NFP Guide to Working Remotely for Windows

Installing the FortiClient VPN Software

FortiClient allows a secure virtual private network (VPN). Download this software to create a safe work environment while remote.

1. Open an internet browser and go to http://SITECODEvpn.nfp.com/.

SITECODE refers to the code assigned to your location for server and remote access. If you do not know your SITECODE ask your manager or contact Technology Services.

- 2. Login to the portal with your NFP login. Refer to Figure 1.
- 3. Verify through Okta promts.
- 3. Click Launch FortiClient.
- 4. Click **Windows**. Refer to Figure 2.

Please Login	
Name	
Password	
Login	
Launch FortiClient	

Figure 1 Login

SSL-VPN Portal	
The SSL-VPN portal has	been enabled for tunnel mode use only. FortiClient is required to connect.
Launch FortiClient	Download FortiClient -
	IOS
	Android
	Windows
	Mac

Figure 2	SSN-VPN	Portal	Launch	FortiClient
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5. Double-click FortiClientMiniSetup. Refer to Figure 3.



The install may be opened either by clicking on the file shown at the bottom of your browser window or go to *File Explorer* and click the *Downloads* folder.



- 6. Click Yes, I have read and accept the.
- 7. Click Next. Refer to Figure 4.
- 8. Click all default settings.
 9. Click Finish.

	😾 FortiClient Setup		9 ×
	Welcome to the FortiClient Setup Wizard		
	The Setup Wizard will install FortiClient on your computer. Click or Cancel to exit the Setup Wizard.	Next to continu	•
Leave all s	ettings as the defaults		
	6 ⊠ Yes, I have read and accept the License Agreement	Next	Cancel

Figure 4 FortiClient Set Up Wizard



Configuring FortiClient VPN for the First Time

1. Click FortiClient icon on the Desktop.



2. Click Remote Access. Refer to Figure 5.



- Figure 5 Remote Access
 - 3. Click Configure VPN. Refer to Figure 6.



Figure 6 Configure VPN



4. Enter the following:

Connection Name: SITECODE Description: Can be left blank Remote Gateway: SITECODEvpn.nfp.com Customize Port: Check box Change: 443 to 10443 Client Certificate: None Authentication: Prompt on Login. Refer to Figure 7.

FortiClient			-	×
Help				
	New VPN Conr	nection		
	VPN	SSL-VPN IPsec VPN		
99gwilliams	Connection Name			
COMPLIANCE & TELEMETRY	Remote Gateway	+Add Remote Gateway	×	
🛞 VULNERABILITY SCAN	Client Certificate	Customize port 10443	,	
	Authentication Username	Prompt on login Save login		
() Notifications		Do not Warn Invalid Server Certificate		
🔅 Settings		Cancel Save		
(i) About				
Unlock Settings				

Figure 7 New VPN Connection Configuration

- 5. Click Save.
- 6. Reboot the computer.



Connecting to FortiClient

1. Click FortiClient icon on the desktop.



2. Click Remote Access. Refer to Figure 8.



Figure 8 Remote Access

- 3. Login to the FortiClient with your NFP login.
- 4. Verify through Okta prompts.
- 5. Click Connect. Refer to Figure 9.



Figure 9 Remote Access

VPN connection is established. 6. Refer to Figure 10.

VPN Connected	
	(FS)
<u></u>	
	10000
VPN Name	NYC01
VPN Name IP Address	NYC01 10.185.208.1
VPN Name IP Address Username Duration	NYC01 10.185.208.1 99cauguste 00:00:35
VPN Name IP Address Username Duration Bytes Received	NYC01 10.185.208.1 99cauguste 00:00:35 468.93 KB
VPN Name IP Address Username Duration Bytes Received Bytes Sent	NYC01 10.185.208.1 99cauguste 00:00:35 468.93 KB 414.91 KB
VPN Name IP Address Username Duration Bytes Received Bytes Sent	NYCO1 10.185.208.1 99cauguste 00:00:35 468.93 KB 414.91 KB
VPN Name IP Address Username Duration Bytes Received Bytes Sent Disc	NYC01 10.185.208.1 99cauguste 00:00:35 468.93 KB 414.91 KB

Figure 10 VPN Connection Established



How to Obtain Your Full Computer Name Using Windows

Prior to using the Remote Desktop feature, you must obtain your full computer name from your office computer.

1. Click **File Explorer** on the tool bar at the bottom of your screen.



2. Right-Click **This PC** and choose **Properties.** Refer to Figure 11.



Figure 11 Properties

3. The **Full Computer Name** is under **Computer Name> Domain> Workgroup** settings section. Refer to Figure 12.

Windows edition		
Windows 10 Enterprise 20	16 LTS8	
© 2016 Microsoft Corpora	tion. All rights reserved.	Windows 10
System		
Processor:	Intel(R) Core(TM) i5-7300U CPU @ 2.60GHz 2.70 GHz	
Installed memory (RAM):	8.00 GB (7.89 GB usable)	
System type:	64-bit Operating System, x64-based processor	
Pen and Touch:	No Pen or Touch Input is available for this Display	
Computer name, domain, and	workgroup settings	
Computer name:		Schange settings
Full computer name:	Aus01loaner	
Computer description:	Aus01loaner.nfp.com	
Domain:	nfp.com	

Figure 12 Computer Name



How to Start a Remote Desktop Session Using Windows

- 1. Connect to FortiClient VPN.
- 2. Type *Remote Desktop Connection* in the search field on the lower left hand of your screen.
- 3. Right click **Remote Desktop Connection** icon to open it. Refer to Figure 13.



Figure 13 Search Remote Desktop Connection

Helpful Hint: Pin the icon to the taskbar or create a shortcut on the desktop.



4. Click Remote Desktop Connection.



Figure 14 Remote Desktop Connection

5. Enter the full computer name in **Computer** and click **Show Options.** Refer to Figure 14.

Windows Security	;
Enter your credentials	
These credentials will be used to	connect to
john.smith@nfp.com	
Password	
Remember me	
More choices	
OK	Cancel

Figure 15 Email address

6. Enter your email address in the **User Name** field, and select **Allow me to save credentials.** Refer to Figure 15.

Note: To change connection settings such as screen size, automatic logon information, and performance options, click **Show Options** before you connect.

- 4. Click **Connect**.
- 5. Enter your NFP credentials the same credentials for NFP OneAccess (Okta).
- 6. Click **OK**. Refer to Figure 15.





Figure 16 Remote Desktop Connection Pop Up

7. Click Yes if a connection pop up appears. Refer to Figure 16.

The Remote Desktop window will open and the desktop settings, files, programs, and network drives will be visible.

Questions?

Submit an assistance request through the ServiceNow portal (found on the Okta home page) or call directly at 212-301-1111. See the ServiceNow Quick Reference Guide for more information about using this tool.

