

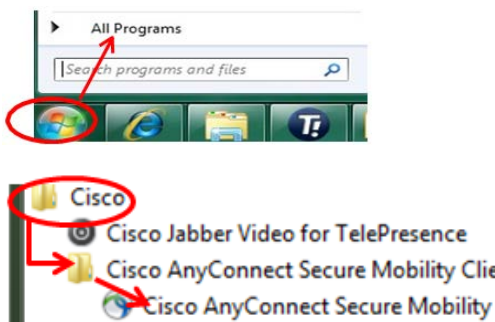
# How to Access and Use Cisco Anyconnect (VPN)

\*\*\* Requires an LM PIV Badge \*\*\*

1. Click **Start > All Programs**

2. Click the:

- **Cisco** folder
- **Cisco Anyconnect Secure Mobility Client** folder
- **Cisco AnyConnect Secure Mobility** icon



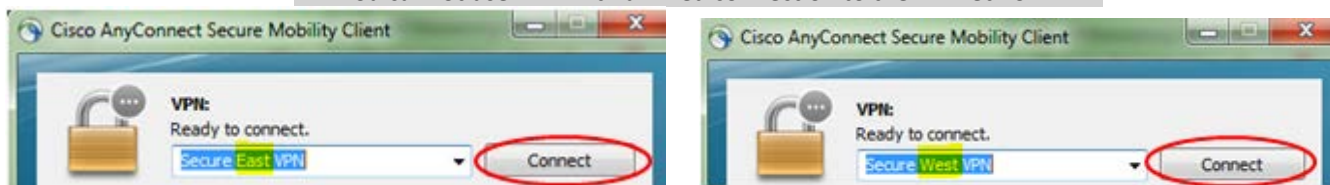
3. If a change is needed to the default selection (East or West), use the dropdown arrow to select either **Secure East VPN** or **Secure West VPN**.

(If the *VPN: Ready to Connect* field is blank, type *secureeast.lm.doe.gov* OR *securewest.lm.doe.gov* in the box.)

4. Click the **Connect** button in the *Cisco AnyConnect Secure Mobility Client* window.

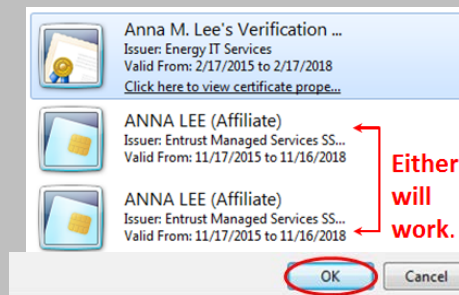
**NOTE:** Testing of both Secure East and Secure West while in an LM office must be done while connected to the LM Guest network.

\*\*\* You cannot use VPN with a wired connection to the LM network. \*\*\*



**NOTE:** Unless a PIV-based certificate has already been established, a list of certificates will be presented. Choose one that has the **PIV card icon** and **your name in CAPITAL LETTERS** as shown in the example to the right and click the **OK** button.

(*Affiliate* will be shown with the name for contract employees.)



5. The *Cisco AnyConnect...* window will indicate the server is being contacted.

6. Enter your **PIV PIN** into the *PIN* box, when prompted.

(This is the same PIN you use to connect to the LM network.)

Click the **OK** button.



7. A series of informational messages will be presented in the *Cisco AnyConnect...* window.


8. A privacy and security message will be presented – read the message and click the **Accept** button.



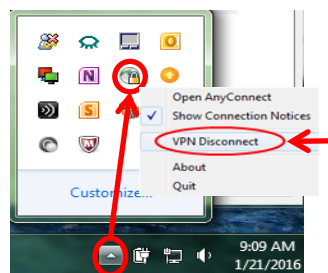
9. A **VPN Connected...** notification will be presented in the lower right of the Windows Desktop near the clock when the VPN connection has been successfully established.




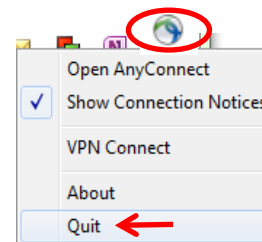
## Please Note: Exiting from VPN is a 2 Step Process (1-Disconnect, 2-Quit)

1. When finished using the network connection, click the up-arrow icon near the date/time, **right-click** the VPN icon  and click

**VPN Disconnect.**



2. Also **right-click** the VPN icon  (reflecting the disconnected state) and click **Quit** to free-up the connection for others to use.



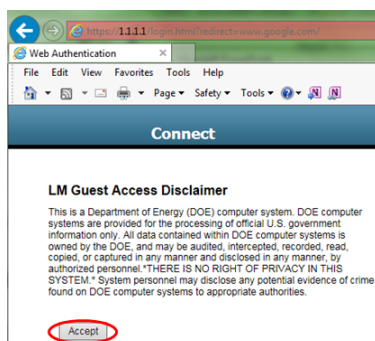
### For assistance with using Cisco AnyConnect (VPN)

contact the LM Help Desk at (866) 720-9824 or email [helpdesk@LM.doe.gov](mailto:helpdesk@LM.doe.gov).


### \*\*\* Additional Information About Using Cisco Anyconnect (VPN) \*\*\*

If connecting at an LM office via the LM Guest wireless network (you cannot connect when connect via a wired Ethernet connection), you must:

- Open an Internet Explorer window.
- Attempt to connect to an Internet-based website (eg, Google).
- Read the *Access Disclaimer*.
- Click the **Accept** button.



- Steps similar to the above are often necessary to connect to the Internet in a hotel or other business providing Wi-Fi access.

**NOTE:** To successfully use VPN, an Internet connection must first be established. If the Internet indicator  in the lower right of the Windows Desktop near the clock shows any of the symbols overlaying the Internet indicator as shown below for more than a minute or two, there is an Internet connection issue and VPN cannot be used until the issue is corrected.

