# How To Use FortiClient VPN Remote Access
## With 2 Factor Authentication Enabled

- **The VPN (Virtual Private Network) client can only be installed on an Archdiocese of Indianapolis owned device that is managed by The AME Group to ensure proper security.**
- **The VPN client can only be installed by an AME technician.**
- **A user technology request with supervisor approval submission is required before the VPN client can be installed.**

**THE FOLLOWING STEPS CAN BE FOLLOWED ONCE THE ABOVE REQUIRMENTES HAVE BEEN MET.**

1. Launch FortiClient from your System Tray. The icon is a green shield with a white check mark.
   a. If you do not see the icon in your System Tray select the expand arrow (^).
   b. Right click on the FortiClient icon.
   c. Select **Connect To "ArchIndy"** (or a variant of ArchIndy naming).

System Tray
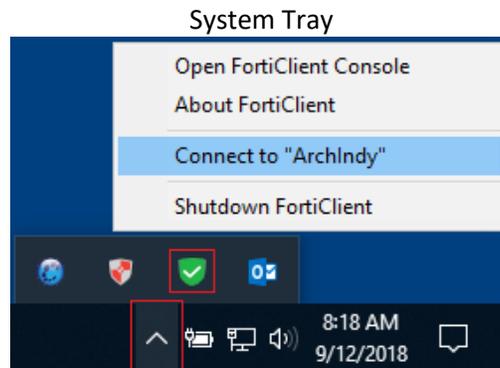
2. The FortiClient window will open.
   Note: If it does not open directly to **Remote Access** select the **Remote Access** tab on the left side of the window.

3. Enter your credentials (user ID and password).

4. Aftern credentials are verified a box will appear to enter a token (6 digit sequence) using the FortiToken smartphone app (see picture below) or a FortiToken fob. This will be entered in the **Token** field.
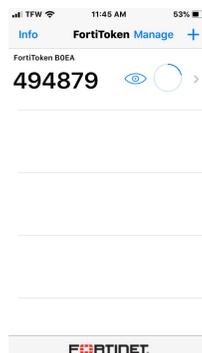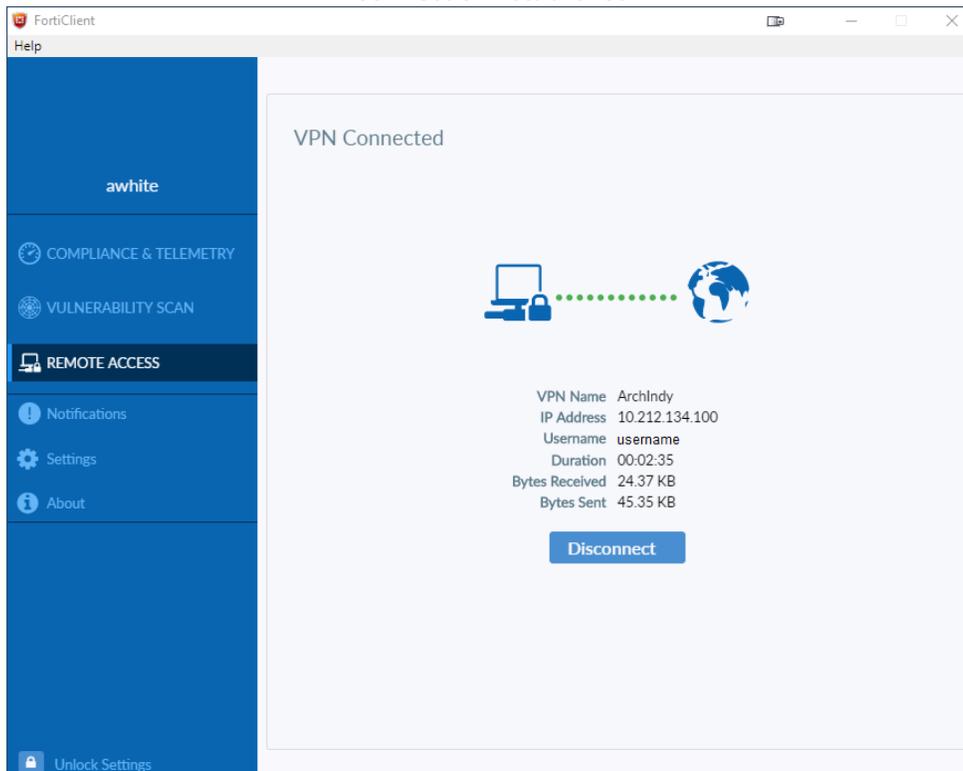
Credential Window
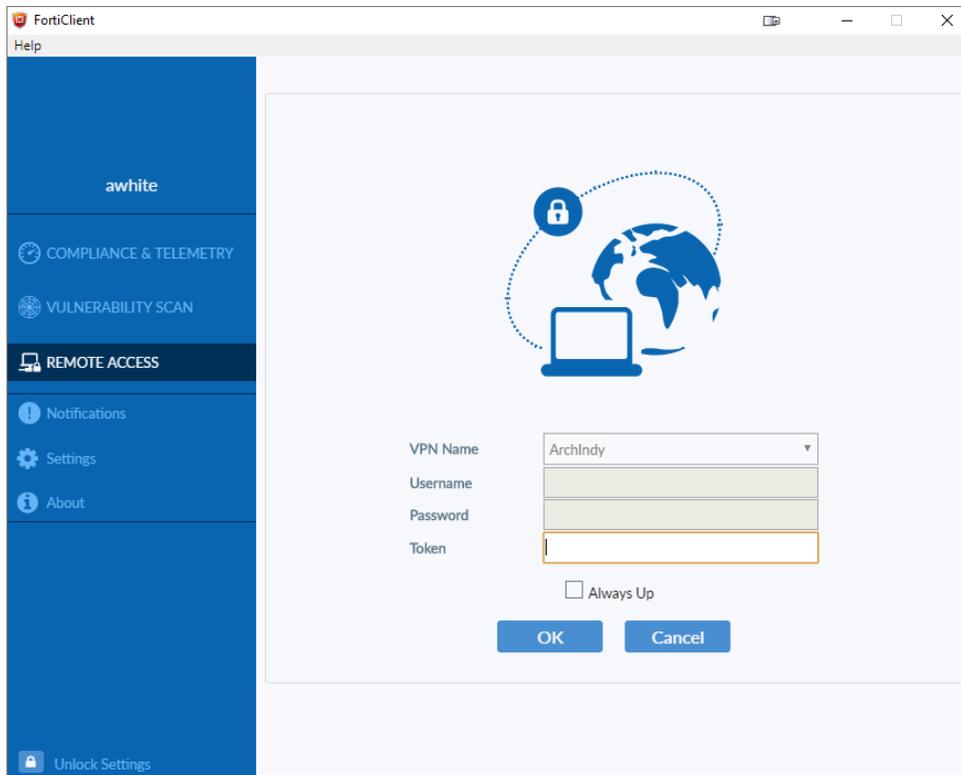
5. FortiClient will go through the process of establishing the remote connection. If it is successful FortiClient will show that you are connected. Once it is connected you may close the FortiClient window using the **X** in the top right corner of the window. You will stay connected by closing this window using the **X**.

Connection Established

6. You are now connected to the ArchIndy network via FortiClient VPN remote access. This allows you access to network drives and anything other software that can only be access while on the ArchIndy network.

7. If you want to verify that you are connected after closing the connection window there are two ways to do so.

    a. **Method 1:** You can check connection status from the System Tray. The System Tray icon is a green shield with a white check mark on it. If you are disconnected it will show as that. If you are connected it will also contain a gold padlock on the bottom right corner of the icon.
    You can also double click on the icon to open the FortiClient window.

    b. **Method 2:** Right click on the System Tray icon and select Open **FortiClient Console**. This will open the connection window as seen above.

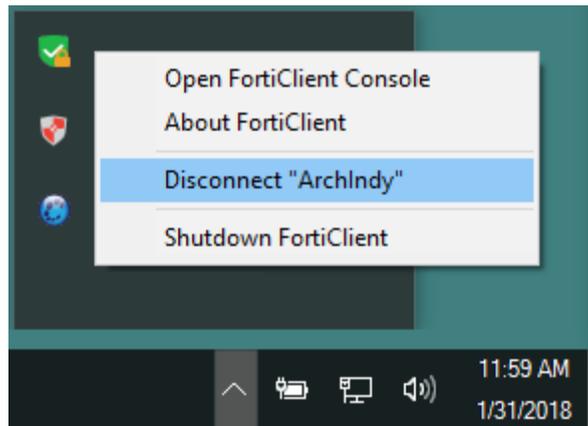| Disconnected	Connected
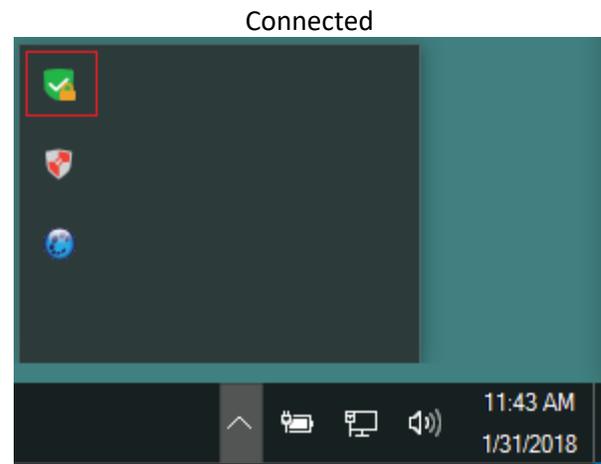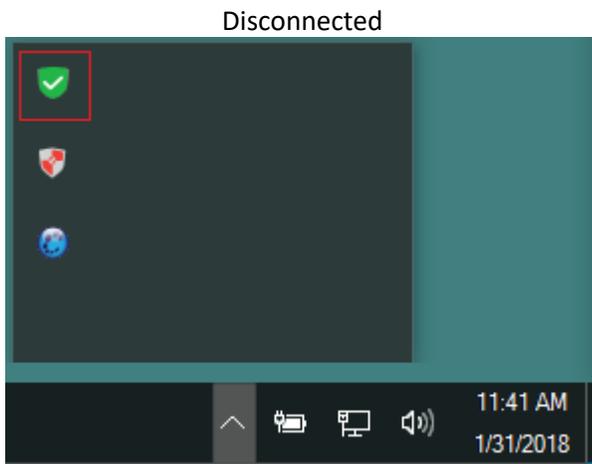
How To Disconnect From FortiClient VPN Remote Access

- **DO NOT LEAVE YOUR VPN CONNECTED IF YOU ARE NOT USING IT.**
- **It should only be connected for the duration that you are you using it.**
- **The VPN is an open connection to the ArchIndy network and does allow data to transfer back and forth between your home or open network that you are on and the ArchIndy network.**

1. To disconnect from the FortiClient
   a. **Method 1**: Right click on the icon in the System Tray and select **Disconnect "ArchIndy"**

   b. **Method 2:** From the connection window (if you have it open) you can select **Disconnect**.