

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 prompts.
3. Click **Launch FortiClient**.
4. Click **Windows**. Refer to Figure 2.

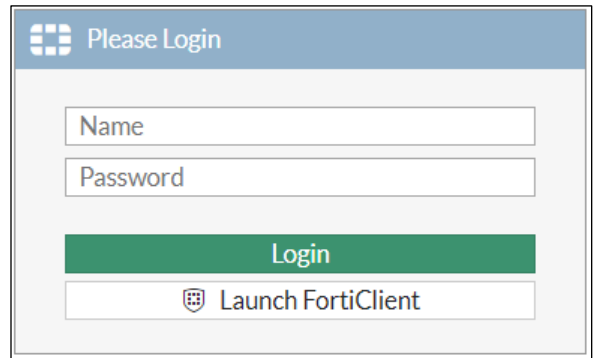


Figure 1 Login

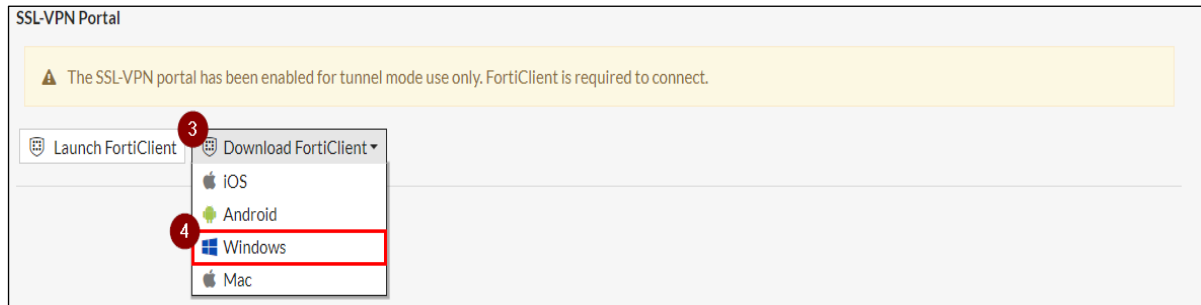


Figure 2 SSN-VPN Portal Launch FortiClient

5. Double-click **FortiClientMiniSetup**. Refer to Figure 3.

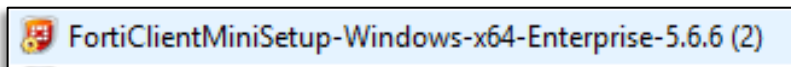


Figure 3 FortiClient Mini Setup

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**.



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.

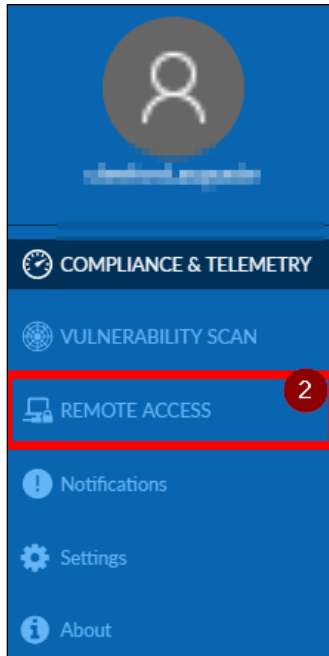


Figure 5 Remote Access

3. Click **Configure VPN**. Refer to Figure 6.

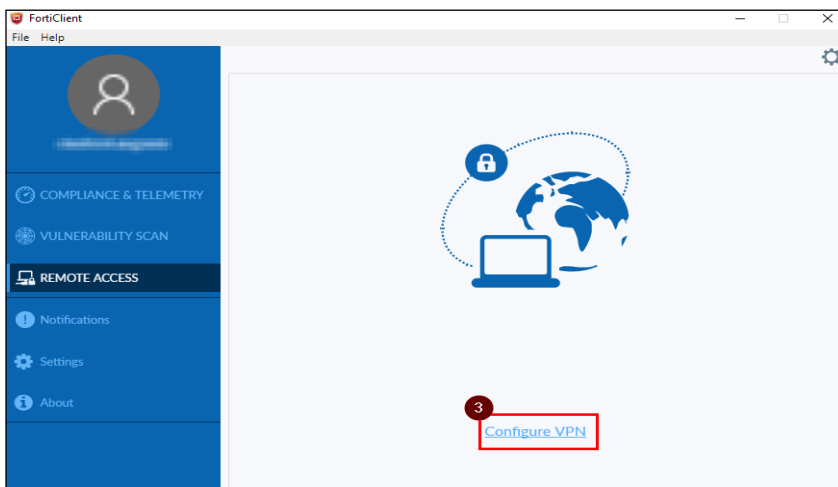


Figure 6 Configure VPN

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.

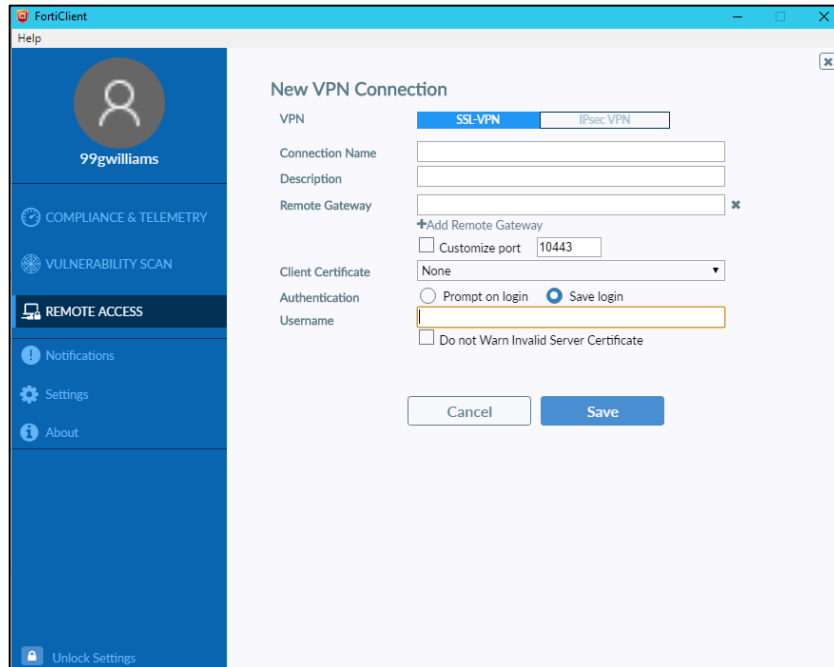


Figure 7 New VPN Connection Configuration

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.

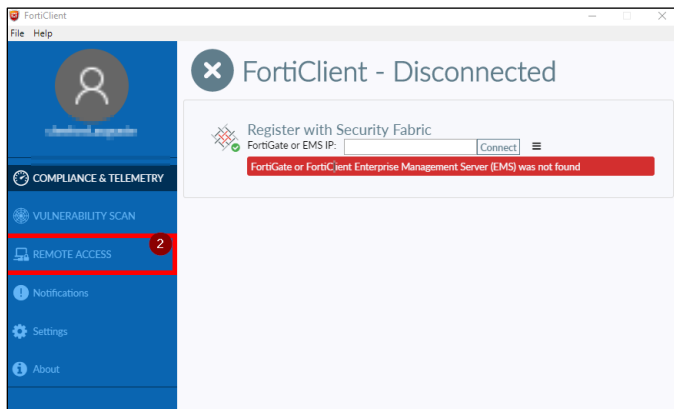


Figure 8 Remote Access

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

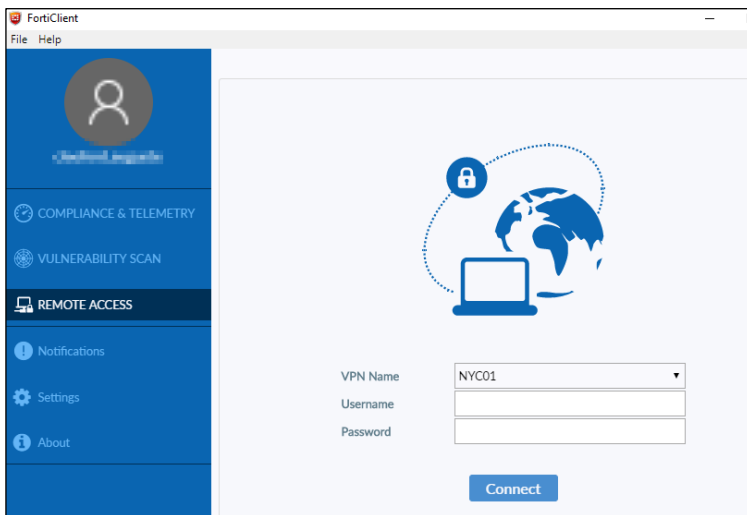


Figure 9 Remote Access

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

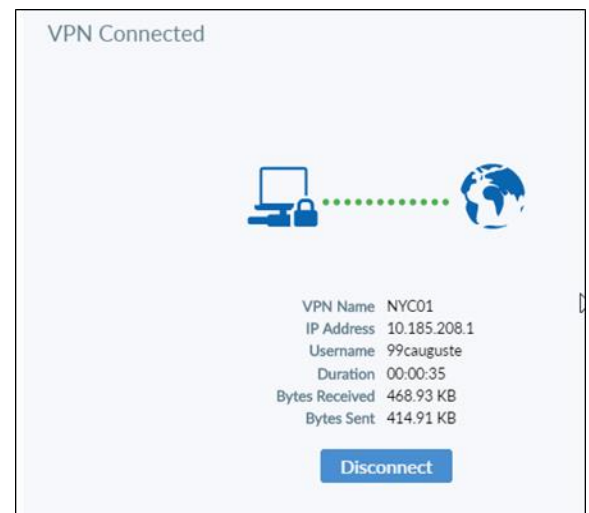



Figure 10 VPN Connection Established

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.

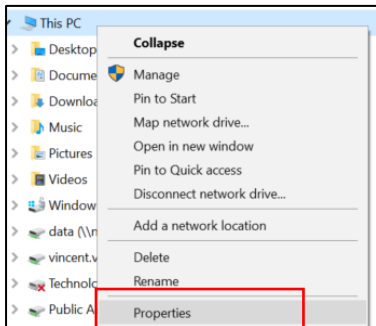


Figure 11 Properties

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

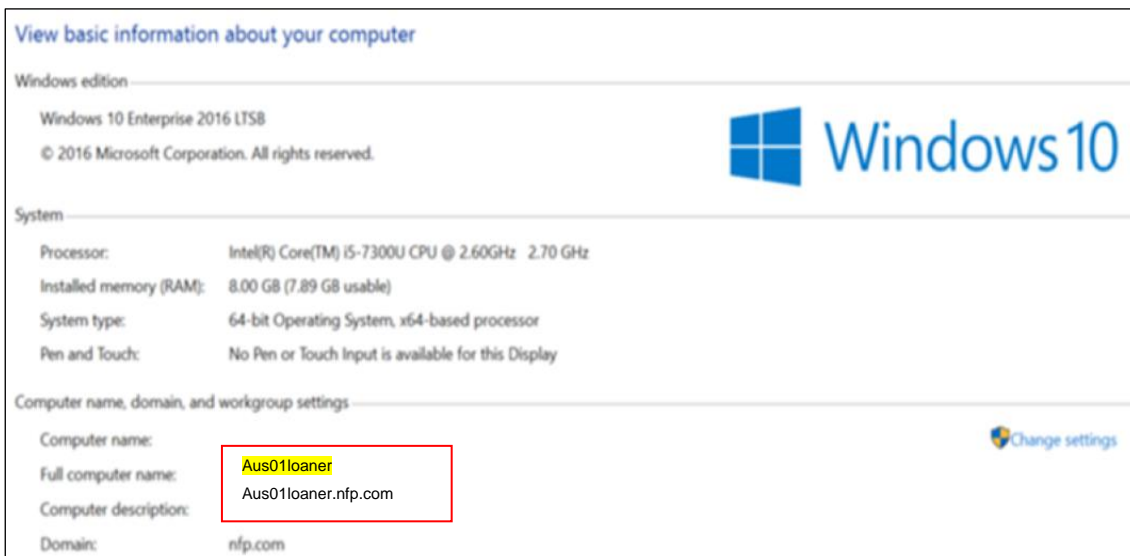


Figure 12 Computer Name

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.

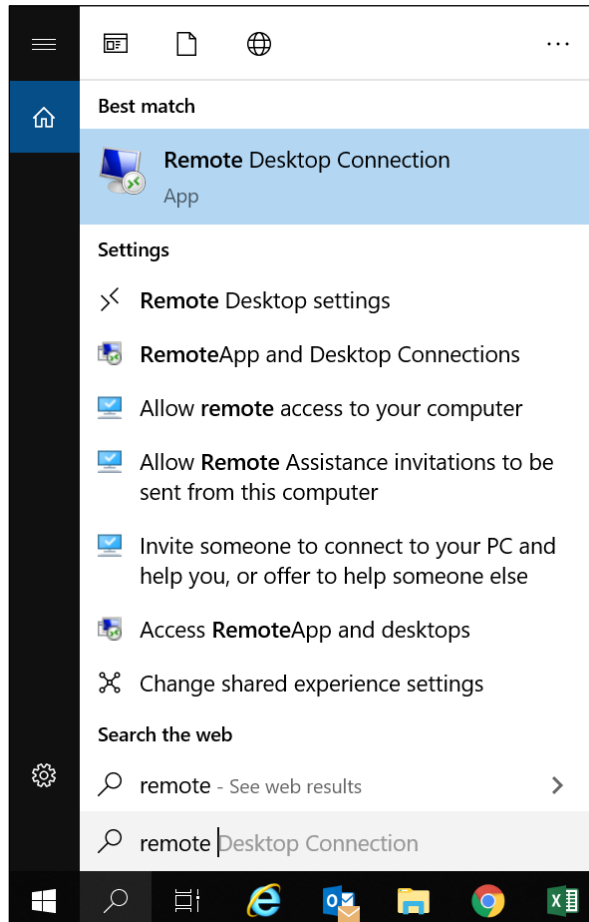


Figure 13 Search Remote Desktop Connection

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

4. Click **Remote Desktop Connection**.

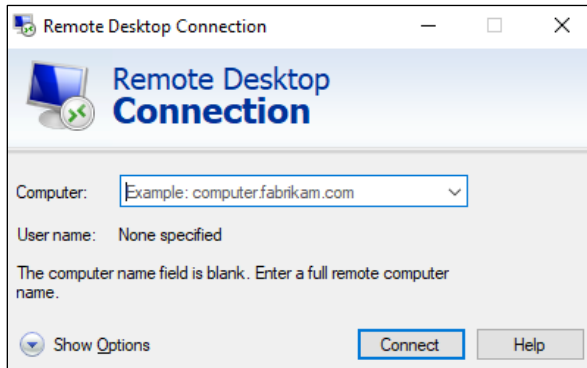


Figure 14 Remote Desktop Connection

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

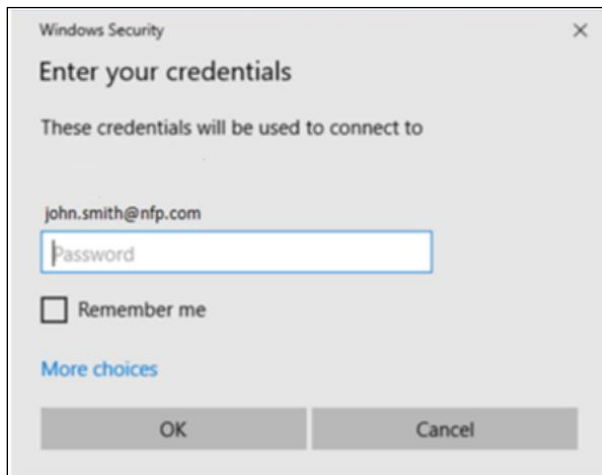


Figure 15 Email address

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.

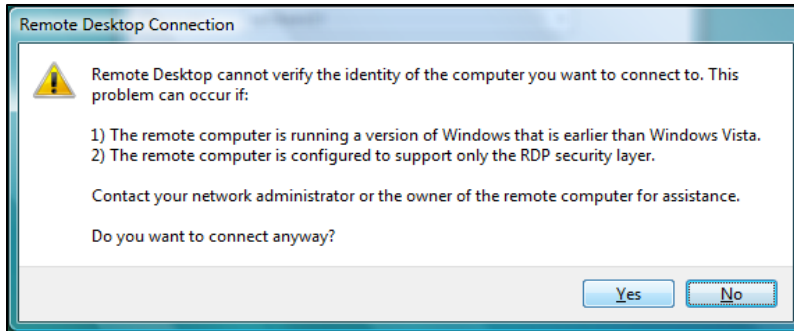


Figure 16 Remote Desktop Connection Pop Up

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.