

FortiClient VPN

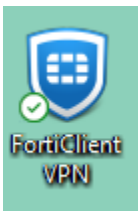
Introduction: This guide will walk you through the process of using FortiClient VPN to securely access company resources from outside the office. FortiClient VPN ensures that your connection is encrypted and protected, allowing you to work remotely while maintaining the necessary security standards. To get started, follow the instructions below.

Step 1: Downloading FortiClient VPN if it is not already installed.

1. For Windows installation: Open your web browser and visit the following link:
<https://links.fortinet.com/forticlient/win/vpnagent>
2. The link will take you to the Fortinet VPN Agent download page.
3. Click on the download button or link provided on the page to initiate the download of the Fortinet VPN Agent.
4. For Mac Installation: Open the App Store on your Apple device.
 - For Apple devices, locate and tap on the "App Store" icon on your home screen.
5. Once the store is open, use the search functionality to find "Forticlient VPN."
6. Click on the Forticlient VPN app from the search results to view its details page.
7. On the app details page, click the "Download" or "Get" button to initiate the download and installation process.
8. Follow any on-screen prompts or instructions to complete the download and installation.

Step 2: Launching FortiClient VPN

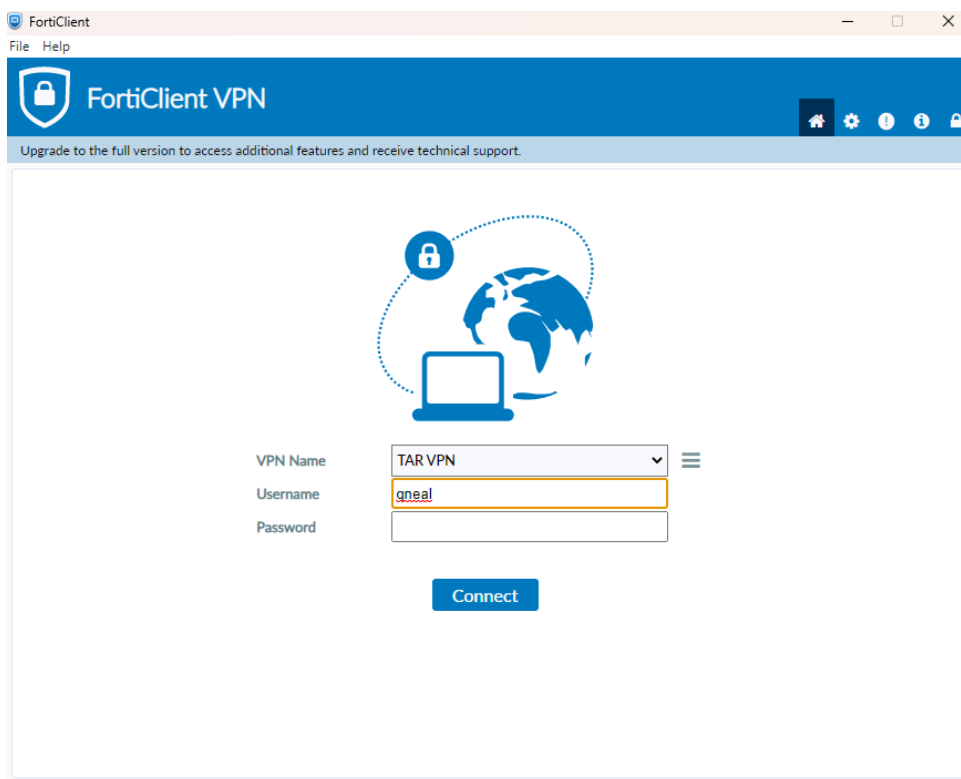
1. Ensure that you have a working internet connection on your computer.
2. Locate the FortiClient VPN icon on your desktop or in the system tray (usually represented by a blue shield icon).



- 3.
4. Double-click the icon to open the FortiClient VPN application.

Step 3: Logging In

1. Once FortiClient VPN is open, you will be prompted to enter your login credentials.
2. In the "Username" field, enter your staff username (e.g., qneal).
3. In the "Password" field, enter the same password you use to log into your computer.



Step 4: Establishing the VPN Connection

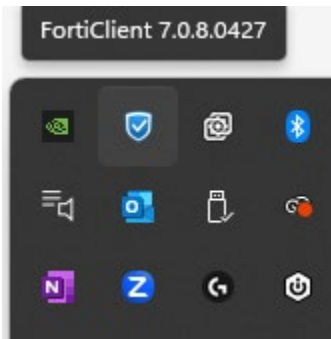
1. FortiClient VPN will now establish a secure connection to the selected server.
2. You will see a progress indicator while the connection is being established.
3. Once the connection is established, you will see a notification confirming the successful connection.

Step 5: Accessing Company Resources

1. With the VPN connection established, you can now access company resources as if you were connected to the office network.
2. Open your preferred web browser or any other necessary applications to access the resources you need.
3. You should now be able to access shared drives, company intranet, email, and other resources as permitted by your organization's policies.

Step 6: Disconnecting from FortiClient VPN

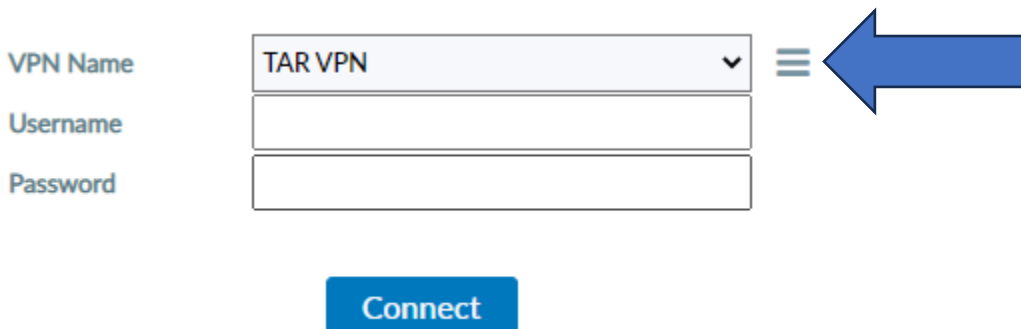
1. When you have finished using the company resources or no longer need the VPN connection, it's important to disconnect from FortiClient VPN to ensure the security of your connection.
2. Locate the FortiClient VPN icon in the system tray or taskbar.



- 3.
4. Right-click the icon and select "Disconnect" or a similar option from the context menu.
5. Confirm the disconnection if prompted.
6. The VPN connection will be terminated, and you can resume using your regular internet connection.

Troubleshooting: Editing the Selected Connection If you encounter any issues with the Forticlient VPN connection, you can try editing the selected connection settings. Follow these steps to troubleshoot:

1. Launch the Forticlient VPN application.
2. Ensure that you are logged in with your staff username and password.
3. On the main screen, locate the connection details or settings section. It may be represented by a gear or settings icon.



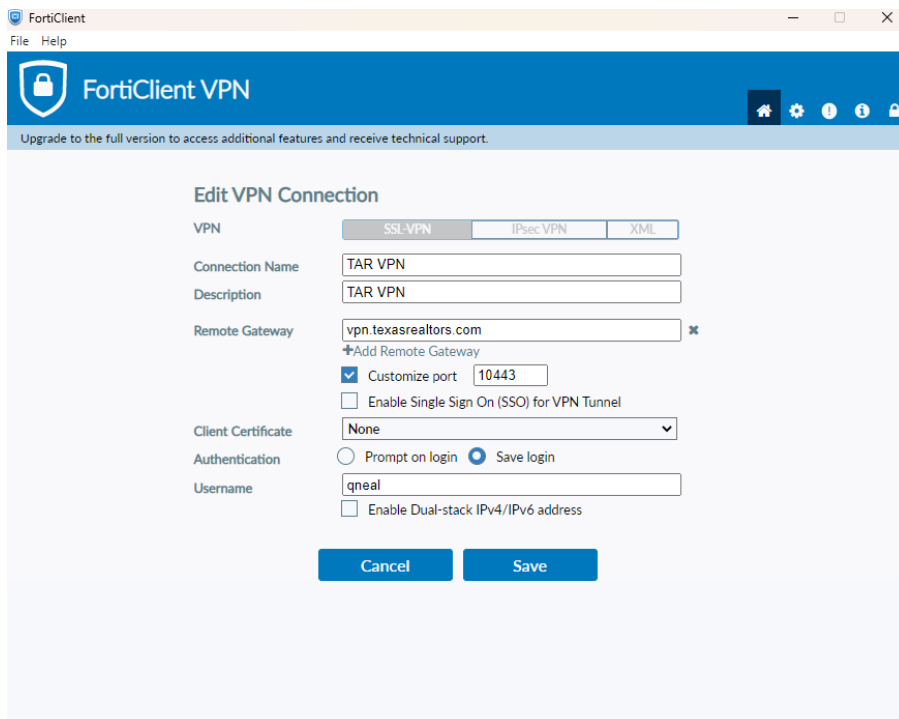
VPN Name: TAR VPN

Username:

Password:

Connect

4. Tap or click on the connection details or settings section to access the connection configuration.
5. Review the connection settings such as server address, authentication method, or other relevant options.



FortiClient

File Help

FortiClient VPN

Upgrade to the full version to access additional features and receive technical support.

Edit VPN Connection

VPN: SSL-VPN IPsec-VPN XML

Connection Name: TAR VPN

Description: TAR VPN

Remote Gateway: vpn.texasrealtors.com

+ Add Remote Gateway

☒ Customize port: 10443

☐ Enable Single Sign On (SSO) for VPN Tunnel

Client Certificate: None

Authentication: ☐ Prompt on login ☒ Save login

Username: qneal

☐ Enable Dual-stack IPv4/IPv6 address

Cancel Save

6. If necessary, make changes to the settings based on the guidance provided by your IT department or network administrator.

7. After editing the connection settings, save or apply the changes.
8. Attempt to establish the VPN connection again following the previous steps.

Conclusion: Using Forticlient VPN allows you to securely access company resources remotely. By following the steps outlined in this guide, you can establish a VPN connection using your staff username and computer password. Remember to disconnect from FortiClient VPN when you no longer need it to maintain the security of your connection. If you encounter any issues or have further questions, please contact helpdesk@texasrealtors.com