How to Set Up & Use VPN on a Windows Computer

ⓘ **VPN Access**

Access to the VPN is assigned to those who require it for a university business or academic function. To request access, send an email to InformationSecurity@missouristate.edu. Include a short description of the academic or business reason you are requesting VPN access.

⚠ To use the Passport VPN, you cannot already be connected to the Missouri State network. The VPN is designed to allow those not currently on the network a secure connection to the network.
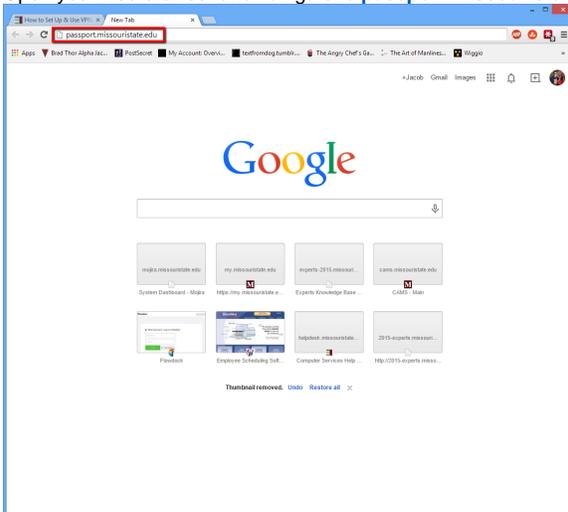
This is to set up your Virtual Private Network (VPN), which allows you access to file shares and internal websites while off-campus.
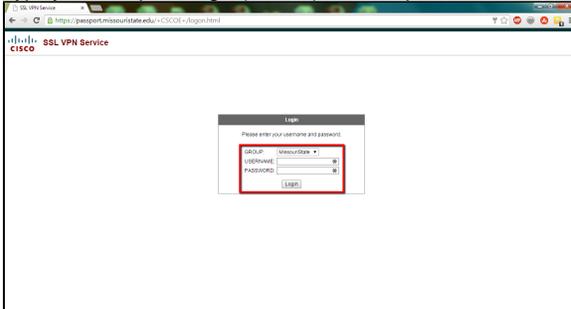
Step-by-step guide

1. Open your web browser and navigate to **passport.missouristate.edu**.

2. Type your Bearpass Login (*abc123*) and Bearpass Password, then click **Login**.
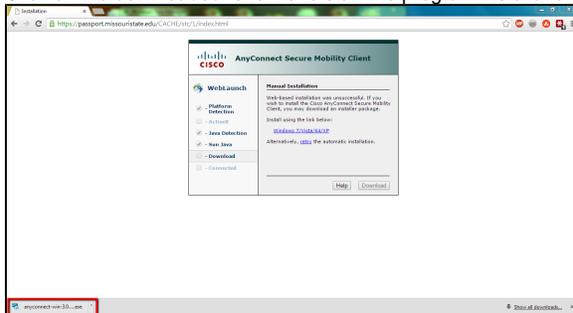
3. The install should begin automatically.

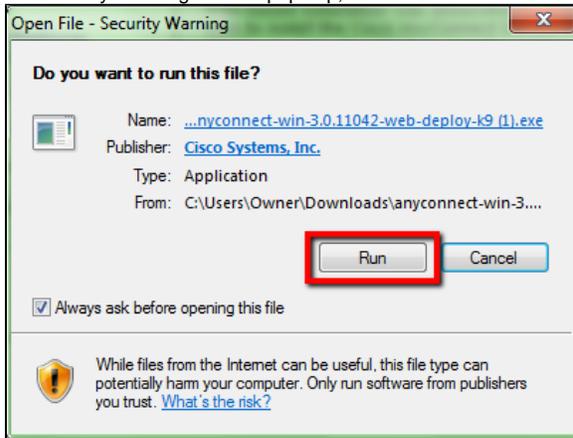4. If a Security Warning window opens asking if you want to continue, click **Continue**.

5. The client will suggest an install for you. Click the suggestion. In this case it is **Windows 7/Vista /64/XP**.
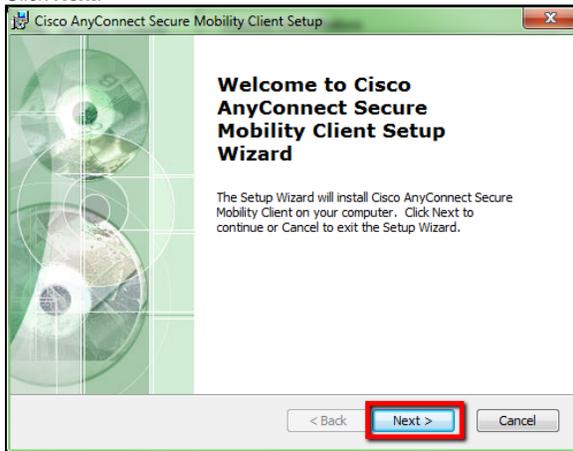

6. Click on the downloaded **.exe** file to start the program installation.
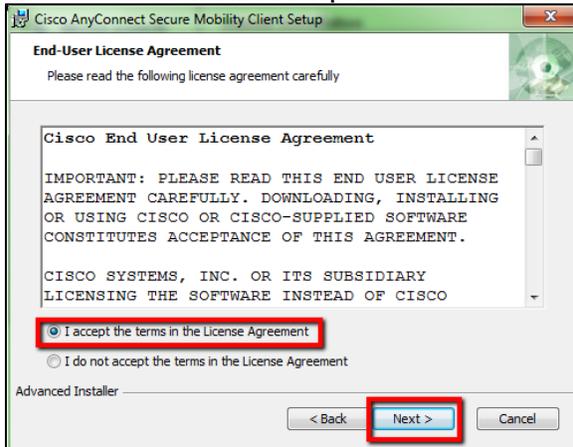
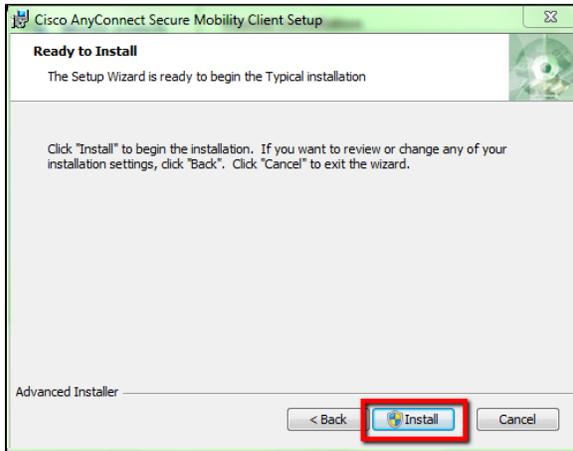**7.** If a Security Warning window pops up, click **Run**.
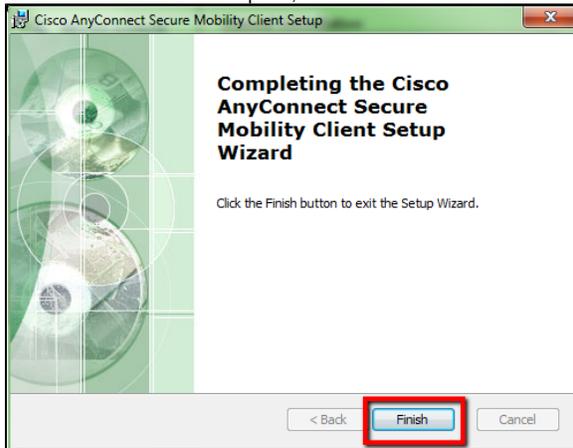

8. Click **Next**.

9. Select the radio button next to **I accept the terms in the License Agreement**, then click **Next**.

10. Click **Install**.

11. Once the installation is complete, click **Finish**.

12. To continue setting up your VPN, you will need to open Cisco AnyConnect. One way to do this is by navigating to the Start menu (which can be done by hitting the **Windows Key** or **Windows Icon**) and searching for *Cisco AnyConnect Secure Mobility Client* in the search bar.
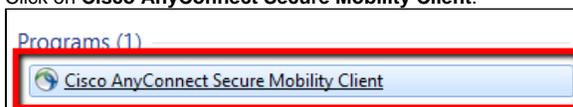
(for Windows Vista or Windows 10 users)
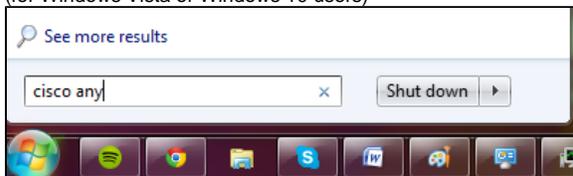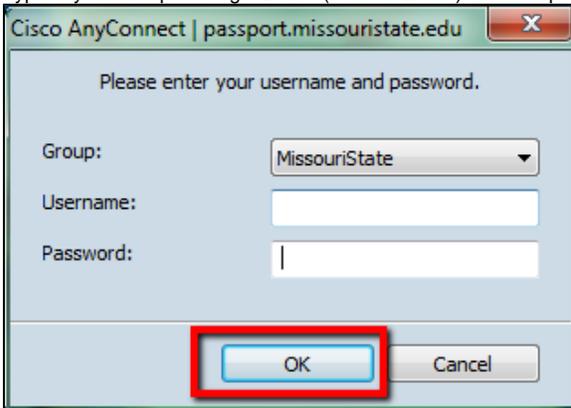

(for Windows 8 users)

13. Click on **Cisco AnyConnect Secure Mobility Client**.

14. Type in *passport.missouristate.edu*. Then click **Connect**.

15. Type in your Bearpass Login@SGF (*abc123@SGF*) and Bearpass Password, then click **OK**.

You are now connected to the Missouri State VPN network.

You can go to File Explorer next and type in the server name; for example, "**\\trace.missouristate.edu**"
without the quotes.