This guide covers accessing the VPN for faculty and staff to access their P drives and other secure applications from off-campus.

WHAT IS VPN?

VPN stands for Virtual Private Networking, which allows faculty and staff members to access network resources securely from a remote location, like at home or away on conferences. It also allows secure access for some on-campus applications, like scheduling (EMS) or payroll applications.

LOGGING IN

To access the VPN from your off-campus computer, enter https://vpn.salisbury.edu in your Internet. From on-campus, use https://vpn.salisbury.edu/campus from Internet Explorer only. (You should only use this for secure applications, and not for network drive access, from on campus) You will see the login screen below:
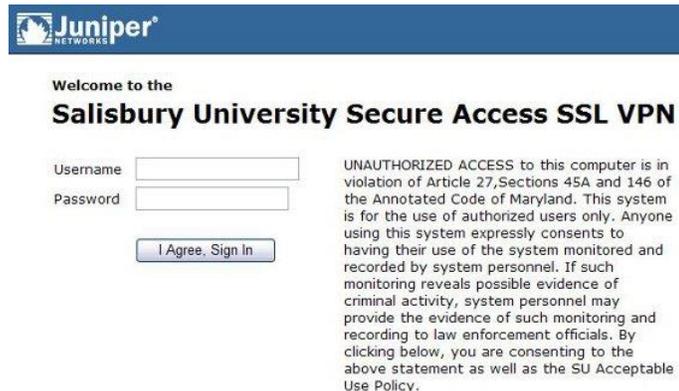
Log in with your SU username and password, and then click **I Agree, Sign In**. You may get a Setup Warning message similar to the one below (depending upon your browser). If so, click **Yes** or **Always** to install. This may require a restart.

Note: If you attempt to access the VPN from on-campus using the https://vpn.salisbury.edu address, you will receive the following error message:
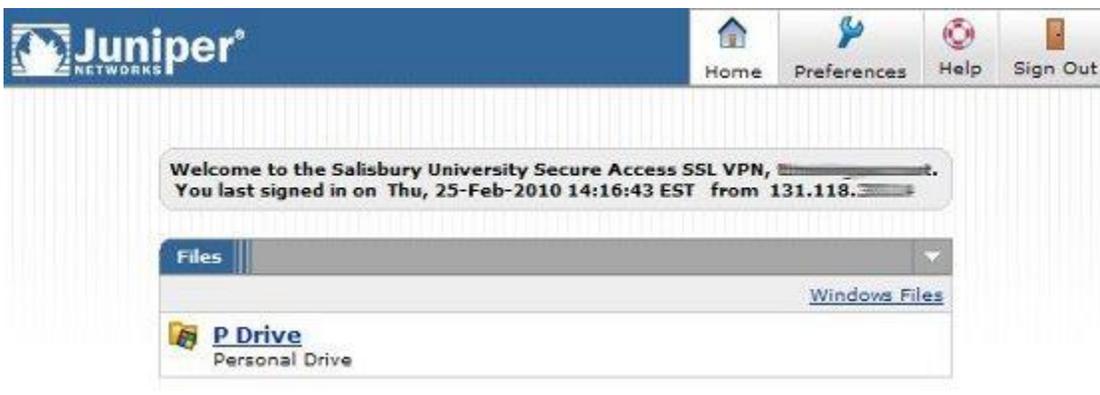
Welcome to the
Salisbury University Secure Access SSL VPN

You do not have permission to login. Please contact your administrator.

If this happens, use the https://vpn.salisbury.edu/campus link instead.

ACCESSING YOUR P DRIVE

Once you have logged in, you'll see a screen like the one below, showing a link to your P drive.

If you click on **P Drive**, it will open your P drive in the window.

From here, you can delete files by checking the box next to them and clicking either **Delete**.

DOWNLOADING FILES

Downloaded files are saved as Zip files. When you check files or folders and click **Download**, you'll be taken to a Download Files screen that allows you to name and download the Zip File. When you click **Download**, depending on your browser, you'll be given an option to choose where to save the file.

CREATING NEW FOLDERS

Clicking **New Folder** will bring up a screen that allows you to name and create a new folder on your P drive.

The new folder will now appear in your P: drive.

UPLOADING FILES

Clicking **Upload** will allow you to upload up to 5 files at a time. Use the **Browse** buttons to select the files, and then click **Upload**. You can opt to upload a zipped file and have it uncompressed in the target directory. Note that you cannot upload files larger than 500 MB.

GETTING BACK TO THE START AND LOGGING OUT

Clicking **Home** at any time will return you to the main page.

When you have finished using your P: drive, click **Sign Out** in the upper right-hand corner to log out. For added security, close your browser after logging out.

OTHER DEVICES

VPN access may work to some degree on other devices. Devices tested that will grant drive access through the device's built-in web browser include:

- iPads
- iPhones
- Android tablets
- Android phones