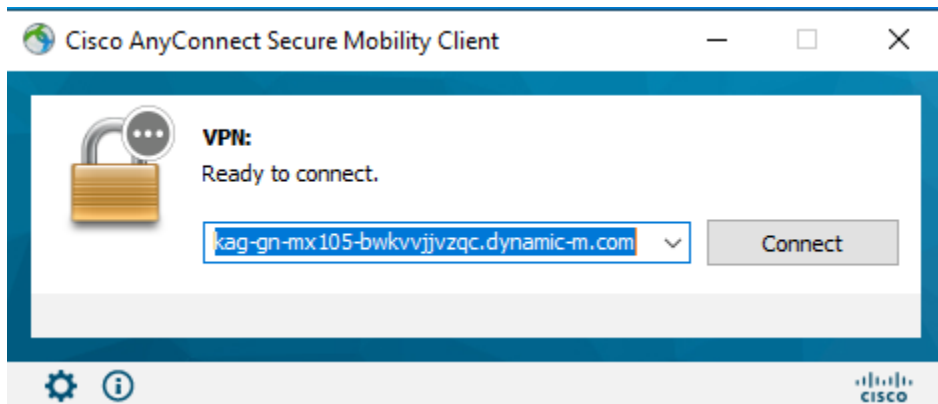


Standard Operating Procedures

VPN Configuration and Access

Configuration Setup

1. Run Cisco AnyConnect Secure Mobility Client



2. Type in drop-down box the address: kag-gn-mx105-bwkvvjjvzqc.dynamic-m.com

Duo Setup and VPN Access

Duo Setup

1. On your smart phones app marketplace (Play Store for android, App Store for apple)
search "Duo Mobile" by Duo Security LLC
2. Install the app and then launch Duo Mobile
3. Click on the +add button on the app then click on "Use QR code"
4. You will have received an email from IT to setup the VPN access push from Duo Mobile
on your phone, look for the QR code and scan it
5. After running through the setup on Duo Mobile you will then receive a notification
when accessing the VPN to "Approve" the login attempt

VPN Access

1. Make sure the IP address is correct and click “connect” (you will only need to type in the IP address once, afterwards it will always be auto filled into the drop-down box)
 2. Click on the pop-up windows to “Connect Anyway”
 3. Enter your windows username and password
4. A pop-up alert on your phone with duo mobile will request you accept the login attempt, accept the request
5. You are now connected to the VPN and have access to the KELLEY network resources