

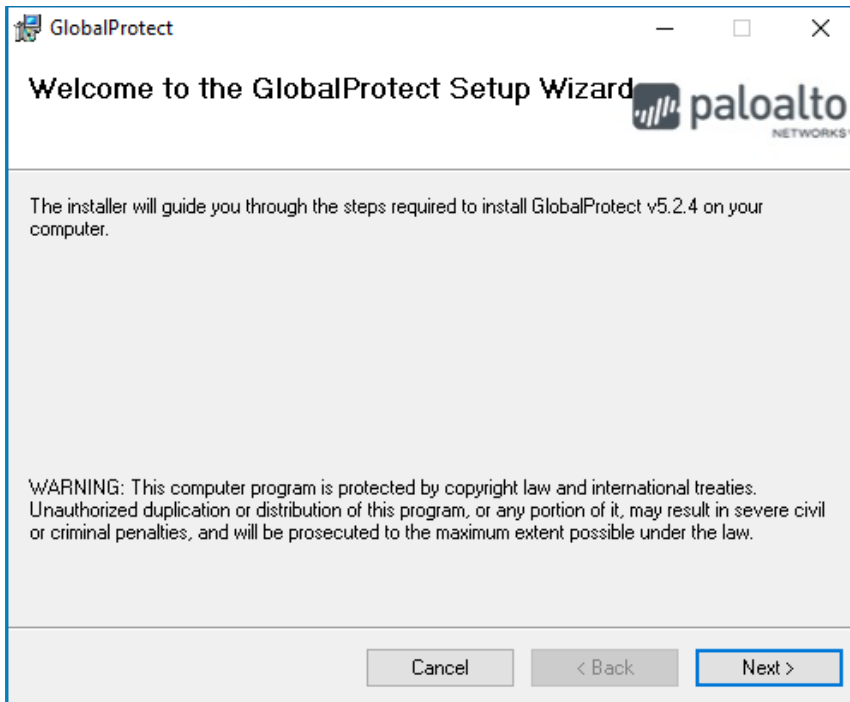
Virtual Private Network (VPN) Instructions

NOTE: Before you begin, make sure you have the **Microsoft Authenticator** app installed on your phone and that it is successfully connected to your Citadel Microsoft Office account.

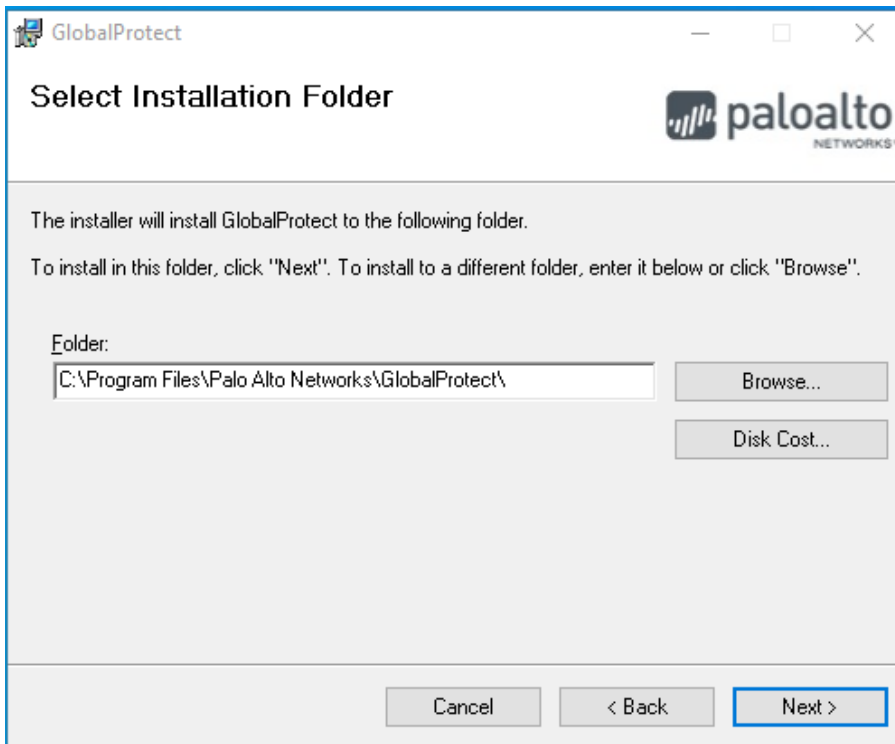
- Instructions for installing and connecting the Microsoft Authenticator app can be found here: <https://citwebapps.citadel.edu/two-factor-authentication/2-Factor-Set-Up-Microsoft-Authenticator-App.pdf>

Logging into the Citadel's Virtual Private Network (VPN) for PC

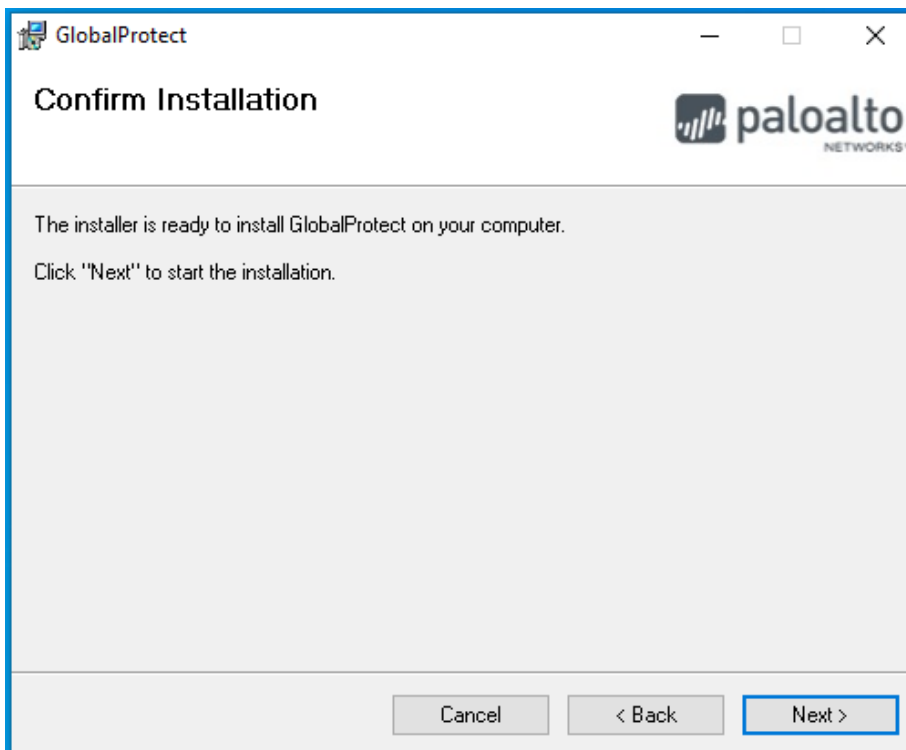
1. Navigate to **workfromhome.citadel.edu**
2. Click the link for **Global Protect VPN Client**. Open the file once it has downloaded.
3. Click **Next**



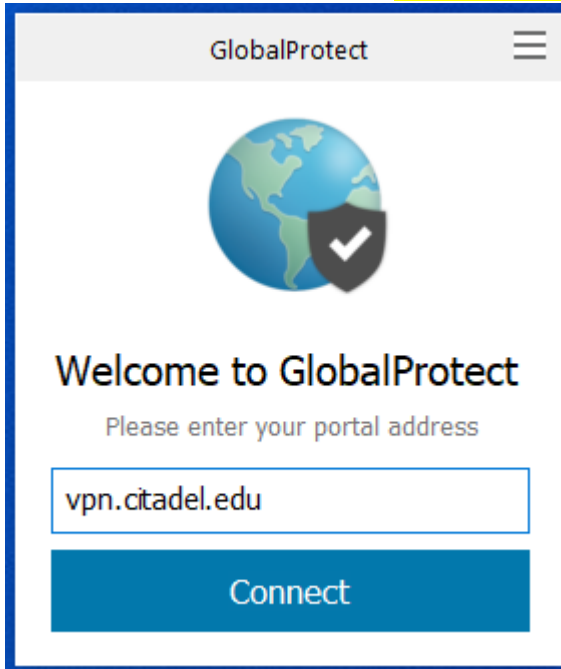
4. Click **Next**



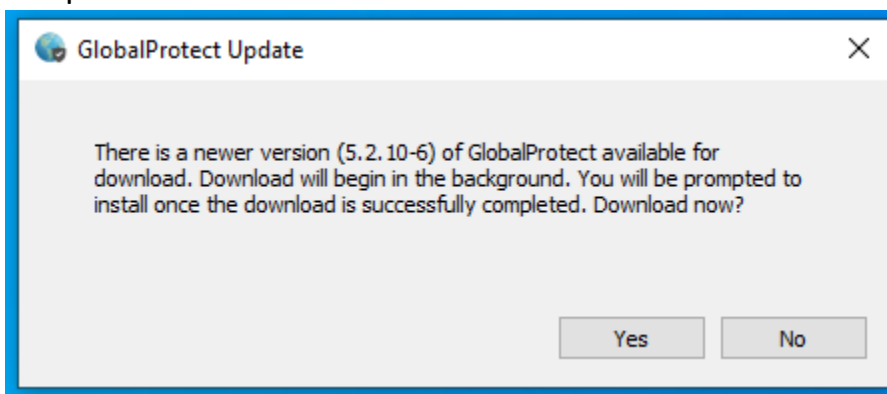
5. Click **Next**



6. Click **Yes** on the User Account Control prompts that comes up
7. Click **Close**
8. After the install is finished, **GlobalProtect** should appear in the bottom right-hand corner.
9. Enter the Portal Address: **vpn.citadel.edu**

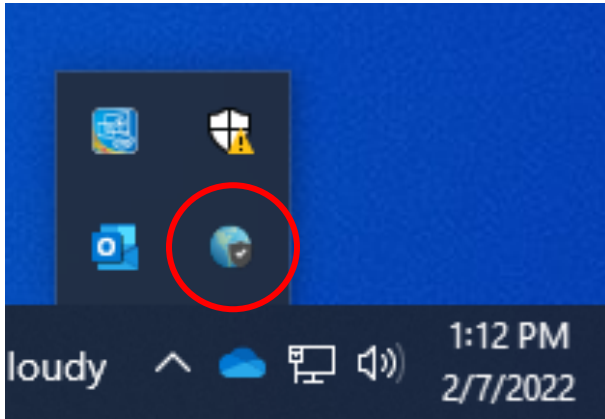


10. Click **Connect**.
11. If you are prompted to update GlobalProtect, click **yes**. Follow the prompts to update and re-install the newest version of GlobalProtect.



12. Sign in using your **Lesesne Gateway username** and **password** (**NOTE**: if you are signed into Microsoft Teams, GlobalProtect may automatically log you in and you can skip this step.)

13. You can verify that your computer is connected to the VPN by selecting the up-arrow icon in the system tray. There will be a globe icon in the system tray. A check mark will appear on the globe when you have successfully connected.



14. GlobalProtect is successfully installed.