How to Connect to VPN Using Cisco AnyConnect  
(for Microsoft Windows)  
Faculty and Staff ONLY  

**NOTE:** This guide is for SJSU Faculty and Staff only. If you are a student looking to connect to VPN, please go to the [VPN Guide for Students](#).

1. If you haven’t already, please submit a ticket to IT requesting [VPN access here](#).
2. If you haven’t yet installed the Cisco AnyConnect client, please see the [How to Install Cisco AnyConnect for SJSU VPN here](#).
3. If you’re using an SJSU-issued computer and need assistance with installing the VPN Client, please contact your [IT Support Tech](#).
4. Once the VPN Client is installed, double-click the Cisco AnyConnect shortcut on the Desktop or search for Cisco AnyConnect in the search bar. On the bottom right, a small window should appear.

5. In the box, type `vpn.sjsu.edu`. Click **Connect**. Another box will pop up prompting for a username and password.
   a. **NOTE:** Make sure that the group you belong to is selected on the **Group** drop down box. You must select one of the three groups listed below:
      - Faculty select the **Faculty** group
      - Staff select the **Staff** group
6. Enter your SJSUOne credentials.
   a. The **Username** is your SJSUOne ID
   b. The **Password** is the password associated with your SJSUOne ID
   c. The **Second Password** is your DUO Passcode generated by your DUO key fob or your smartphone’s Duo app. If you use your smartphone for DUO authentication, you may also type the word “**push**” in the second password box to send a push notification to your phone.

7. After pressing **OK**, the computer will connect to the SJSU Network. If you see any of the following, you have successfully connected to the SJSU Network.