

## Cisco AnyConnect - Installing

1. Go to: <https://vpn.lwtech.edu>

2. Log in.

**Select** Group: A-LWTECH

**Enter** Username: your employee email address (firstname.lastname@lwtech.edu)

**Enter** Password: your employee email password

**Click** the Login button.

3. **Download/Install the VPN Client** (AnyConnect Secure Mobility Client)

The system will ask you if you want to install this software, **click** Install.

**Wait** for the install to start.

A "Security Alert" will ask if you want to proceed. **Click** YES (see picture 1).

The install is finished when you see the "Connection Established" dialogue box. (see picture 2).

**Please note:** Some PC's may fail the installation. If this happens, **click** on "Windows 7/vista/64/XP" to perform a manual install (see picture 3). The installation will begin. When completed restart your system.



(Picture 1)



(Picture 2)



(Picture 3)

## VPN – Logging In

1. **Open the VPN client.** Click the Cisco AnyConnect icon in your system tray. (see picture 4)

2. **Click the Connect button.** You may need to **select or type:** vpn.lwtech.edu. (see Picture 4)

3. **Log In.** (see Picture 5)

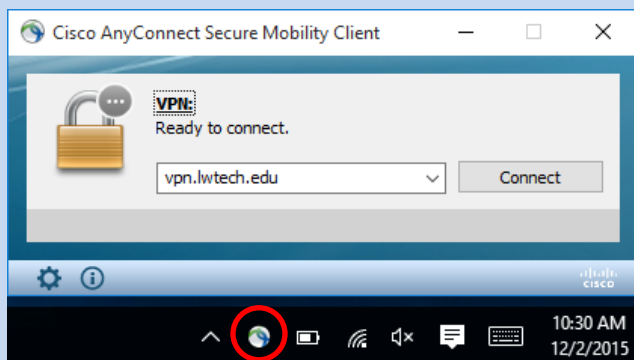
**Select** Group: A-LWTECH

**Enter** Username: your employee email address (firstname.lastname@lwtech.edu)

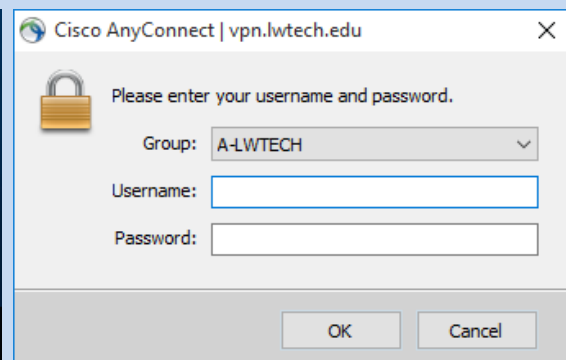
**Enter** Password: your employee email password

**Click** the Login button.

4. **On successful login, you will be connected to the LWTech network.**



(Picture 4)



(Picture 5)

## X drive – Accessing your files and Department Folders

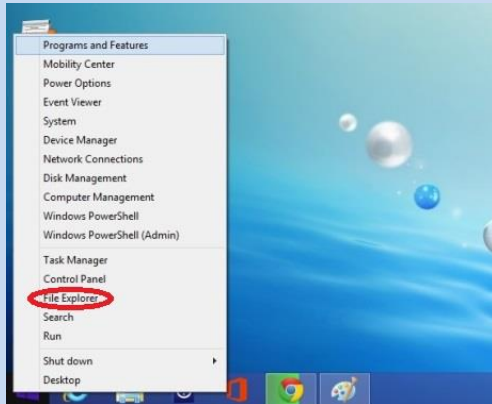
This only needs to be done the first time you connect your computer to the VPN. After that, logging into the VPN client will allow access your X drive.

### 1. Open File Explorer

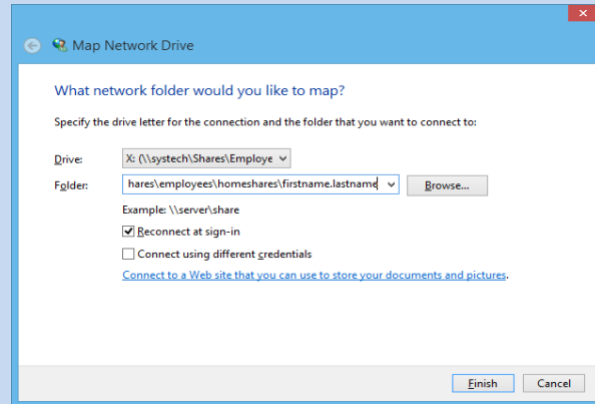
Windows 8/10\*: At the Desktop, **right click** the windows button and **click** File Explorer. (see picture 6)

Windows XP/7: At the Desktop, **click** on the start button and then **click** on Computer(or My Computer).

\*if you are using Classic Shell on Windows 8/10, follow the steps for windows 7/XP



(Picture 6)



(Picture 7)

### 2. Open Map Network Drive Window

Windows 8/10: At the File Explorer Window, use the menu to **navigate** to Computer | Map Network Drive

Windows 7: At the File Explorer Window, **click** on Map Network Drive at the top.

Windows XP: At the File Explorer Window, use the menu to **navigate** to Tools | Map Network Drive

### 3. Map X drive to your Campus Files(see Picture 7)

**Set** Drive to X: from the dropdown menu.

**Set** folder to [\\system\shares\employees\homeshares\firstname.lastname](#) (use your username)

**Check** Reconnect at sign-in.

**Click** the Finish button.

### 4. Unhide your X drive folders.

**Open** file explorer(refer to step 1)

Windows 8/10: At the File Explorer Window, use the menu to **navigate** to View, **check** Hidden Items.

Windows 7: At the File Explorer Window, **click** on Organize at the top, and **select** Folder and search options.  
At the Folder Options Window, **click** the View tab, **scroll down** and **select** Show hidden files.

Windows XP: At the File Explorer Window, use the menu to **navigate** to Tools | Folder Options  
At the Folder Options Window, **click** the View tab, **scroll down** and **select** Show hidden files.

**Open** your X drive.

**Select** all the files/folders in your X drive. (shortcut: select one file/folder then press ctrl+a)

**Right click** one of the selected files and **select** Properties

At the properties window under the General tab, **uncheck** Hidden

**Click** Apply. **Select** Apply changes to the selected items, subfolders, and files.

**Click** OK. **Click** OK again when done.

Now, revert the setting to display hidden folders. (refer to beginning of step 4)

### 5. Accessing your Department Folders

**Open** your X drive

**Open** the Desktop folder (make sure it is not hidden [refer to step 4])

**Open** the Department folder shortcut

Your X-Drive will now be available each time you log into the VPN client. If you would like your X drive on your desktop, just drag your X-Drive out to your desktop to create a shortcut.