

## SWU's Virtual Private Network (VPN)

### Why am I required to use the VPN to connect to Jenzabar from Off-campus?

The VPN creates a network connection that makes it as if you were sitting at the desk in your office at SWU. Jenzabar will only allow access to the database if the request is coming from SWU.

Our VPN requires a software install and user authentication which provides security, ensuring that only SWU employees are able to connect to our cloud-hosted Jenzabar database.

### How do I connect to SWU's network via the VPN?

Our VPN is setup through our Firewall, which is a WatchGuard Firewall. The VPN can be found on the start menu under Programs, WatchGuard, Mobile VPN with SSL. The icon for the VPN looks like a magnifying glass hovering over an uppercase W. As found below:



When you open the VPN software the following Window will open:



The first time you open the VPN all of the fields in the Window will be blank.

You will need to fill in the Server as: vpn.swu.edu:8443

Enter your regular Windows username and password for those fields. Then click Connect.

The VPN will launch a new smaller Window that establishes your connection to SWU's campus.

It will take about 30-60 seconds to establish your VPN connection, depending on your internet connection speed. When the VPN connection has completed the Window will display a message saying "TAP: DHCP address renewal succeeded." Then the Window will auto-close and your computer will be connected to the SWU network.

### **What can I access while using the VPN?**

While using the VPN the network drives (I.E. U:), Jenzabar, InfoMaker, PowerFacts, and printing will be available.

### **Is the VPN just like being in my office?**

While network resources are available through the VPN and it does establish a connection to SWU network, working over the VPN will be slower than if you were in your office. This is due to the fact that all traffic from your computer (including web browsing) has to be routed over the internet to SWU's network.

### **Who has the VPN installed?**

All staff that use Jenzabar and have laptops have the VPN installed on their SWU owned laptops.

## Security Concerns

### **Where can I use the VPN?**

It is highly recommended that you only use the VPN in secure settings. At your house over secured Wi-Fi is optimal. All of the same security precautions that you would take in your office need to be taken with your SWU laptop when you are using it outside of your office. For example locking the computer when it is not in use, only storing personally identifiable information in the Jenzabar database, not in local excel spreadsheets, etc...

The VPN is for use only while off-campus. It is not necessary to use the VPN while at any of SWU's campuses.

### **Can I have the VPN installed on my personal laptop?**

No, due to security risks the VPN will only be installed on SWU owned computers.