

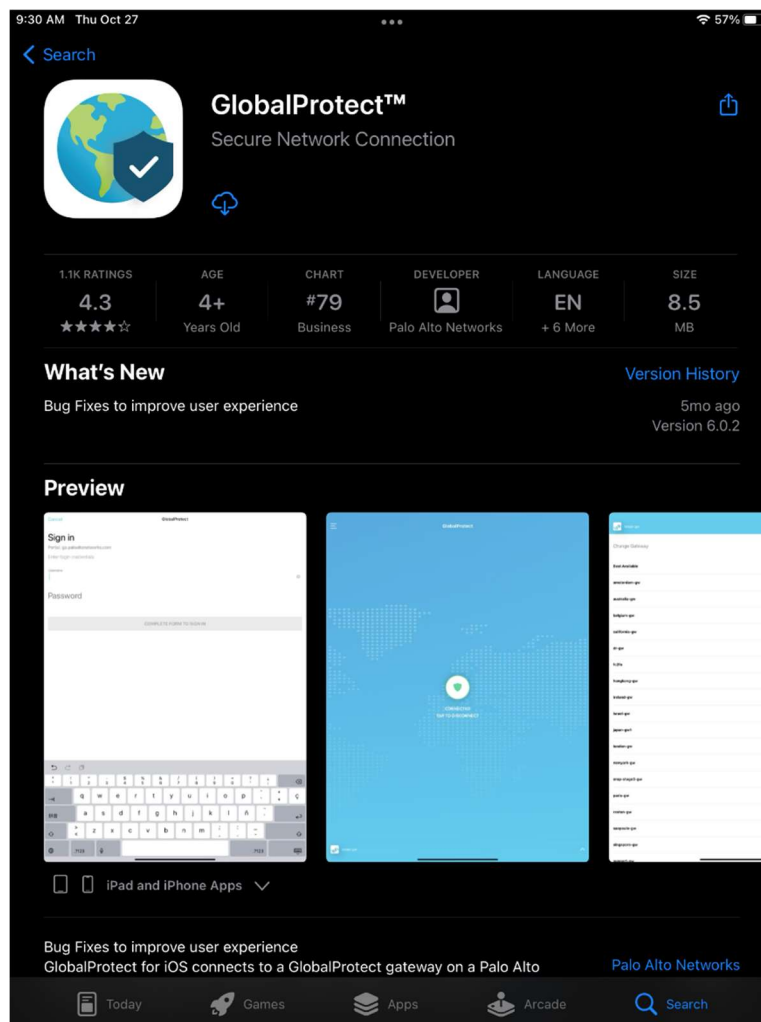
Instructions for Connecting to Your District's Network Using the WOCO VPN and iPhone/iPad

The initial setup involves two parts:

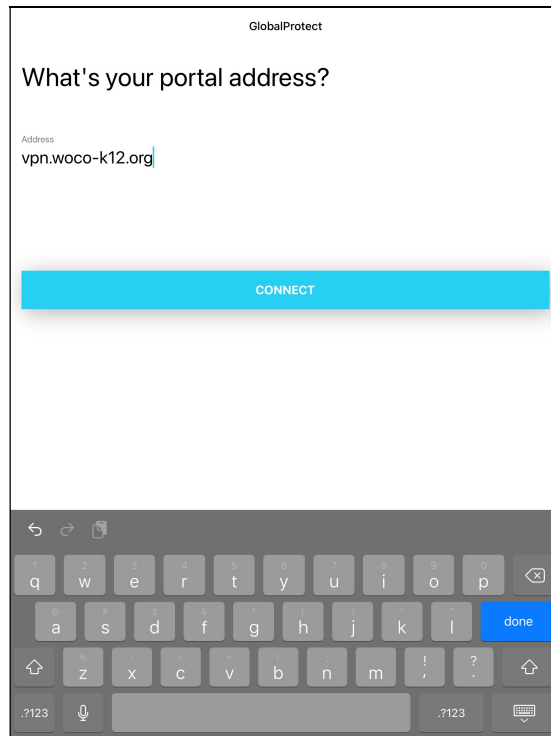
- The installation of the VPN client software (GlobalProtect)
- The configuration of 2-factor authentication (with either Okta Verify or Google Authenticator)

Installation of the VPN client software

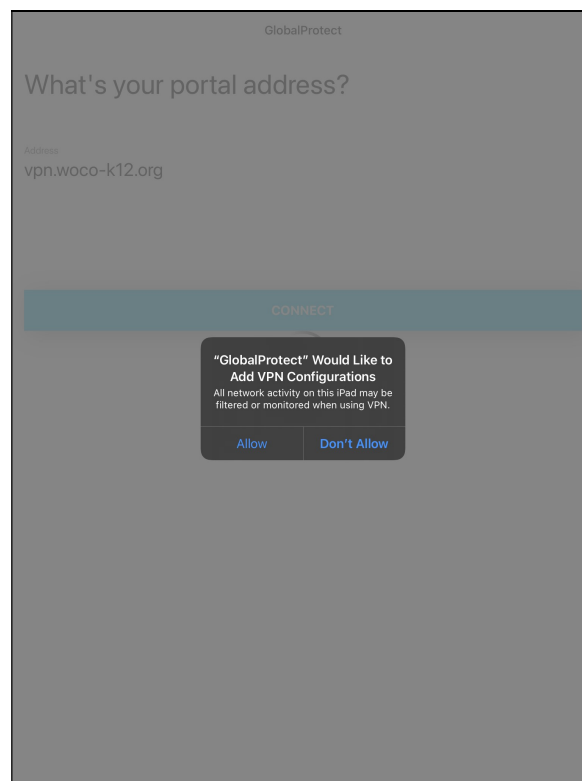
1. Go to the App Store, then search for and install the GlobalProtect app.



- Open the GlobalProtect app and enter vpn.woco-k12.org as the portal address.

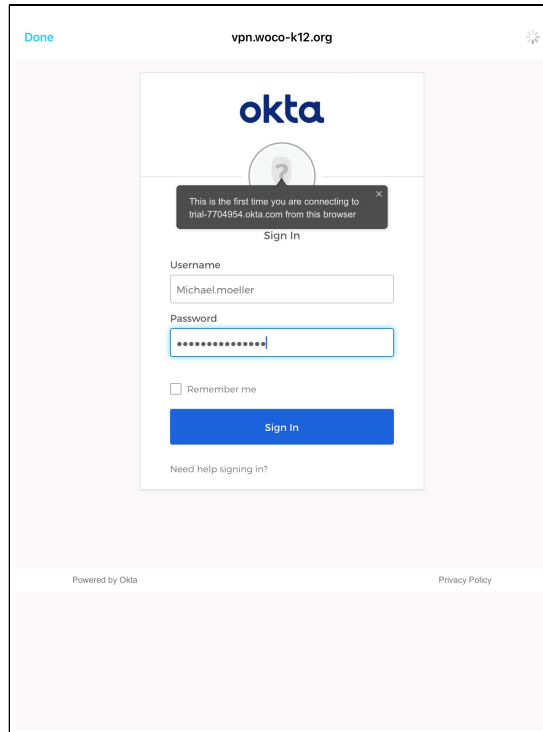


- After pressing "Connect", you may be prompted to allow the app to make changes to your device by providing a fingerprint, code, or some other form of authentication. If so, simply follow the prompts.

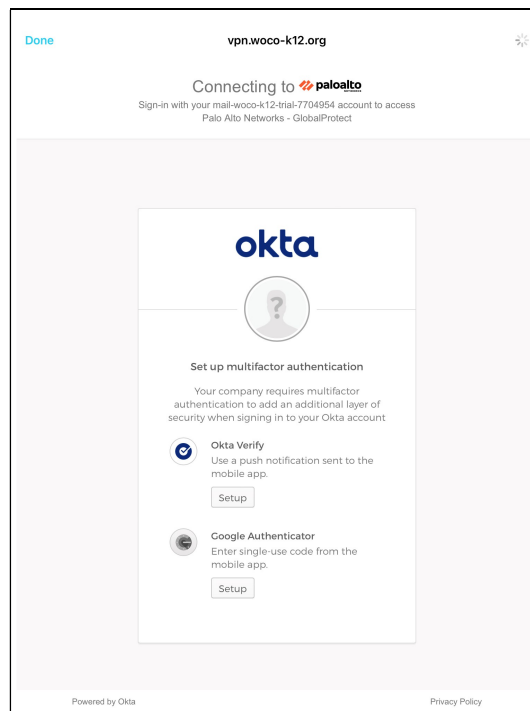


Configuration of 2-factor Authentication

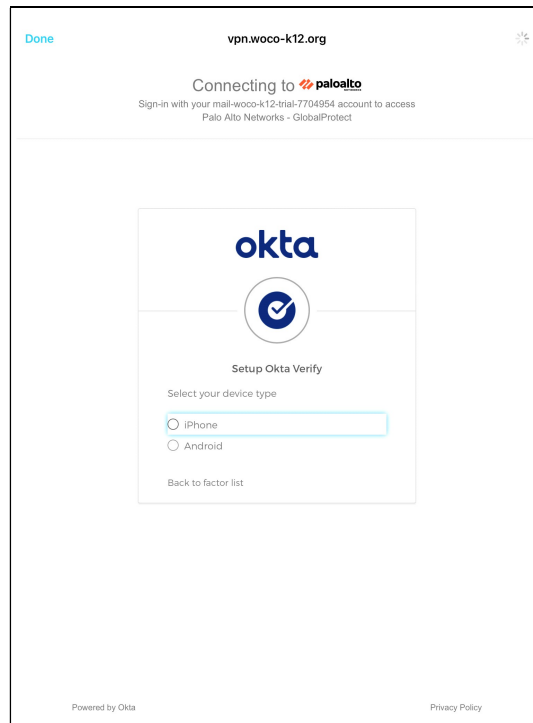
- Next we'll setup 2-factor authentication. In your browser, you should see a new login screen from Okta. Enter your DASL/ProgressBook credentials (username format is firstname.lastname).



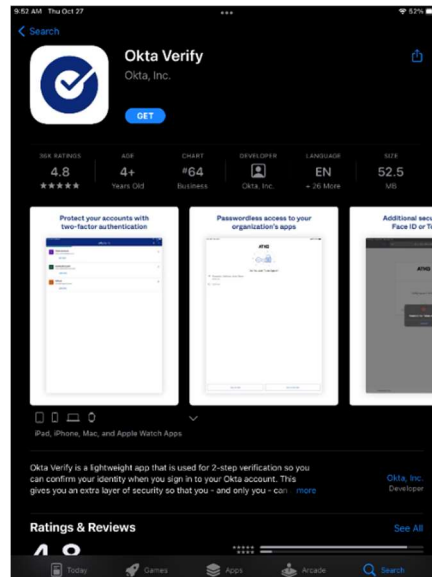
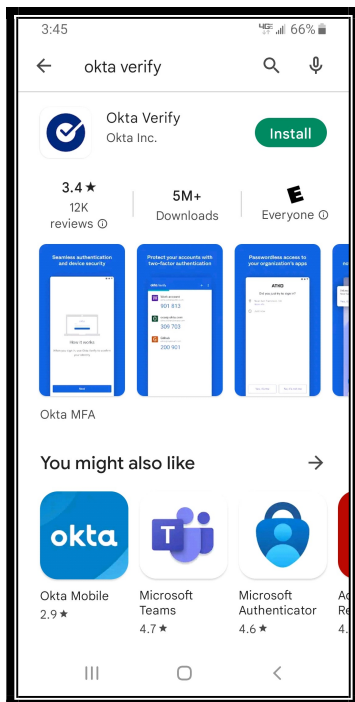
- If you've never setup multi-factor authentication before, Okta will present you with two methods for authentication: the Okta Verify app or the Google Authenticator app. We normally recommend Okta Verify, since it can deliver push notifications for approval, rather than having to enter a code with Google Authenticator.



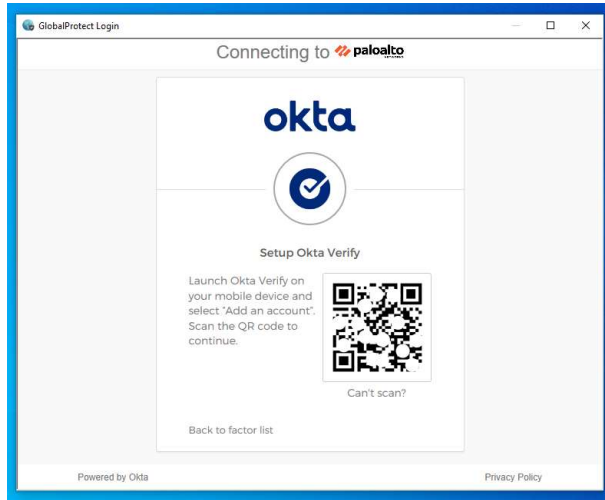
6. We'll proceed as if you've chosen Okta Verify. Press the "Setup" button for it. Choose either iPhone or Android and press "Next", which should take you to a screen with a QR code.



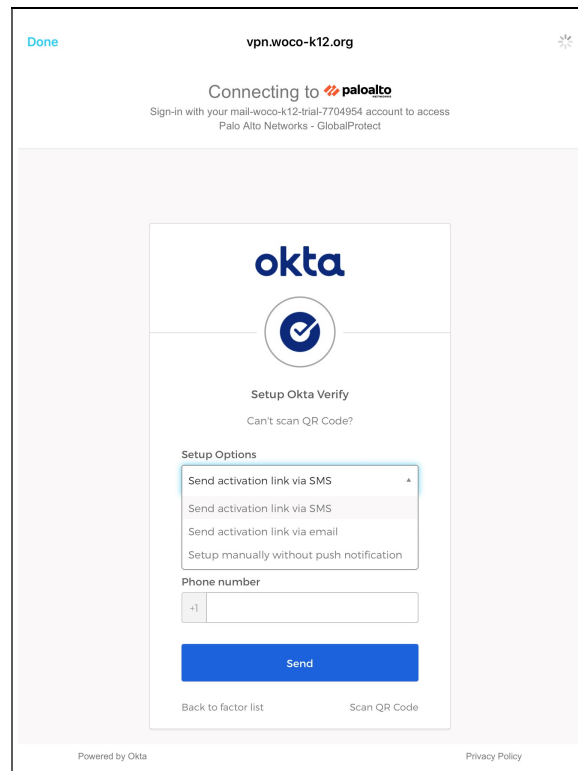
7. On your mobile phone, install Okta Verify from the Play/App Store.



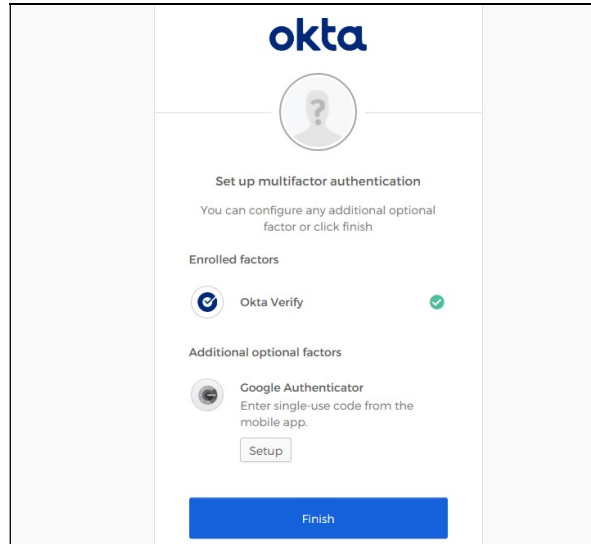
- Open the Okta app and press "Add Account" (May appear as a + sign). When prompted for an Account Type, choose "Organization".
- Now go back to your iPad/iPhone. Use your Okta app on your mobile device to scan the barcode on the screen.



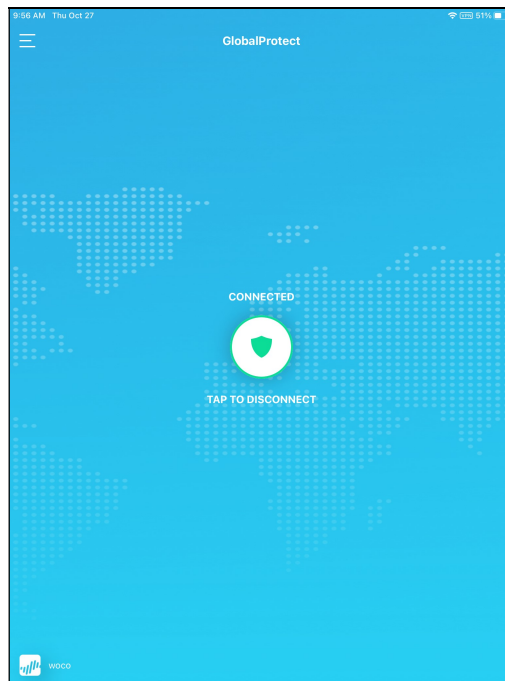
- If you are using the same device to run both GlobalProtect and Okta and are unable to scan the QR code, you can click the link "Can't Scan" and choose from one of the other options as shown:



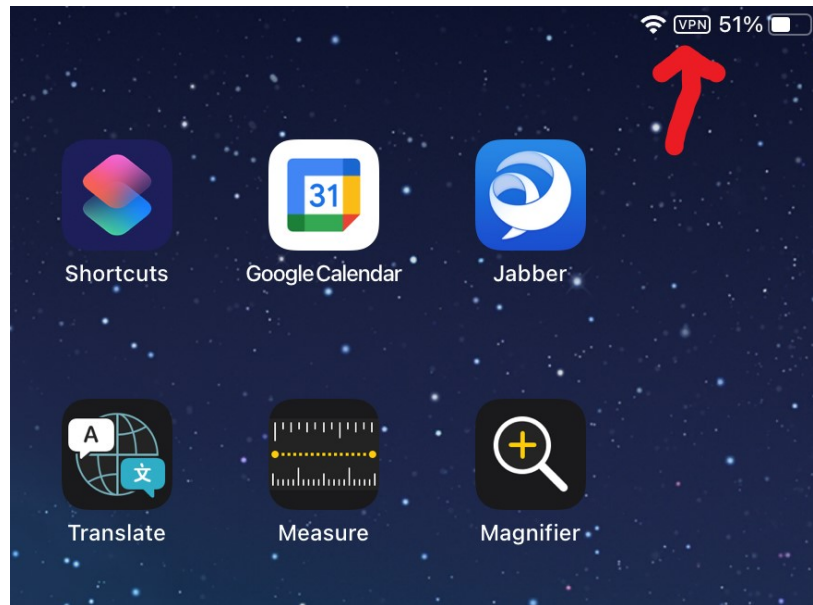
11. When finished, you should receive a message that setup was successful.



12. After pressing "Finish", GlobalProtect should tell you that it is now connected. You should now be able to reach devices at your organization.



You can now press the Home button or switch to another app. The Home Screen should indicate that the VPN is active.



To disconnect the VPN, simply open GlobalProtect and press the “Disconnect” button.

In the future, when you press the “Connect” button in GlobalProtect, you will be prompted to sign into an Okta window. After signing in with your DASL/ProgressBook credentials, you should automatically receive a push notification from the Okta Verify app for you to approve, at which point the VPN connection will be established (or you will be prompted to enter a Google Authenticator code if you chose that option).