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.