



## Global Protect VPN

### *What is Global Protect VPN?*

Global Protect VPN is installed on Cuesta machines and requires you to request permission to access. The VPN will allow you to use Cuesta systems (such as Banner, SARs, Argos, etc.) and access network drives while working remotely.

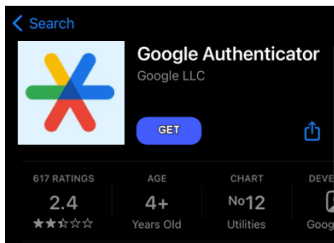
### *Download a Mobile Authenticator and Add Your Cuesta Account Before Connecting*

(Note: If you have already downloaded and added your Cuesta account to an Authenticator, skip to the Connect to Global Protect VPN directions below)

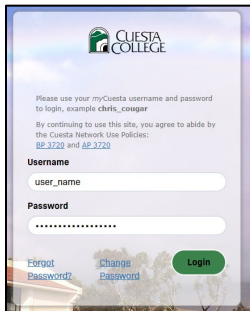
To use the VPN while working remotely, you will enter your Cuesta username and password, then enter a passcode provided by a mobile authenticator.

Below are steps for downloading and adding your Cuesta account using Google Authenticator, but you may choose to use any mobile authenticator of your choice. To download and add your Cuesta account using Google Authenticator:

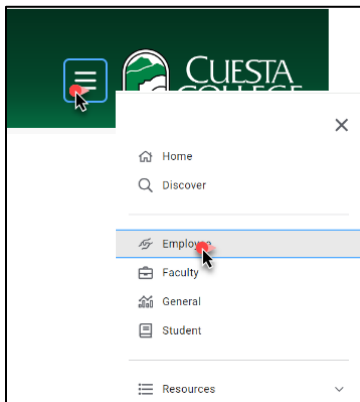
1. Using your cell phone, go to your app store and search for **Google Authenticator**.
2. Select **Get/Install/Download/Open** next to Google Authenticator to add it to your phone.



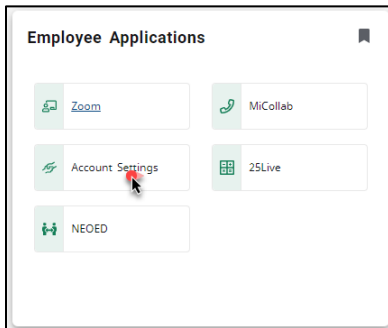
3. While the App is installing, launch and **login to myCuesta**.



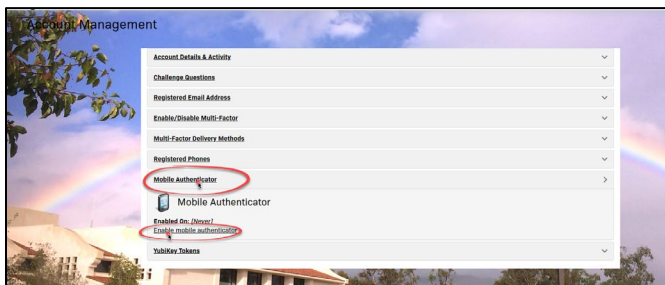
4. Use the top left menu to select the **Employee** view.



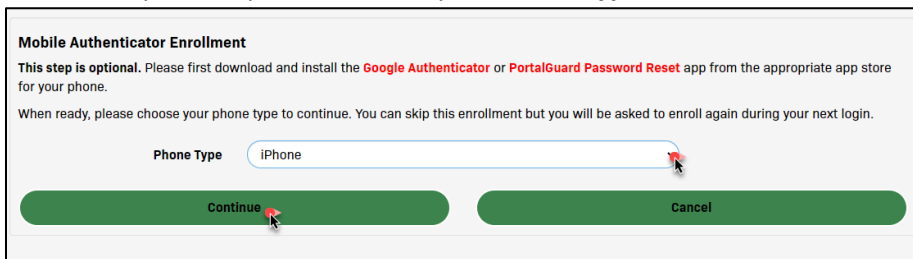
5. Find the **Employee Applications** card, then choose **Account Settings**.



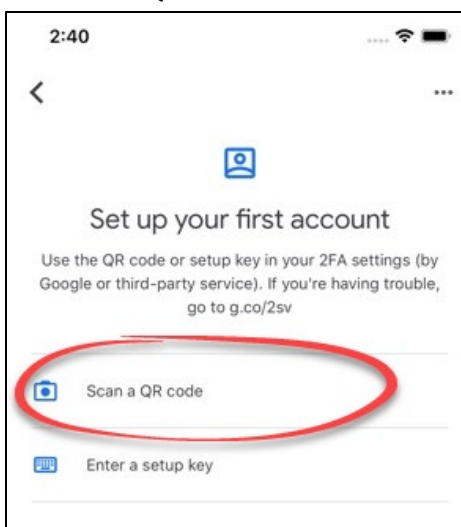
6. From the Account Management Screen, select **Mobile Authenticator**, then select **Enable Mobile Authenticator**.



7. Use the dropdown options to select your **Phone Type**, then select **Continue**.



8. The screen will display a QR code. **Use your phone** to open the Google Authenticator app and select **Scan QR code**.



9. **Scan the QR code with your phone.** Once the QR code registers your Cuesta account will be added and the authenticator will generate a code. **Enter the Code** in the Account Management screen, then select **Continue**.



**Mobile Authenticator Enrollment**

1) Please use mobile app to scan the QR code below.

2) Now enter the OTP it generates in the field below to finish enrollment.

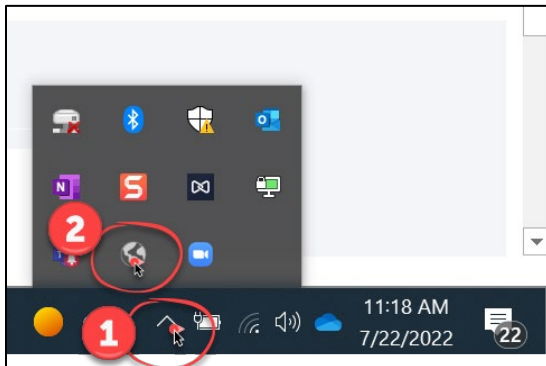
2nd Factor / One Time Passcode

Continue Cancel

Enter Code from Authenticator here after you scan the QR code.

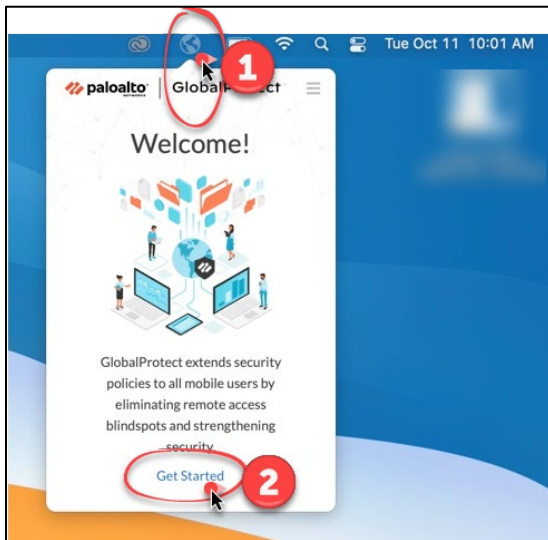
#### *Connect to Global Protect VPN*

1. **Windows PC** - Use the **carrot/up arrow icon** in the lower right corner of your Cuesta laptop screen to expand your hidden icons, then **select the Global Protect icon** (globe icon).



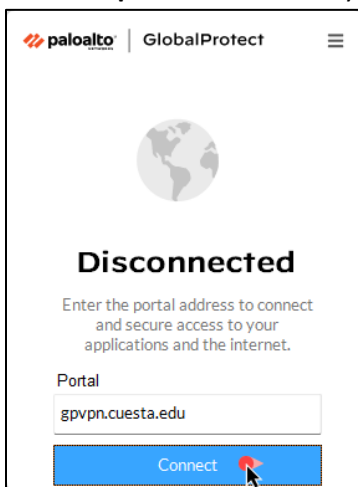
Note: If you do not see the Global Protect icon, please [submit an IT work order](#).

**MAC** – Locate and select the **Global Protect icon** (globe icon) from your menu bar (top, right)

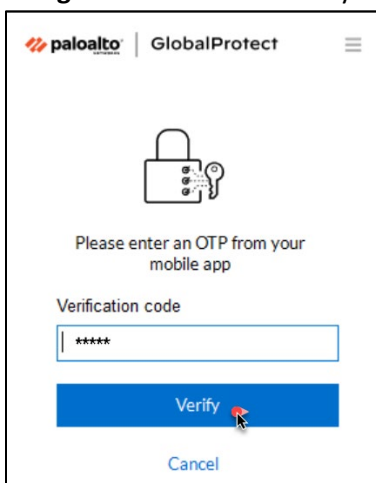


Note: If you do not see the Global Protect icon, please [submit an IT work order](#).

2. Ensure “**vpn.cuesta.edu**” is typed in the Portal field, then select **Connect**.



3. Using the Authenticator on your phone, enter the **passcode** displayed, then select **Verify**.



4. Enter your Cuesta **username and password**, then select **Connect**.

