

## FCPS VPN – Quick Reference

### Two ways to get to VPN (Virtual Private Network)

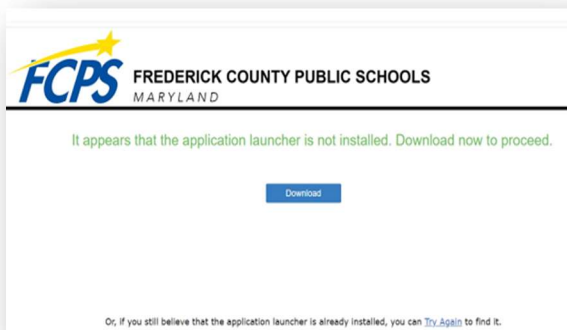
1. [www.fcps.org](http://www.fcps.org)
  - a. Click on the Green Tab, For Staff
  - b. Click on “Employee Portal” (<https://www.fcps.org/staff/employee-self-service>)
  - c. Click on the link, “FCPS Connect”
2. <https://ssl.fcps.org/connect>



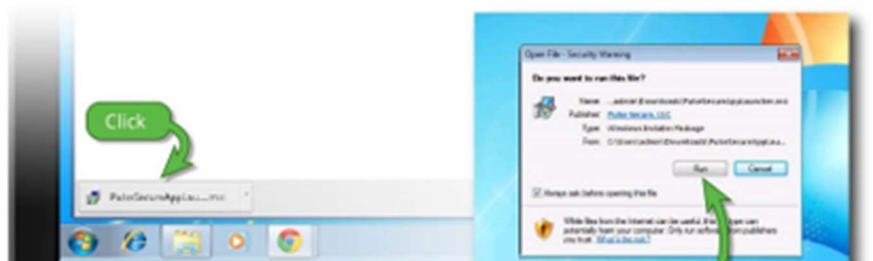
### Login with your FCPS Username (firstname.lastname) and Password Wait for the Host Checker:



### If Pulse is already installed - Please Wait



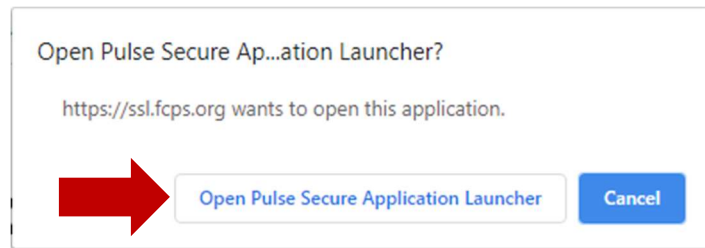
### If Pulse was not previously installed - download - Follow On screen Installation Instructions



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**Open Pulse Secure Launcher**  
- **ALWAYS allow and OPEN.**

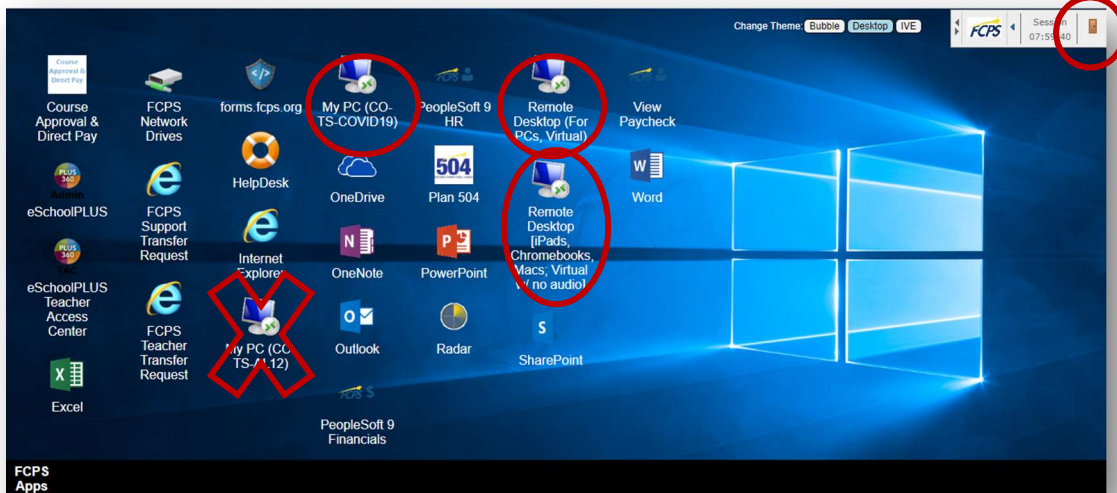
**Always allow Pulse to Contact the server.**



**PLEASE be PATIENT** as Pulse Software may Download/Install/Configure

**Tip: If you get the little grey Pulse Secure Login screen – CANCEL (Do Not Enter Credentials)**

**FCPSConnect screen:**



- Always use the Exit Door to sign out
- Choose My PC (your computer at your desk at school, network name), if you need to.
- Remote Desktop choices –
  - For Staff without a computer at their desk at school. Gives you access to the App menu, network drives, digital signatures, etc.
- If using a Chromebook/MAC, iPad select the Remote Desktop for that type of device
- If using a PC – select the Remote Desktop for PC's option
- Do not attempt to remote to the laptop you're remoting from, it will be one of our My PC options. Typically, the name will be similar to this laptop at Catoclin High School - CHS-STAFF-L05. The L in the last part of the name signifies it is a laptop.
- Please continue to be patient as Pulse is being upgraded to provide an improved VPN access solution to all users.