**How to Connect to VPN**

NOTE: You must have a certificate installed on your CITY-owned laptop/tablet <u>prior</u> to using VPN. The certificate has to be installed while your computer is connected to the City network. The certificate is setup per user, per computer, so even if you have used VPN previously on one computer, you will need a certificate installed on any additional computer you may use.

If you need a certificate installed on your device, please contact the Helpdesk. Otherwise, you can follow the steps below to connect.

1. Go to https://myvpn.cityofmadison.com or double-click on your desktop shortcut that should look something like this:
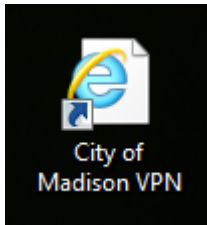
   

2. You should see a "Confirm Certificate" dialogue box > Click OK
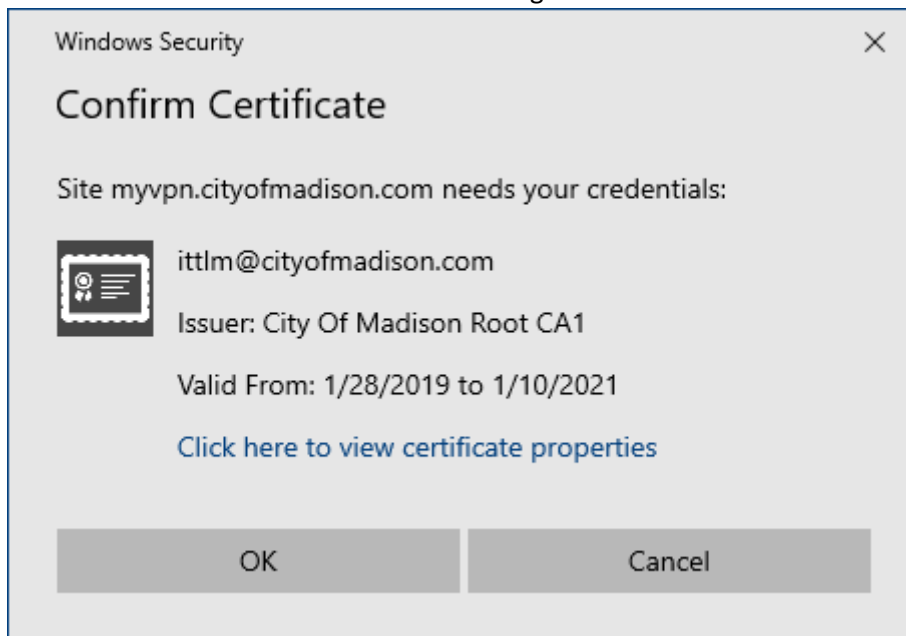
   

3. Once you click OK, you should see the login screen. Your username and password are your network credentials – the same username and password you use to login to your computer.
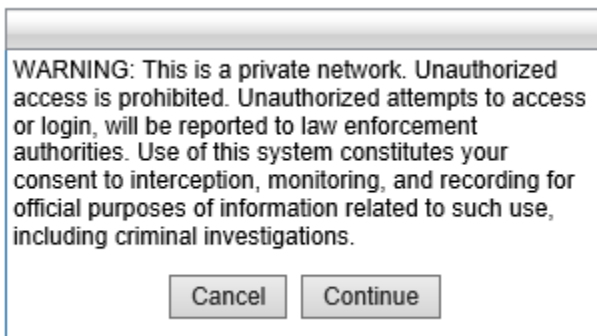
4. Once you login, you will see the box below; click "Continue"

5. Once you're successfully connected, you should see the following message:

6. You can now close the webpage.