Getting Started

The **Pace Virtual Private Network (VPN)** gives users the ability to access the Pace Intranet via their Internet Service Provider (ISP). The ability to access drives on servers connected to the Staff-Fac and Pace domain is possible once connected through the VPN. This document was created using Microsoft Windows XP.

**Installation of VPN Software**

The VPN client can be downloaded from the MyPace Portal or from the Software Distribution CD available at your local Computer Resource Center. Bring a blank recordable CD to exchange.

If using the Software Distribution CD:

- double-click the **vpn Setup** icon

Continue from the message below, “Please wait while the installation updates…”

When downloading the software from the **MyPace Portal**, click the VPN client link. A prompt displays asking you to authenticate with your MyPace Portal account and password.

A security warning displays.

- click **Save** to save the software to the desktop

A WinZip self-extractor displays prompting, “Do you wish to install the Pace University VPN client?”

- click **OK**
The following message displays.

A copy of the VPN Dialer is now installed on the PC.

**Note:** The PC must be restarted after installation.

The above installation creates a **Pace VPN** directory under the **Programs** directory. Use **Windows Explorer** to display the contents of the C: drive.

- double-click **Programs Files** directory
- double-click **Pace VPN** directory
- right-click and hold the **PaceVPN** dialer icon
- drag the icon to the Desktop and release
- click **Create Shortcut(s) Here**

The VPN shortcut icon displays.

**Accessing the VPN**

- connect to the Internet Service Provider (ISP)
- double-click
The PaceVPN Dialer dialog box displays.

![PaceVPN Dialer Dialog Box](image)

- click Connect

The User Authentication for “Pace University” dialog box displays.

![User Authentication Dialog Box](image)

- type your VPN username and press Tab
- type your VPN password and press Enter

Where your VPN username and your VPN password is the same as your MyPace Portal username and password.

Note: Students, faculty and staff members are automatically given a VPN account. Problems with user accounts should be addressed to the DoIT’s Customer Support Center at 914-773-3648 or at doithelpdesk@pace.edu.

The Banner message displays.

![Banner Message](image)

- click Continue

The Padlock icon displays on the Taskbar. Connection to the VPN is now established.
Mapping a Windows XP Network Drive

- right-click My Computer and select Map Network Drive

The Map Network Drive dialog box displays.

- click the down arrow in Drive box and select letter drive (e.g., M)
- type the server foldername (e.g., \fsstor\users\fmannle) in Folder box

Where server foldername is the name of the folder the user wishes to gain access to on the Pace server.

- deselect Reconnect at login to disable mapping to the drive each time the computer reboots

Note: If Reconnect at login is selected, the drive map is retained but an error message similar to “Microsoft Window Network: The Network path was not found” displays at login. This occurs because connection to the VPN at login is not yet established and specified drives cannot be accessed. Once connected to the VPN, the mapped drives are accessible.

The following dialog box displays.

- type your domainname\username and press Tab (e.g., staff-fac or pace\username)
- type your domainname password
- click OK

The Map Network Drive dialog box displays.
• click **Finish**
• repeat the above steps for each drive to be mapped

**Disconnecting from the VPN**

• double-click 🍑

The following dialog box displays.

• click **Disconnect**

The PC is now disconnected from VPN.