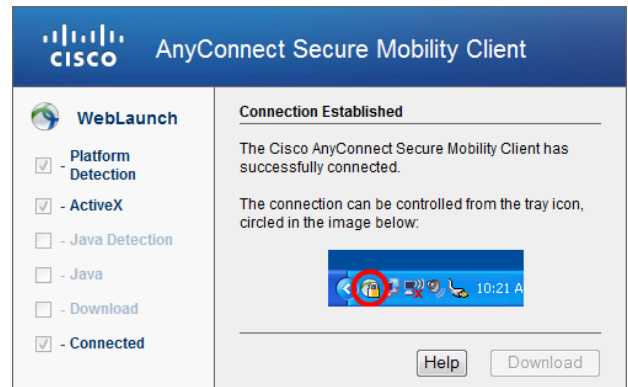
CISCO ANYCONNECT SECURE MOBILITY INSTALL

After you enter the unique confirmation code, the Cisco AnyConnect Secure Mobility Client will install.

Note: Depending on your PC configuration, you may need to confirm installation or allow certain security settings. If prompted, choose the appropriate option to continue with installation.

After successfully connecting to the network, you may close the page.

Successful connection to VPN:

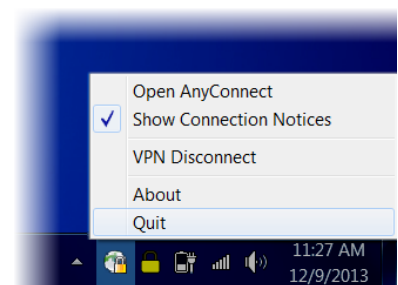


LOG OFF VPN

Right-click the VPN icon in your task bar notification area, and then select **Quit**.

Note: If you need to log in again, return to www.partners.org/vpn and reconnect with a new confirmation code.

Log off VPN:



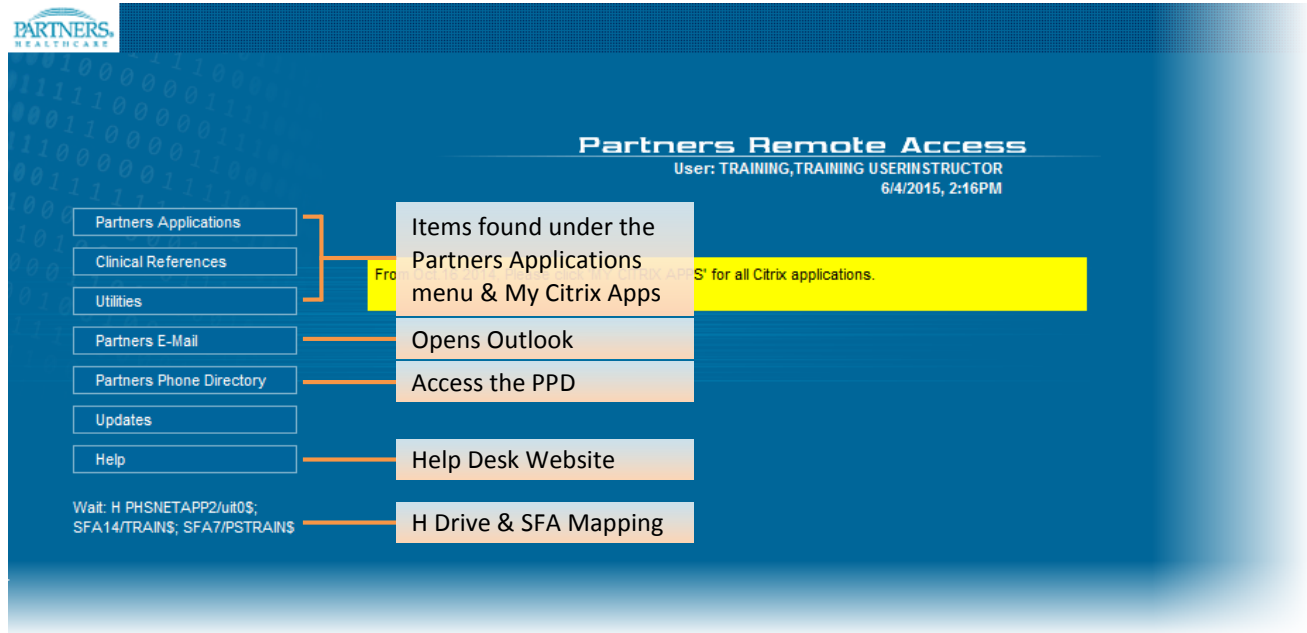
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PARTNERS PORTAL

The Partners portal provides access to Partners Applications, “H” or home drive, and shared file areas (SFAs).

1. Go to <http://portal.partners.org/vpn>.
2. Enter your Partners user name and password, and then click **OK**.

PORTAL PAGE OVERVIEW



MY CITRIX APPS

Go to Partners Applications > My Citrix Apps to access other applications that may not be listed in your Partners Applications menu. You may also go to <http://myapps.partners.org>.

H DRIVE & SFA ACCESS (DRIVE MAPPING)

Drive mapping begins automatically once the portal opens. This connects your “H” or home drive and SFAs.

IS SERVICE DESK

BWH 617-732-5927
LCC 857-307-4150
NSMC 978-354-2014
PHS 617-726-5085

BWH-RICS 617-525-0848
MCL 781-416-8940
NWH 617-243-6001
SRH 617-952-5555

DFCI 617-632-3399
MGH 617-726-5085
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FALK 617-983-7454
NHP 617-643-2020
PHH 617-726-0790