



# OFFICE OF INFORMATION TECHNOLOGY

## Empowering Alaskans Through Technology

### Getting Started with VPN

Virtual Private Network (VPN) allows you to remotely connect to the State of Alaska (SOA) network to access files and resources that you cannot access when not connected to the SOA network (such as your home network).

**To maximize accessibility, disconnect from VPN when not in use.**

Resources that can be accessed without VPN:

- MS Outlook or Webmail
- MS Teams
- SharePoint\*
- OneDrive
- State of Alaska public websites and other public websites
- IRIS ESS (to submit your timesheet or view paystubs/leave balances etc.)
- E-Travel Online
- WebEx

Examples of resources that require VPN: IRIS FIN/PROC, IRIS HRM (approving timesheets and other functions), AKPAY, ALDER, SOA Wiki, non-public SOA sites (such as development sites or other Network-restricted sites), Network drives and files saved to them.

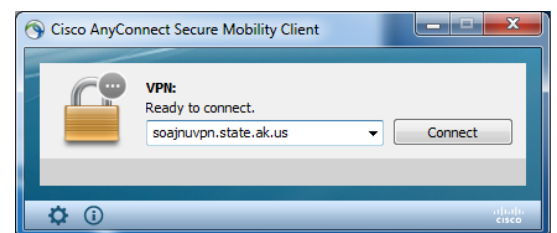
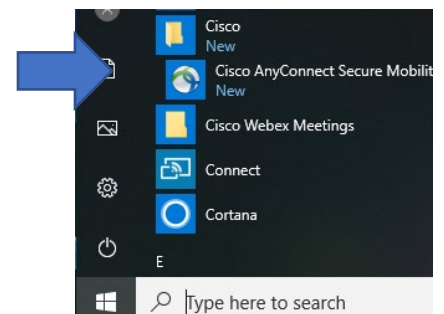
*\*some Department SharePoint sites or portions of SharePoint sites may require VPN for access. Contact your Department Technology Officer if you have questions about SharePoint.*

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*These instructions assume you already have VPN permission and VPN software installed on your laptop. If you do not, please follow the instructions here: <http://oit.alaska.gov/Security/vpn>*

**To access the SOA Network:**

1. Open the Cisco AnyConnect Secure Mobility Client.
2. Type in the server name to connect to:
  - a. If you are in Southeast Alaska, enter **soajnuvpn.state.ak.us**
  - b. In all other areas, enter **soaancvpn.state.ak.us**

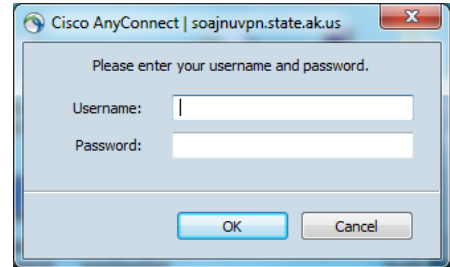




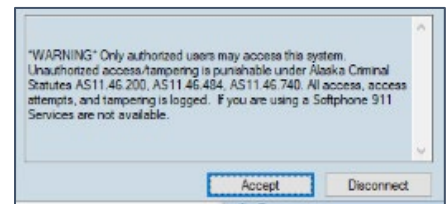
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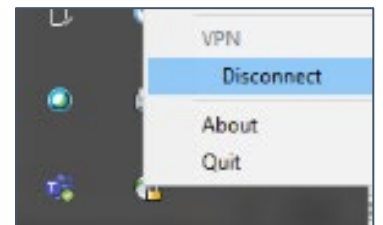
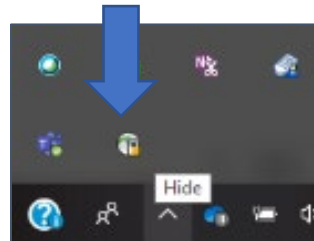
3. Click "Connect". Enter your SOA username (for example: jbsmith) and password and click OK.



4. After you review and accept the access warning you are connected to the SOA Network and can work as if you were at your desk.



5. When you no longer need access to the SOA Network, be sure to disconnect from VPN by right-clicking on the Cisco icon in your system tray and selecting "Disconnect."



**NOTE:** When you are connected to the SOA Network using VPN, all web traffic is being diverted through the SOA Network and logged and monitored as it would be in the office environment. Avoid streaming (audio and video) while connected. Do not leave your computer unattended when VPN is active.