

USING CAMPUS ANYWARE OVER THE VPN (WINDOWS XP)


This document will explain how to install Campus Anyware on your machine (if needed), and how to run Campus Anyware from your machine while you are connected to the Lewis University VPN.

If you already have Campus Anyware installed on your machine (you would see the Campus Anyware icon located on your desktop), please skip to the **Logging into the VPN & Using Campus Anyware** section of this document. If you do not have Campus Anyware installed, follow the steps below to install the program. The installation process may take a long time to complete; please be patient.

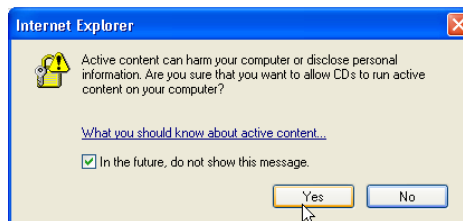
NOTE:

- **These instructions are for Windows XP operating systems only.**
- **You must be logged into the PC with an account that has permissions to install software.**
- **The UniverFinancials system is not accessible via the VPN.**

Installing Campus Anyware With A CD

1. Place the Campus Anyware installation CD into the CD ROM drive.
2. If the CD automatically begins the installation process, go to **step 4**.
3. If the installation does not automatically start, manually run the setup file located on the CD as follows:
 - Click on **Start** on the task bar
 - Click on **My Computer**
 - Double click on **CD ROM drive (D:)**
 - Double click on the **Setup.exe**  file.
 - To read the instructions, double click on **CAMPUS ANYWARE Over The VPN XP**. The instructions are available in both Microsoft Word and Adobe PDF formats.

NOTE: Users may or may not see the screen below. If you do, Click on **Yes** to continue. If you do not see it, go to **step 4**.



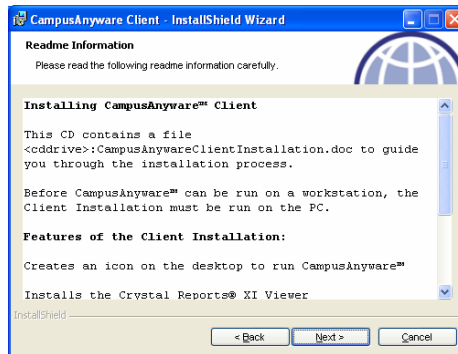
4. Users may or may not see the screen below. Click on **Run** to continue. If you do not see it, go to **step 5**.



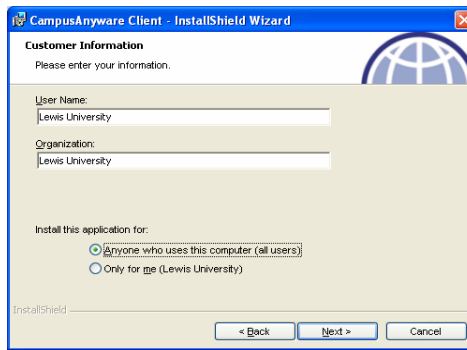
5. Click on **Next** on the “Welcome” window.



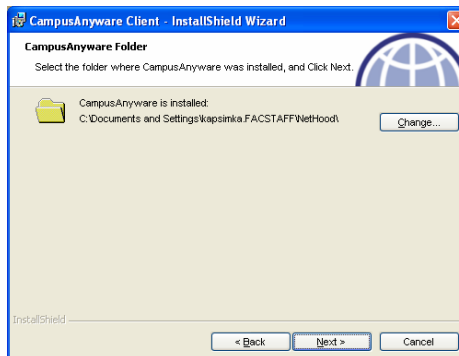
6. Please read carefully before continuing. Click **Next** on the “Readme Information” window.



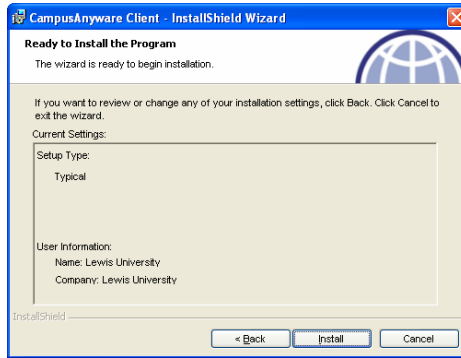
7. Enter **Lewis University** for both the **User Name** and **Organization** and verify that “**Anyone who uses this computer (all users)**” is selected. Click on **Next**.



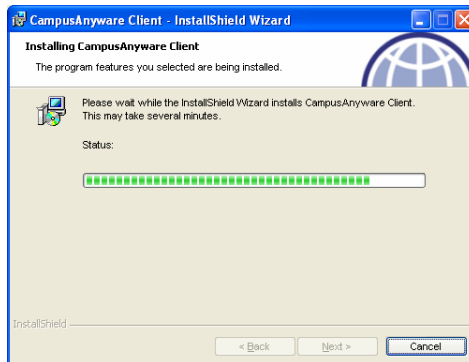
8. Click on the **Next** button on the “CampusAnyware Folder” window.



9. Click on **Install** on the “Ready to Install the Program” window.



10. The following screen will appear during the installation of CampusAnyware.



11. Click on **Finish** when the installation is complete.



12. You should now see the Campus Anyware icon on your desktop. This icon will not work when using the VPN. You will not be able to launch Campus Anyware with this icon.



13. Proceed with the instructions for **Logging into the VPN & Using Campus Anyware** on the next page.

LOGGING INTO THE VPN & USING CAMPUS ANYWARE

NOTE: If you do not have Campus Anyware installed on your computer, please see the **Installing Campus Anyware with a CD** instructions.

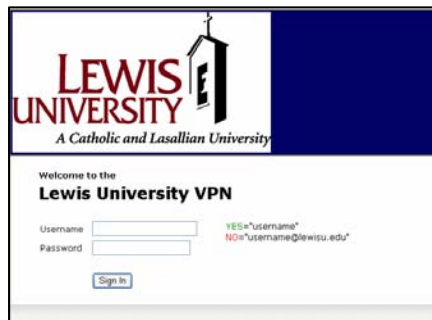
1. Launch **Internet Explorer** by double clicking on the icon. In the address bar, enter <https://vpn.lewisu.edu> and click on the **Go** button or hit the **Enter** key.

NOTE: Be sure to use **https** - not **http**.

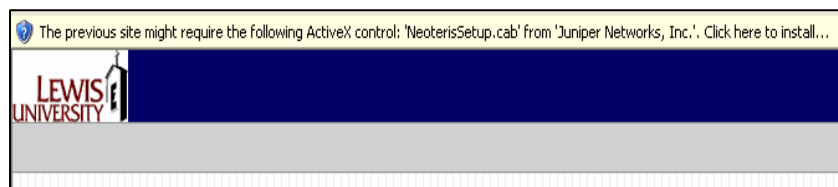
2. Users may or may not get a security certificate error screen. If you get the error page, click on the “**Continue to website**” link. If not, continue to step 4.
3. When accessing this web site, a “Security Alert” will appear. Click on the **Yes** button to continue.



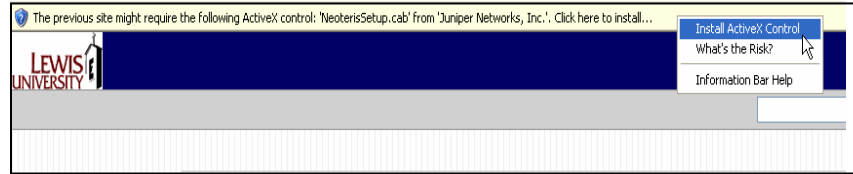
4. The “Lewis University VPN” login page will open.



5. The **username** is the first six letters of your last name followed by the first two letters of your first name (same as your e-mail/network login name on campus). For example if your name is John Doe, your login username will be doejo. Do not include “@lewisu.edu”. The password is the same as your e-mail/network password that you normally use when login in on campus. By default, the password is your Lewis ID number.
6. Click on the **Sign In** button or hit the **Enter** key after you have entered your username and password.
7. If this is the first time you are accessing the VPN, you may see the warning below, which will prompt you to install an Active X control. If you do not see this warning, continue to **step 7**.



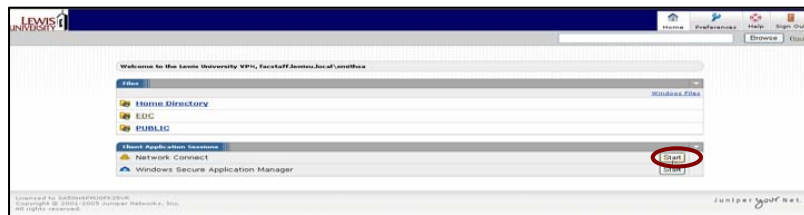
Right click on the message and select **Install Active X Control**.



8. If you get a window to install Juniper Networks, click on **Install**.




9. After successfully logging in to the VPN, you should be forwarded to the “Welcome to the Lewis University VPN”, page. Click the **Start** button to the right of **Network Connect**.

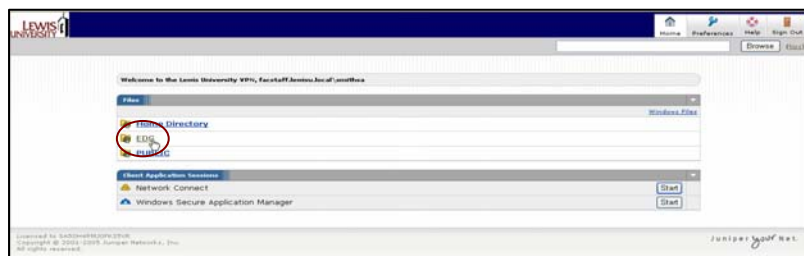


10. Click on the **Start** button to the right of **Windows Secure Application Manager**.



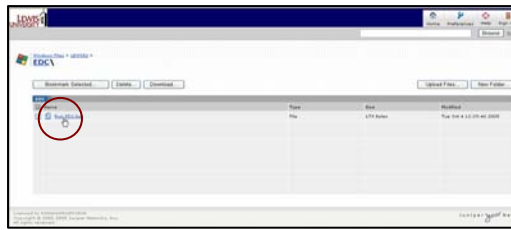
11. Two locks  (blue and gold icons) will appear in your system tray on the lower right hand corner of your screen indicating that you are running **Network Connect** and **Windows Secure Application Manager**.

12. Click on the **EDC** directory link, located below the “**Home Directory**” directory link.

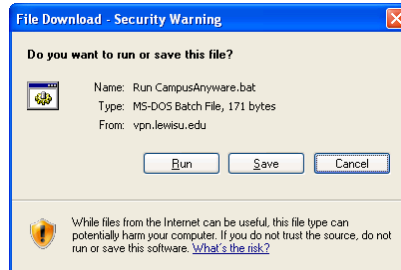


13. Click on the **EDC** folder.

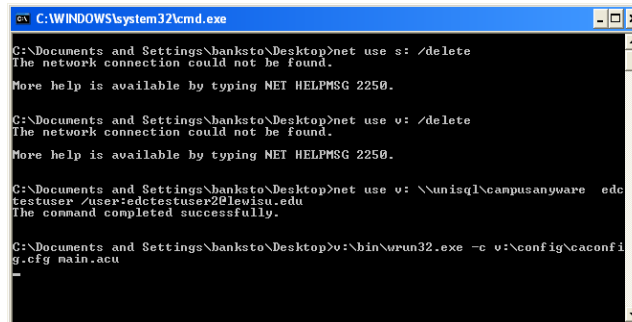
14. In the “CAMPUS ANYWARE Directory” page, click on the **Run CAMPUS ANYWARE.bat** link.



15. Click the **Run** button on the “File Download-Security Warning” screen to open the file.

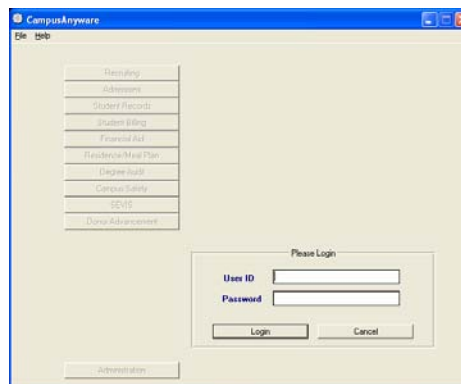


16. The “C:\WINDOWS\system32\cmd.exe” window will open. It may take several minutes before the next screen appears.

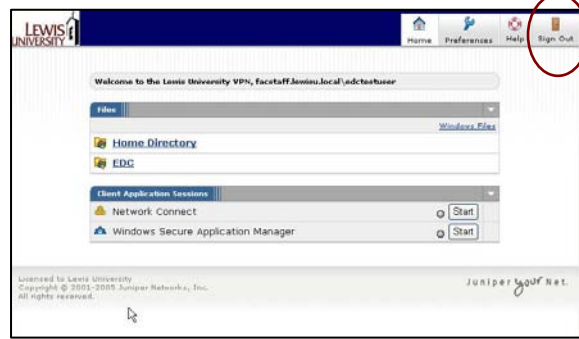


17. The “Campus Anyware login” screen will appear automatically. Login using your standard CAMPUS ANYWARE login.

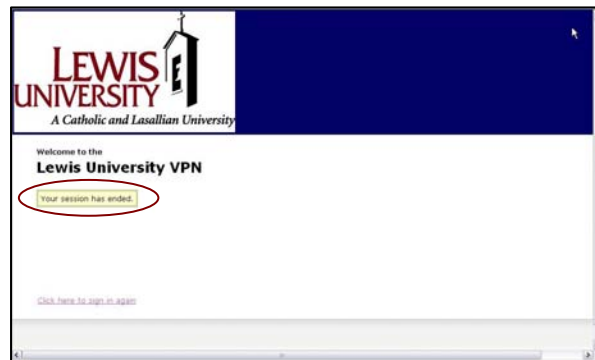
Note: The Campus Anyware icon that was created on the Desktop to launch the application cannot launch the program when using the VPN.



18. When you log out of the Campus Anyware program you will return to the “Welcome to the Lewis University VPN” page. To log out of the VPN, click on the **Sign Out** button on the top right hand side of the page.



19. This is the “Logout Page” the user will see when the process is completed.



20. You can now close your web browser.

21. To reopen and use Campus Anyware via the VPN you must be connected to the VPN and running **Network Connect** and **Windows Secure Application Manager** (visible by the blue and gold locks in the system tray, lower right hand corner of your screen (steps 9 & 10)). You must **also** double click on the **CAMPUS ANYWARE.bat** file every time (step 14).

If you closed your web browser and would like to reopen CAMPUS ANYWARE, return to **step 1 of Logging into the VPN & Using Campus Anyware on page 4**. If you have not closed your web browser and are still running **Network Connect** (the gold lock in the system tray, lower right hand corner of your screen), double click on the Campus Anyware icon on your desktop.