

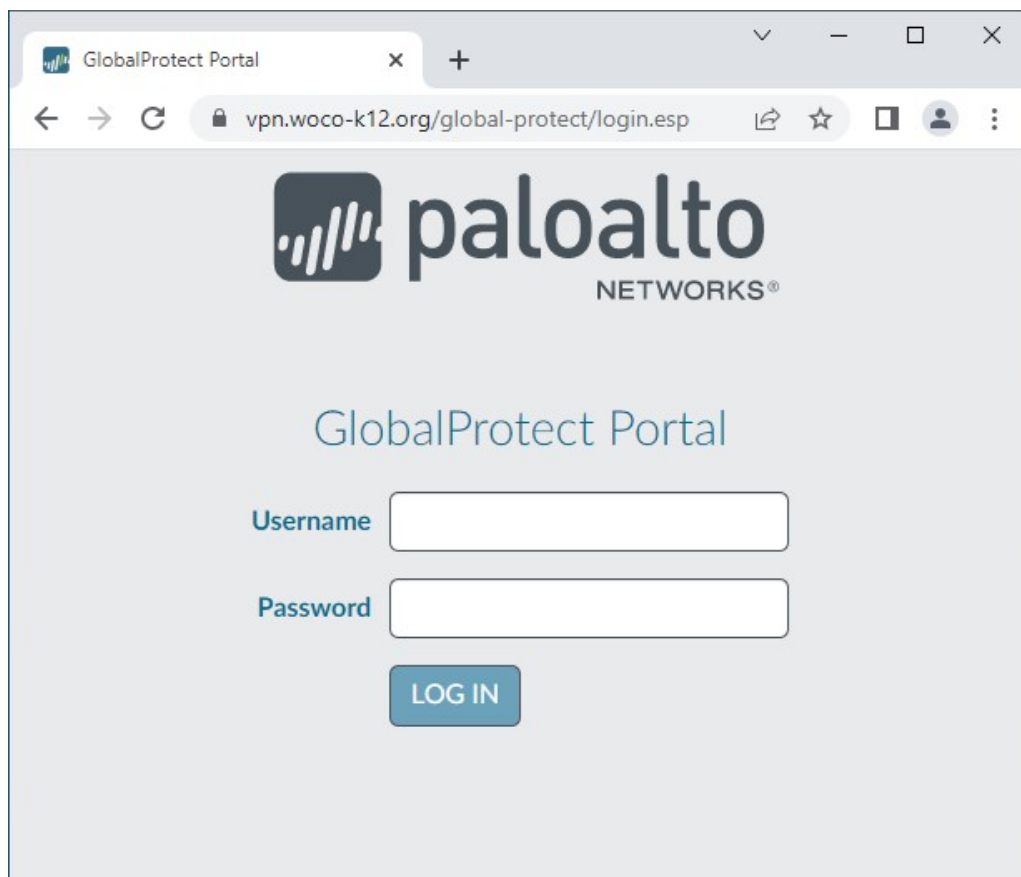
# Instructions for Connecting to Your District's Network Using the WOCO VPN and Microsoft Windows

The initial setup involves two parts:

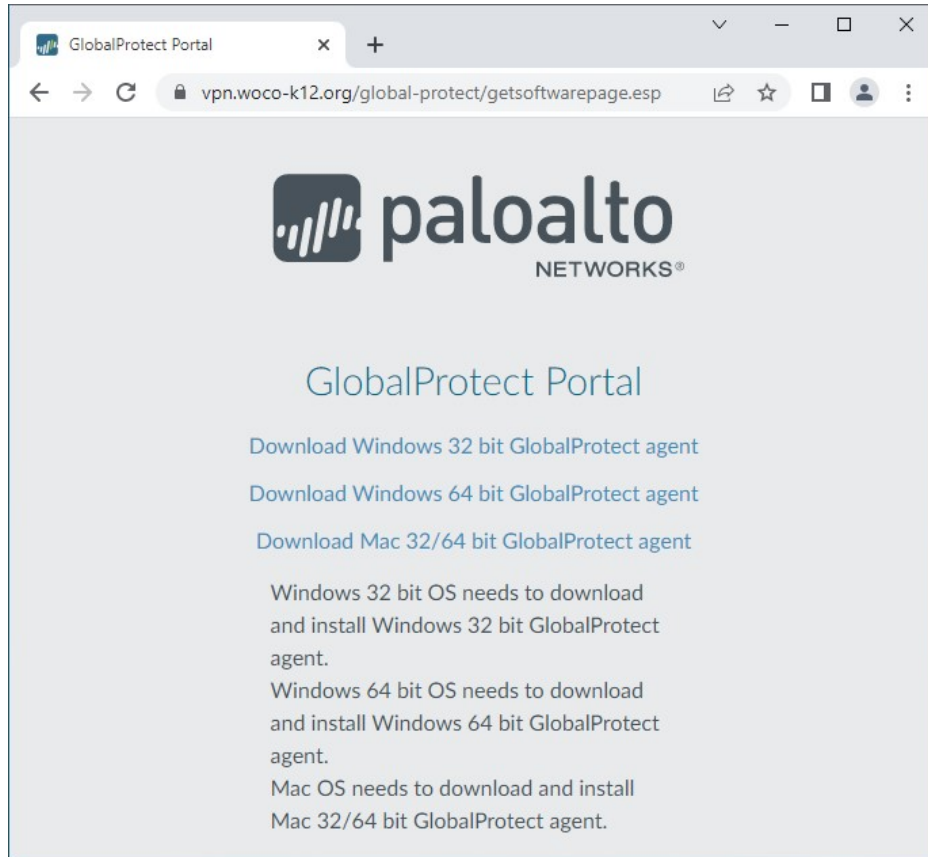
- The installation of the VPN client software (GlobalProtect)
- The configuration of 2-factor authentication (with either Okta Verify or Google Authenticator)

## Installation of the VPN client software

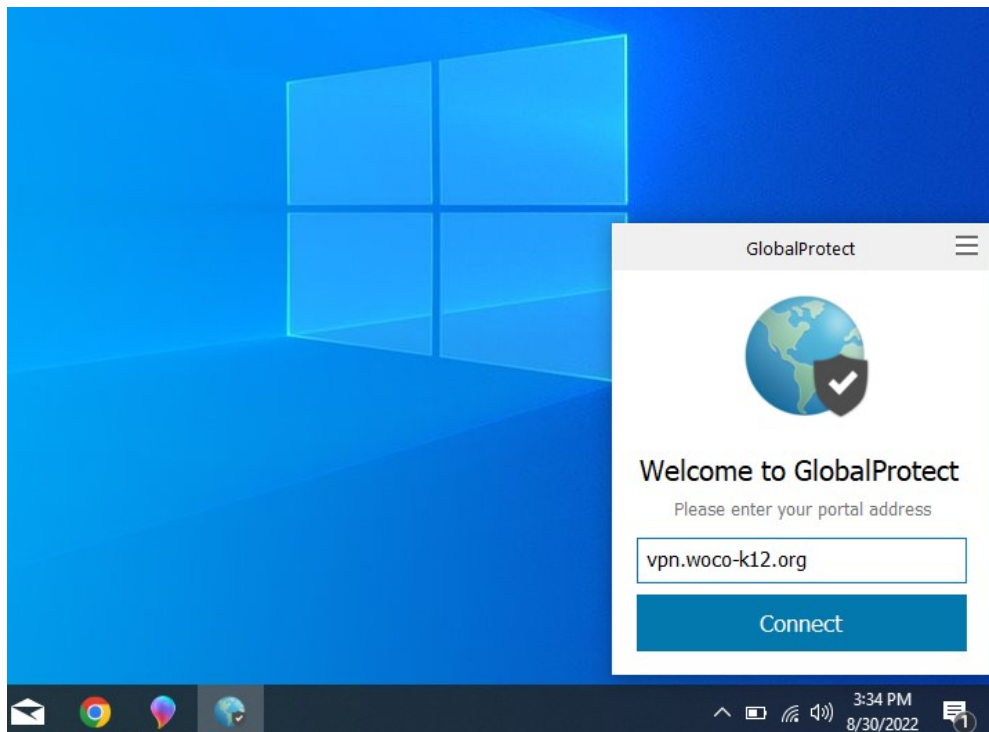
1. Go to the website <https://vpn.woco-k12.org> and sign in with your DASL/ProgressBook account (username format is firstname.lastname).



2. Download and install the appropriate 64-bit version of the GlobalProtect software.

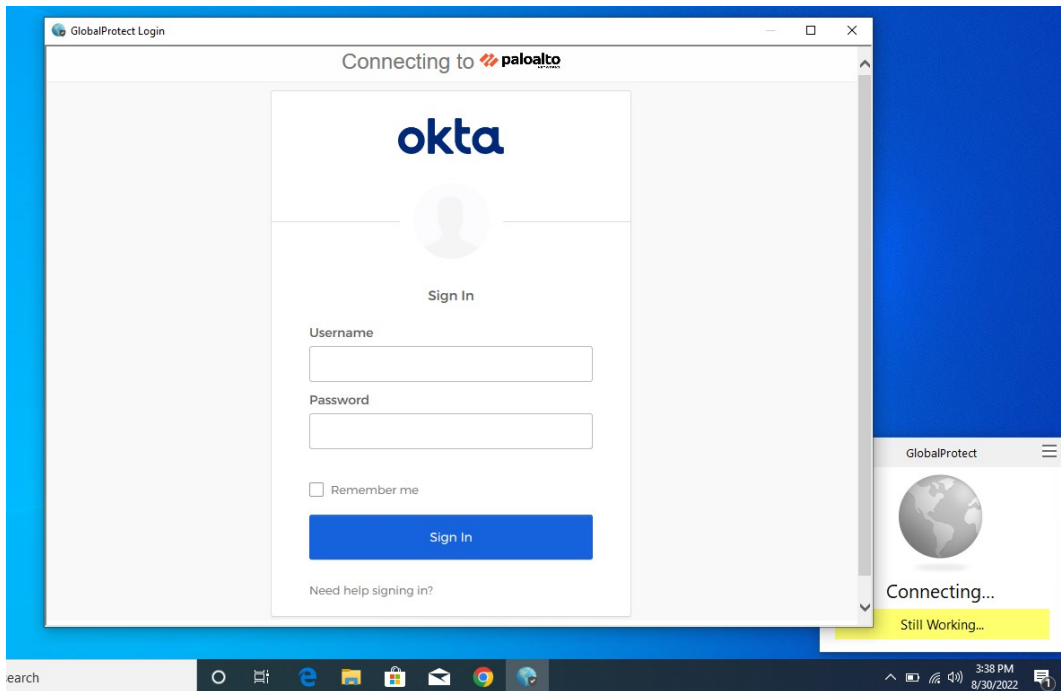


3. With the software installed, open the GlobalProtect app from either the Start Menu or the Earth icon present in the bottom-right corner of your screen. Enter the portal name as vpn.woco-k12.org and press "Connect".

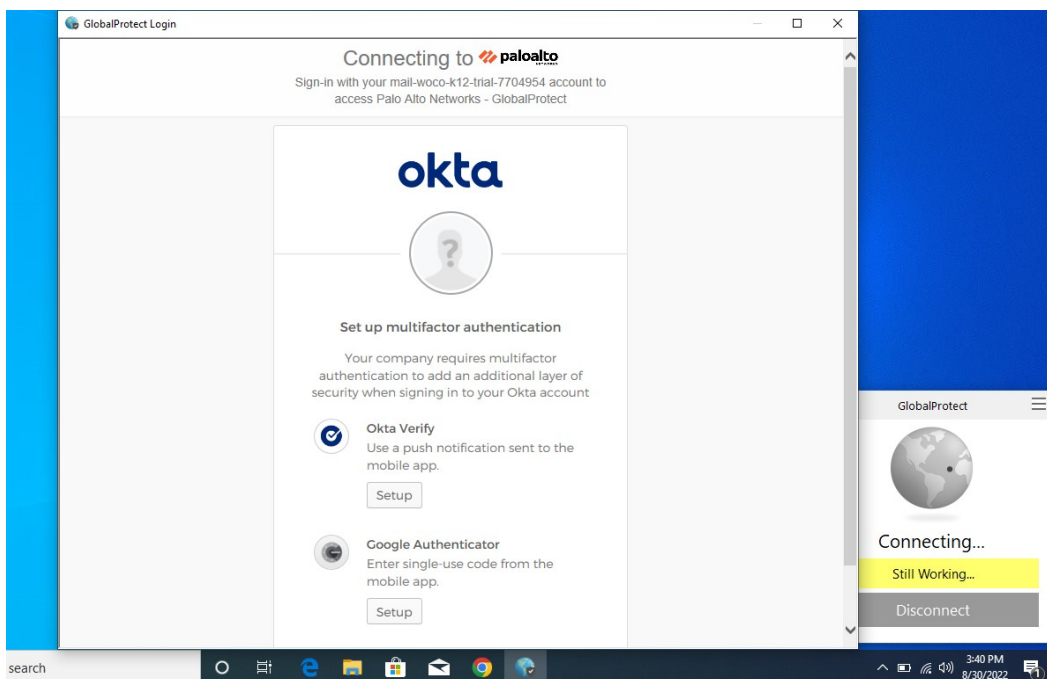


## Configuration of 2-factor Authentication

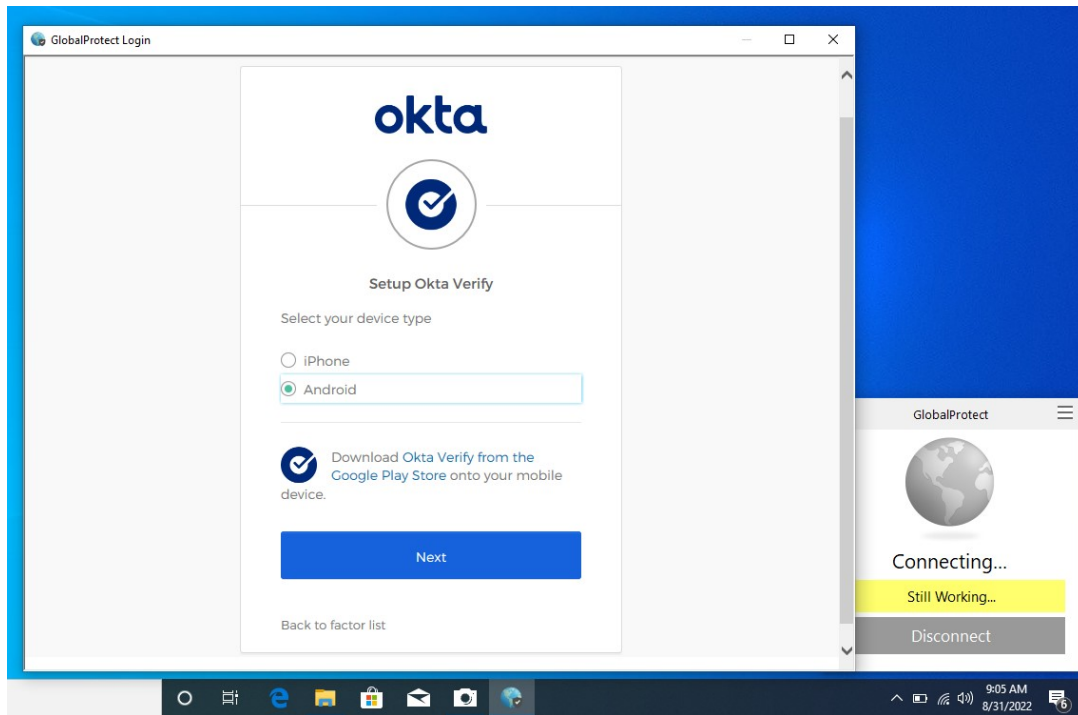
- Now we'll make a temporary diversion to setup 2-factor authentication. A window for Okta will appear. Sign in with your DASL/ProgressBook credentials (username format is firstname.lastname).



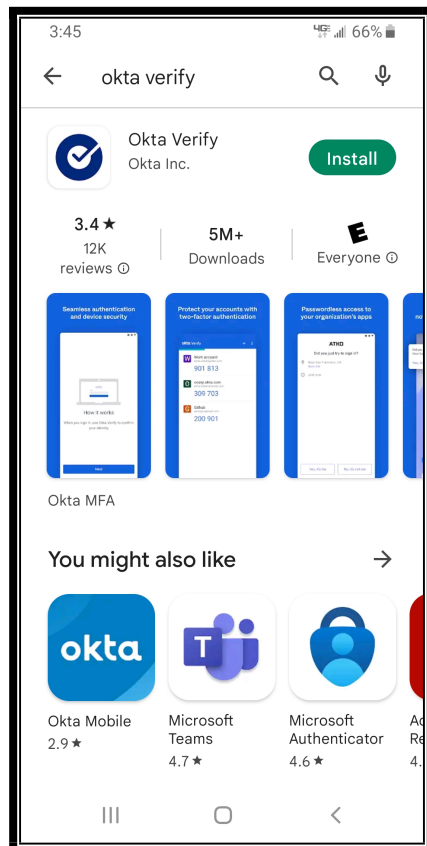
- If you have never enrolled with Okta before, you will be presented with two methods for authentication: the Okta Verify app or the Google Authenticator app. We normally recommend Okta Verify, since it can deliver push notifications for approval, rather than having to enter a code with Google Authenticator.



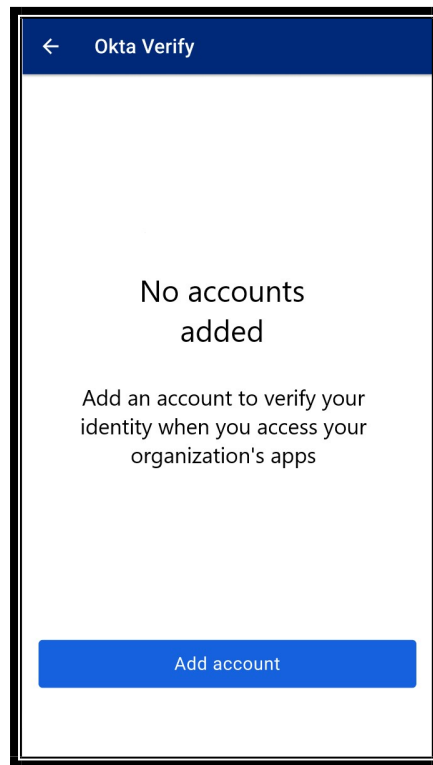
6. We'll proceed as if you've chosen Okta Verify. Press the "Setup" button for it. Choose either iPhone or Android and press "Next", which should take you to a screen with a QR code.



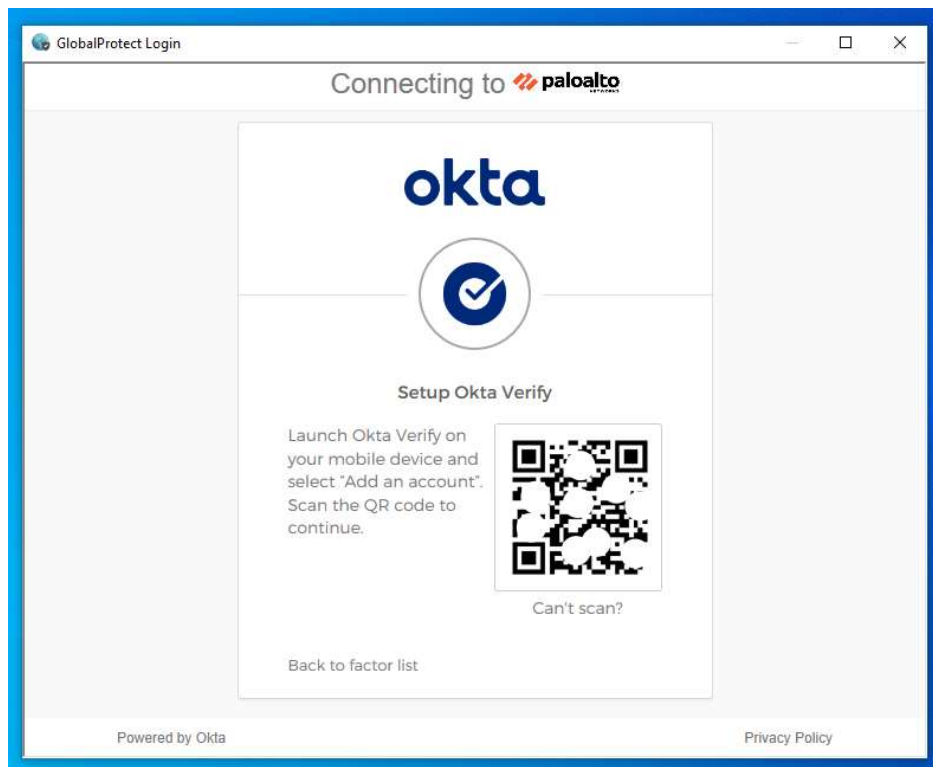
7. On your mobile phone, install Okta Verify from the Play Store/App Store.



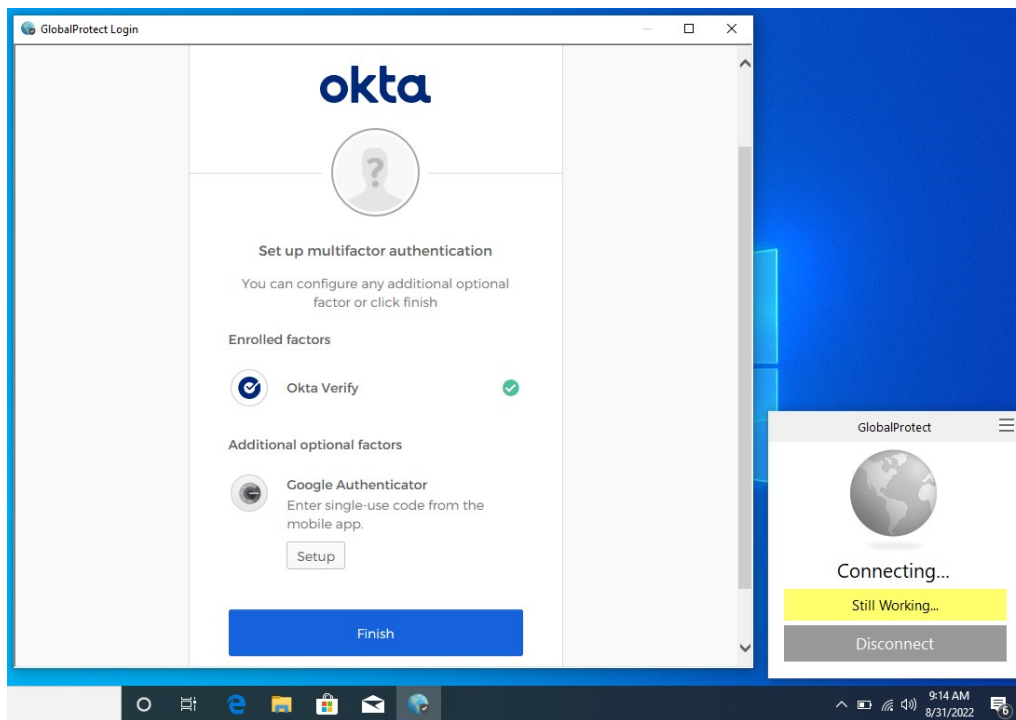
- Open the Okta app and press "Add Account". When prompted for an Account Type, choose "Organization".



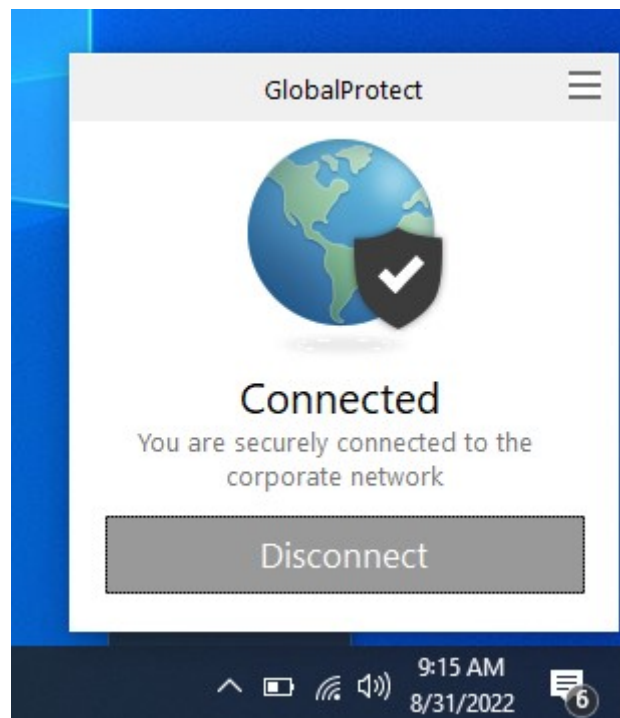
- Now go back to your computer. Use your Okta app on your mobile device to scan the barcode on the screen.



10. You should receive a message that setup was successful.



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



To disconnect, simply press the “Disconnect” button.

In the future, when you press the “Connect” button in GlobalProtect VPN, you will be taken to the Okta sign in screen. From there you will sign in with your DASL/Student Information credentials, then receive a push notification from the Okta Verify app for you to approve, at which point the VPN connection will be established.