

READ FIRST

Please note these instructions **will not work** from within a school when connected to the school network, either via WiFi or Ethernet cable.

You will need to connect your laptop to your WiFi hotspot before attempting step 7.

Some public WiFi hotspots (such as Starbucks) actively block VPN connections. This cannot be avoided.

The service is designed to allow remote access to school resources and is not intended for downloading large files from the internet. You will likely find that such downloads are either incredibly slow and/or fail. To rectify this issue simply disconnect from the VPN and download the file before reconnecting.


If you get an error message that the Cisco software cannot connect to the **schoolsra.cardiff.gov.uk** gateway then this is outside of our control. Please check either your internet connection or try restarting your laptop. If this persists then it is likely an issue with the Cardiff County gateway which is actively monitored by their helpdesk team.

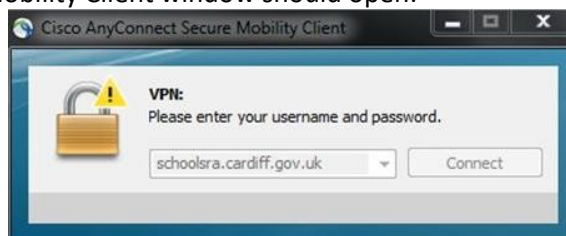
If you are an ADMINNET user you will need to use your email credentials to connect. At this time only teaching staff have been given permission to remotely access the VPN gateway. Other users should request access via the helpdesk.

VPN slots are limited, so please only connect when you need to access school based resources. There is no benefit in using the VPN for Teams meetings, if used for this purpose you may find that your connection is very slow.

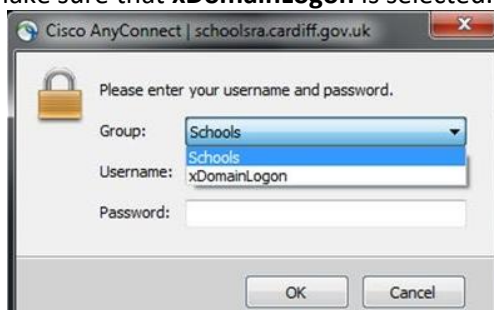
Please only use school supplied machines to connect to the school network using the VPN – using non-school equipment is a breach of the 'Terms of Service'.

All staff laptops that have been connected to the school network should have the Cisco AnyConnect software installed.

1. Launch the **Cisco AnyConnect** client  from either the 'Start Menu' or 'System Tray'. *Alternatively*, using the "Network sign-in" Icon from the login screen (See step 7 below) if you have already setup your VPN connection.
2. The Cisco AnyConnect Secure Mobility Client window should open:



3. The box should be prefilled with **schoolsra.cardiff.gov.uk**, but if not, you should enter this manually. Once filled correctly, click on 'Connect'.
4. You will then be prompted to 'Please enter your username and password':
5. From the 'Group:' dropdown box make sure that **xDomainLogon** is selected.



6. You can then enter your usual network username and password; however, your username needs to be prefixed with **LLANISHENHS** to identify you as a Llanishen High School user (e.g. LLANISHENHS\d.smith)

*Adminnet and Non-Teaching Staff

If you are an ADMINNET user you will need to use your email credentials to connect. At this time only teaching staff have been given permission to remotely access the VPN gateway. Other users should request access via the helpdesk.

7. After you connect for the first time and your laptop reboots, there should be a “Network Sign-in” icon on your usual logon screen, as highlighted by the blue question mark in figure 1. Once clicked, the screen will change to match figure 2. Please enter details as above. This will allow you to access all school IT facilities as if you were sat at your school PC.
 - a. PLEASE NOTE: Failure to follow this step may cause issues with access to network drives.

Fig 1

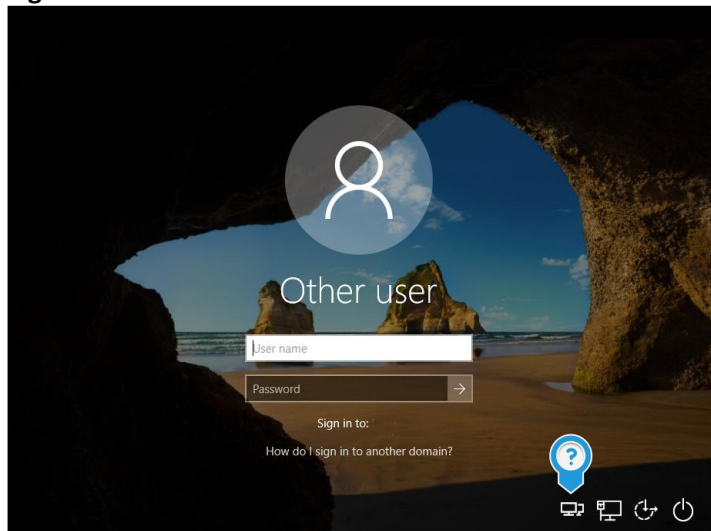
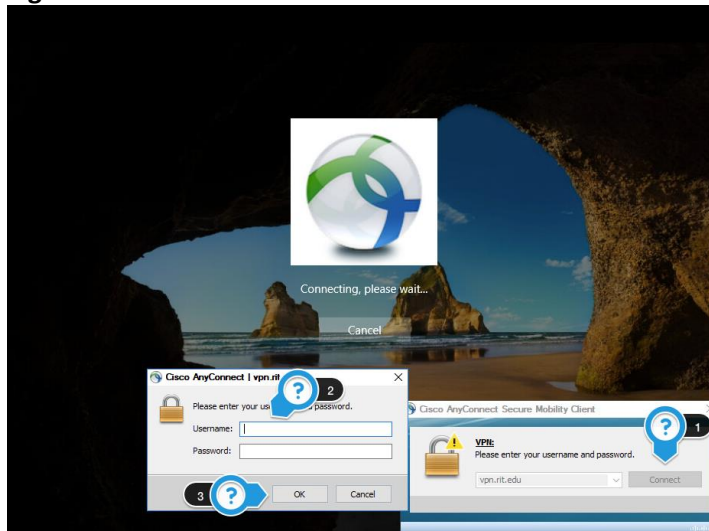


Fig 2



*If your laptop is inactive for any period of time you may become disconnected. To reconnect find the Cisco AnyConnect Secure Mobility Client window (or relaunch as in step 1) and reconnect.