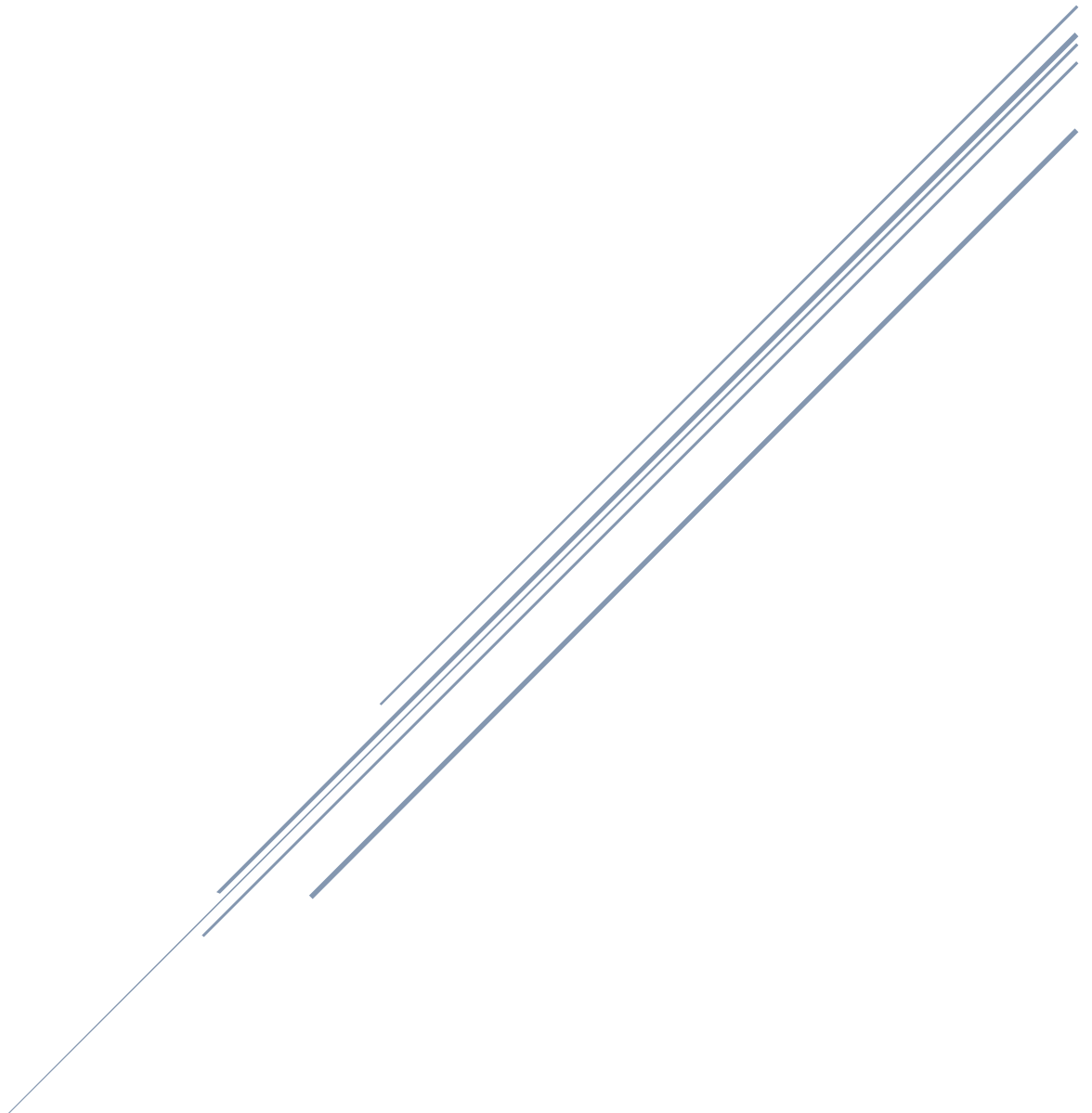




VIRTUAL PRIVATE NETWORK (VPN) GUIDE FOR SAP TIME APPROVERS

How to access SAP outside the District's Network

Version 1.0



DEFINITION

Virtual Private Network (VPN) is a technology used to extend a private network (LAUSD Network) across a public network and enables users to send and receive data across shared or public networks as if their computing devices were directly connected to the private network. **With VPN, you can access District Applications (such as SAP) from anywhere, day or night.**

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- Connect to SAP (Pages 9-11) – **Perform Every Time**

NOTE: *This guide is designed for Windows and Mac end-user devices. If you have a Chromebook or a Tablet device, please see the **VPN Guide for Chromebooks Job Aide.***

1. DOWNLOAD THE CISCO ANYCONNECT CLIENT SOFTWARE ON THE DEVICE YOU WILL BE CONNECTING THROUGH VPN (ONE TIME ACTIVITY)

On a web browser (Chrome, Edge, Firefox, Safari), type in or click the following URL to download the **AnyConnect** client software:

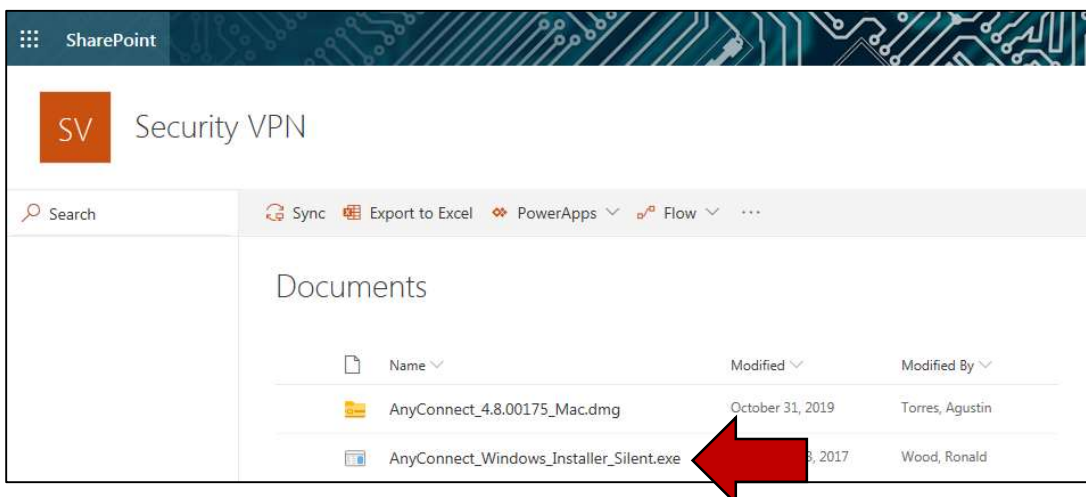
https://lausd.sharepoint.com/sites/itd_sts/network_security/vpn/Shared%20Documents

The URL will take you to the **Security VPN** SharePoint folder. You may have to login with your District Single Sign-on account.

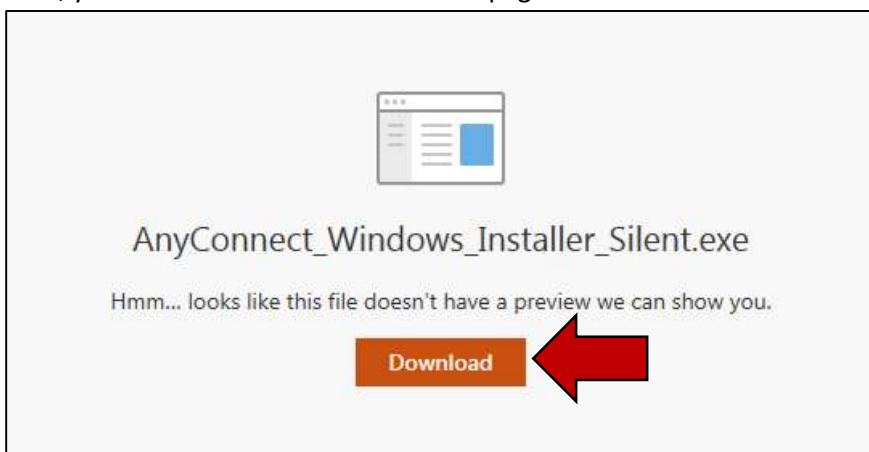


WINDOWS OPERATING SYSTEM USER (if you have a MAC, go to page 4)

Click on the **AnyConnect_Windows_Installer_Silent.exe** file to download the AnyConnect software.

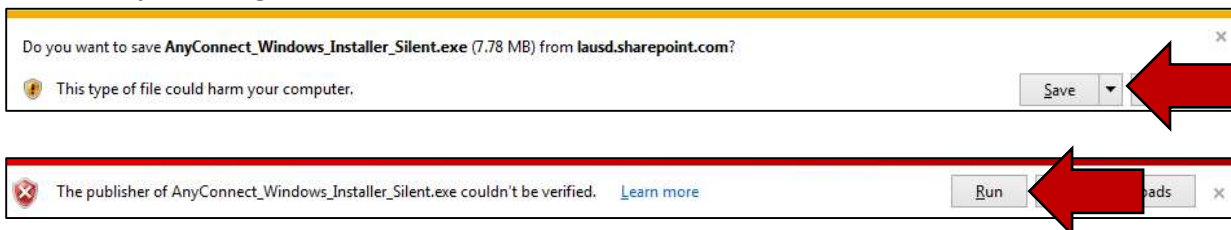


Next, you will be taken to the Download page. Press the **Download** button.



Depending on your browser, a pop up may appear, press the **Run** (Chrome) or **Save** and then **Run** (Internet Explorer).

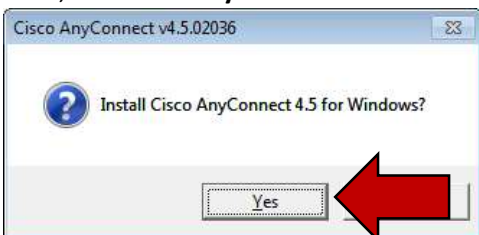
Internet Explorer/Edge



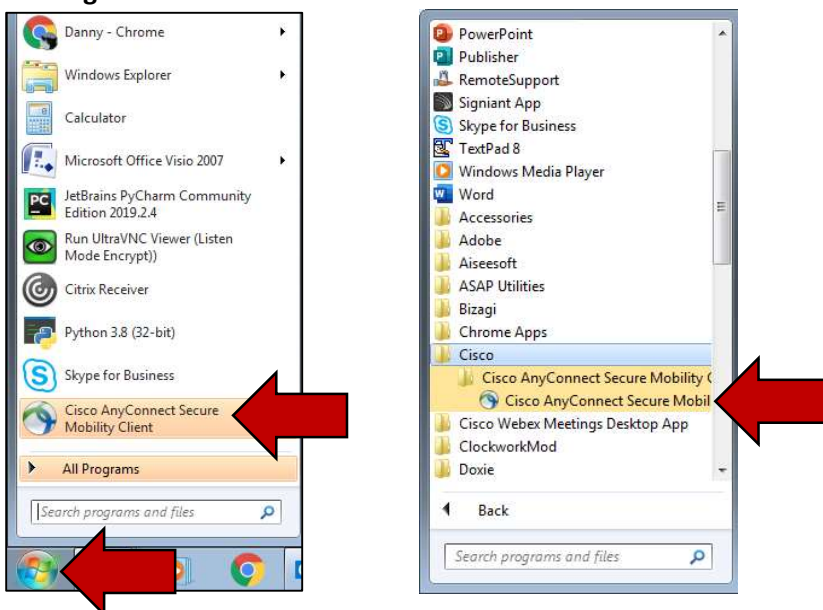
Chrome



Next, the **Cisco AnyConnect** window will appear. Press the **Yes** button.



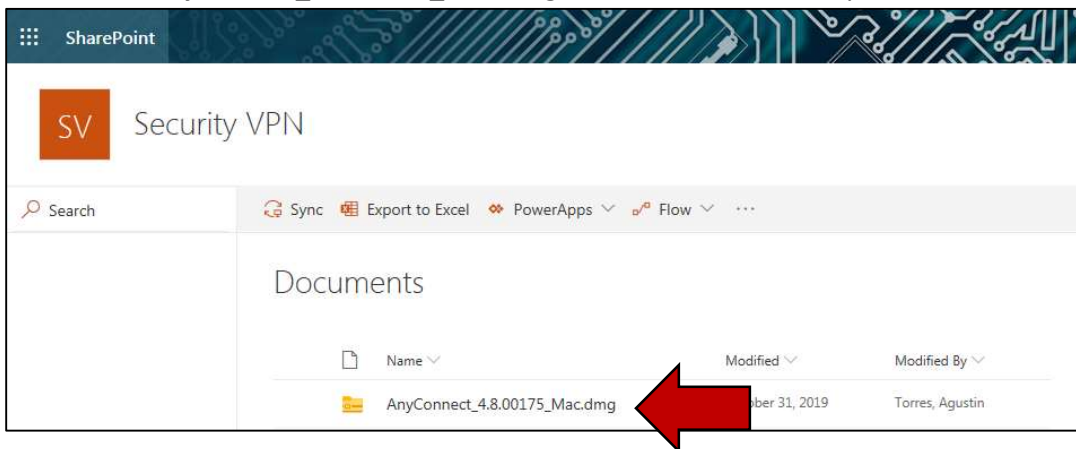
The software will install in the background. You can confirm if it was installed if you press the **windows/start** button and see the **Cisco AnyConnect Secure Mobility Client**. You can also go to **All Programs** and search for the **Cisco** folder.



Congratulations! You have just downloaded and installed the Cisco AnyConnect Secure Mobility Client on your Windows machine. **You may now go to page 6.**

APPLE (MAC) OPERATING SYSTEM USER

Click on the **AnyConnect_4.8.00275_Mac.dmg** file to download the AnyConnect software.



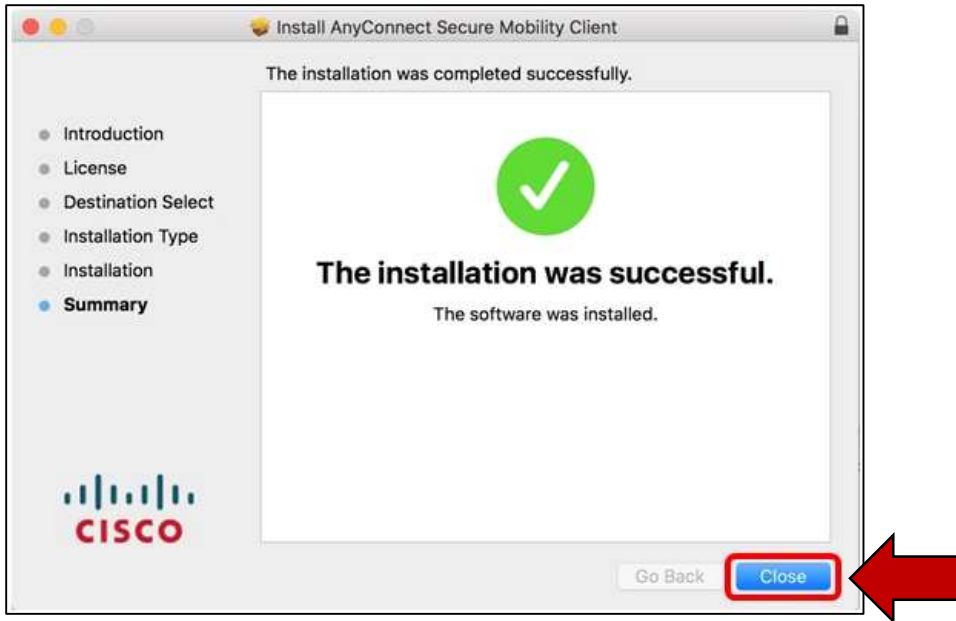
APPLE (MAC) OPERATING SYSTEM USER

You may be taken to a window with two files, **AnyConnect.pkg** and **Profiles**. If this is the case, click on **AnyConnect.pkg**.

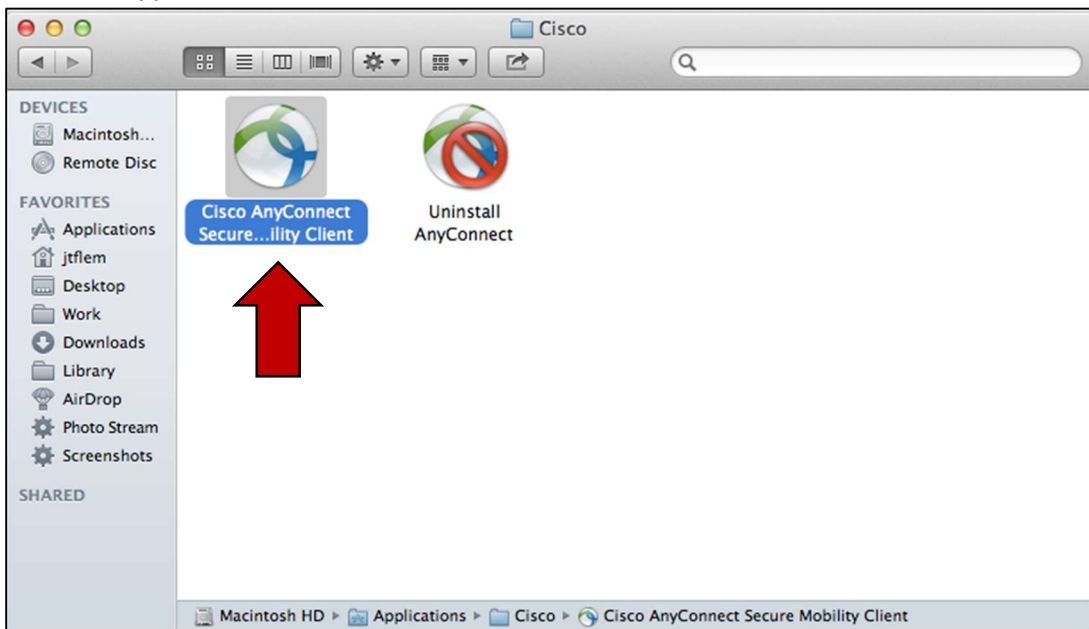


Next, you will be taken to the **Install AnyConnect Secure Mobility Client** window. Click on **Continue** and follow the prompts (**Agree to Terms, Install Software**) until you get to the **Installation was Successful** box and click the **Close** button.





If you installed the software successfully, you could verify by going to **Cisco** folder located in the **Applications** folder and you will see the **Cisco AnyConnect Secure Mobility Client** icon.
Finder → Applications → Cisco.



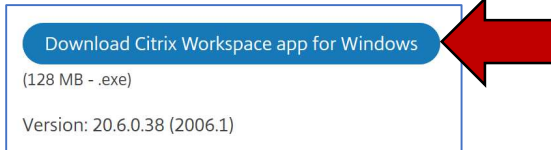
Congratulations! You have just downloaded and installed the Cisco AnyConnect Secure Mobility Client on your Apple (MAC) machine.

2. DOWNLOAD CITRIX WORKSPACE APP (ONE TIME ACTIVITY)

WINDOWS OPERATING SYSTEM USER

On a web browser (Chrome, Edge, Firefox), type in or click the following URL to download and install the **Citrix Workspace App**: <https://www.citrix.com/downloads/workspace-app/windows/workspace-app-for-windows-latest.html>

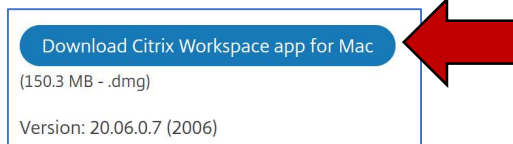
On the Citrix website, click on **Download Citrix Workspace app for Windows**.



APPLE (MAC) OPERATING SYSTEM USER

On a web browser (Chrome, Firefox, Safari), type in or click the following URL to download and install the **Citrix Workspace App**: <https://www.citrix.com/downloads/workspace-app/mac/workspace-app-for-mac-latest.html>

On the Citrix website, click on **Download Citrix Workspace App for Mac**.



Note: If you have an older Apple OS version 10.12 or under, type in or click the following URL to download and install the **Citrix Workspace App**:

<https://www.citrix.com/downloads/workspace-app/legacy-receiver-for-mac/workspace-app-for-mac-latest.html>

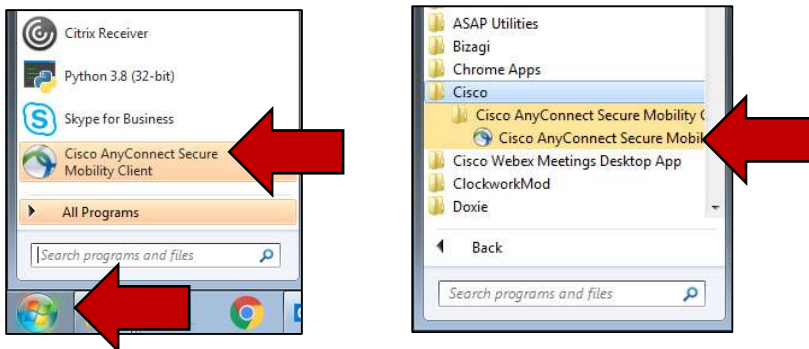
During the Citrix Receiver install process, you may get a window asking for you to **Add Account**, if so, **do not enter your email**. Press the **Close/Finish** button.

3. CONNECT TO VPN (PERFORM EVERY TIME)

Open the **Cisco AnyConnect Secure Mobility Client** application.

WINDOWS OPERATING SYSTEM USER

Click on the **Start** button and look for the Cisco folder and click on the **Cisco AnyConnect Secure Mobility Client** application.

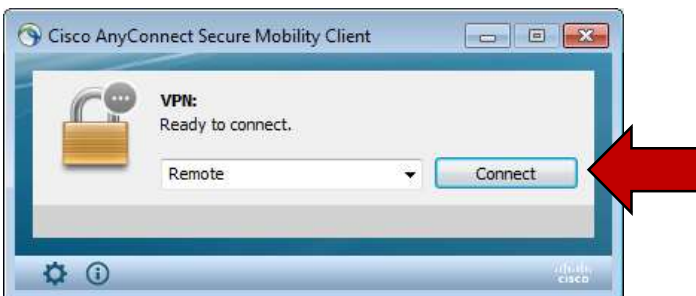


APPLE (MAC) OPERATING SYSTEM USER

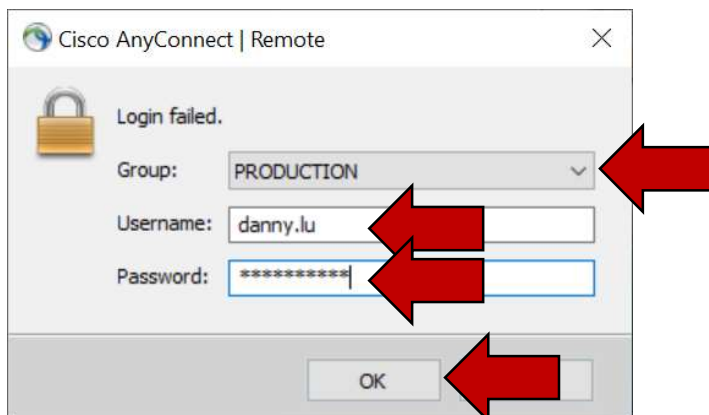
Go to the **Cisco** folder located in the **Applications** folder and click on the **Cisco AnyConnect Secure Mobility Client** icon.



Next, the **Cisco AnyConnect Security Mobility Client** window will appear. Press the **Connect** button.

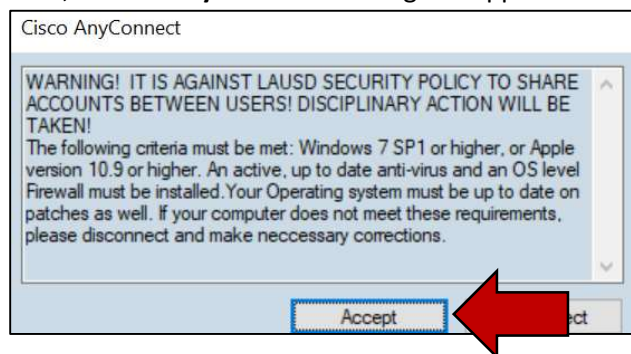


Next, the **Cisco AnyConnect | Remote** window will appear. Please make sure the **Group** name is **PRODUCTION**, if not, select **PRODUCTION** from the dropdown. Next, enter your Single Sign-On (email) username and password (e.g. danny.lu). Do not add domain name (@lausd.net). Press **OK** when done.



Note: Some Time Approvers may have a different VPN profile where they are required to select a different Group name (e.g. BCP). If you were given a different group name, please select that value; if not, please select PRODUCTION.

Next, a **Cisco AnyConnect** warning will appear. Press the **Accept** button.



Next, a **Cisco Connected: Remote** window will appear.

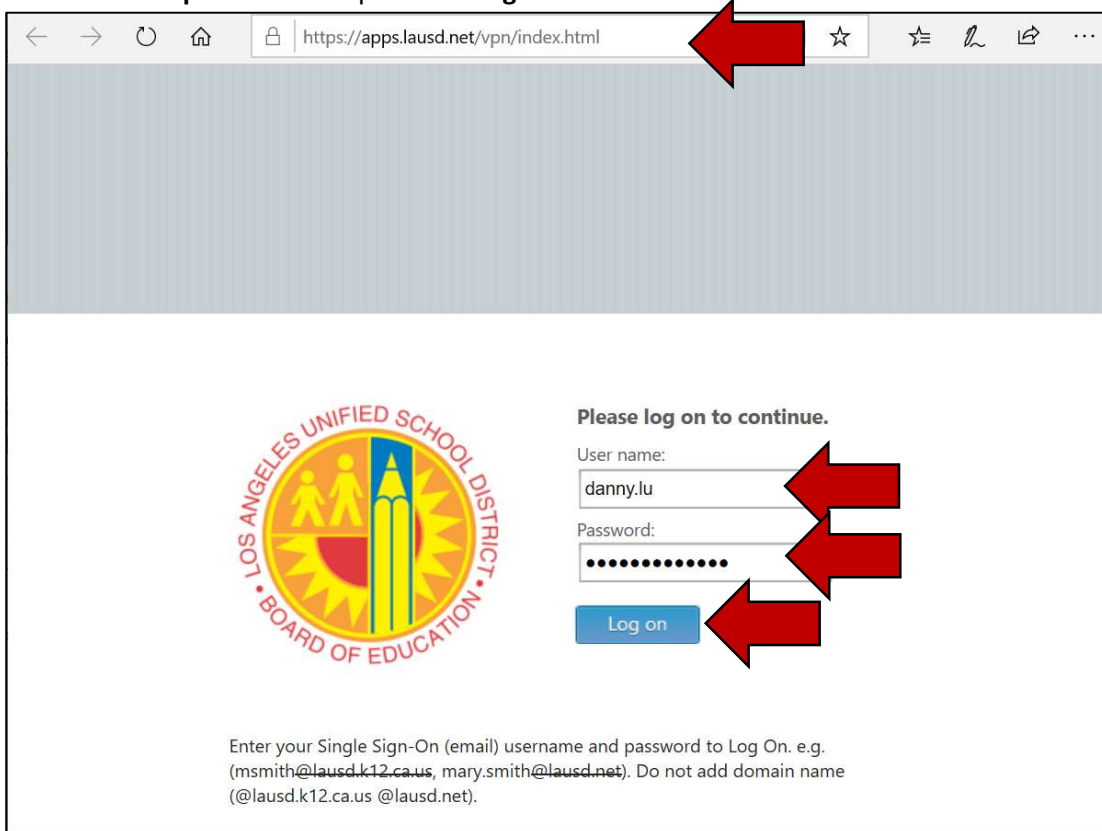


Congratulations, you have just successfully connected to the LAUSD Network through VPN.


4. CONNECT TO SAP (PERFORM EVERY TIME)

To access SAP after you have connected to VPN, open your web browser (e.g. Chrome) and go to <https://apps.lausd.net>

You will be taken to the login screen where you need to enter your District Single Sign-on **username** and **password** and press the **Log on** button.



← → ↻ 🏠 🔒 <https://apps.lausd.net/vpn/index.html> ☆ ⌵ 📄 📄 ⋮



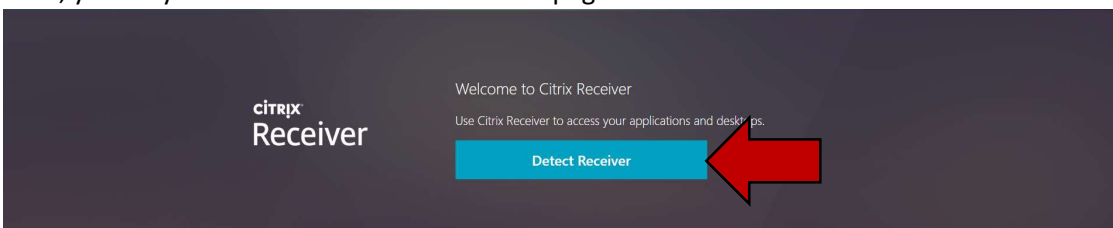
Please log on to continue.

User name:

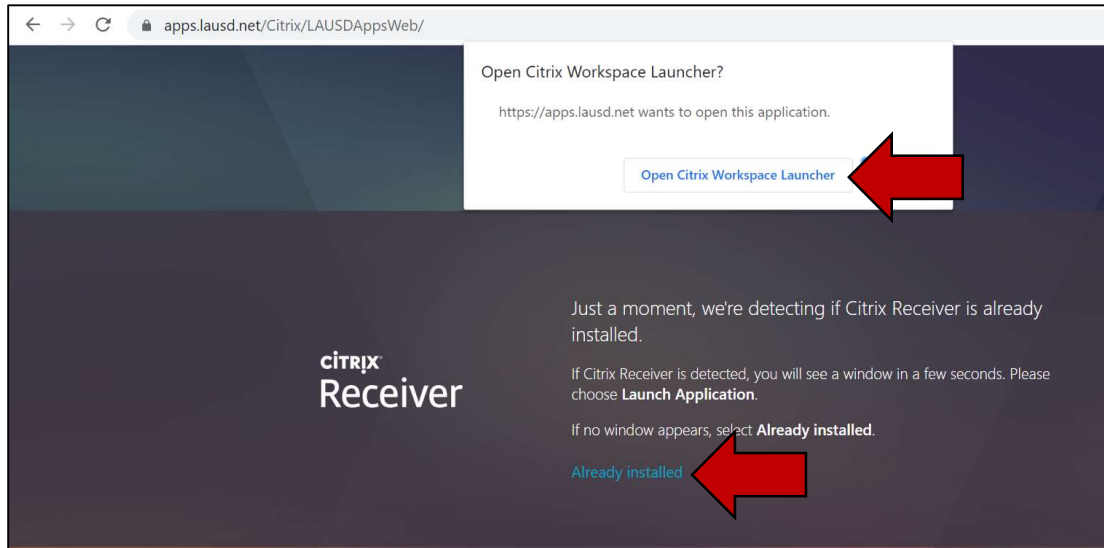
Password:

Enter your Single Sign-On (email) username and password to Log On. e.g. (msmith@lausd.k12.ca.us, mary.smith@lausd.net). Do not add domain name (@lausd.k12.ca.us @lausd.net).

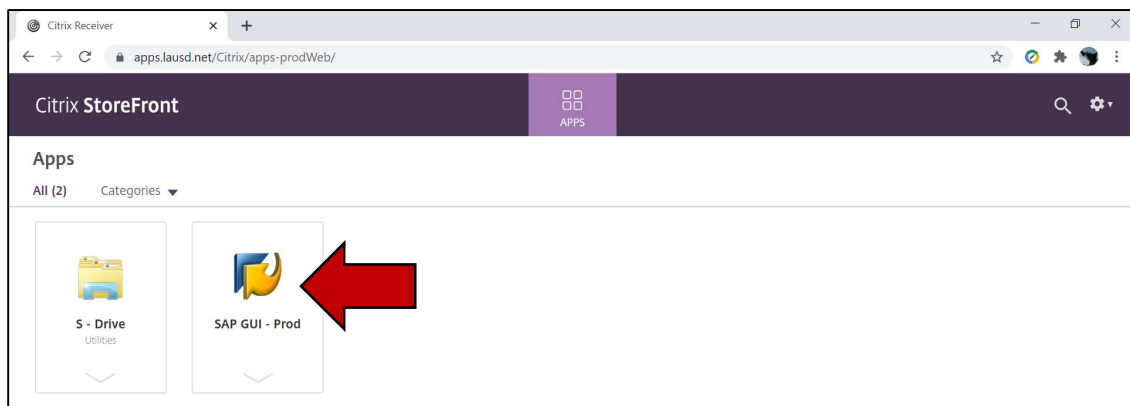
Next, you may be taken to the **Citrix Receiver** page. Click **Detect Receiver**



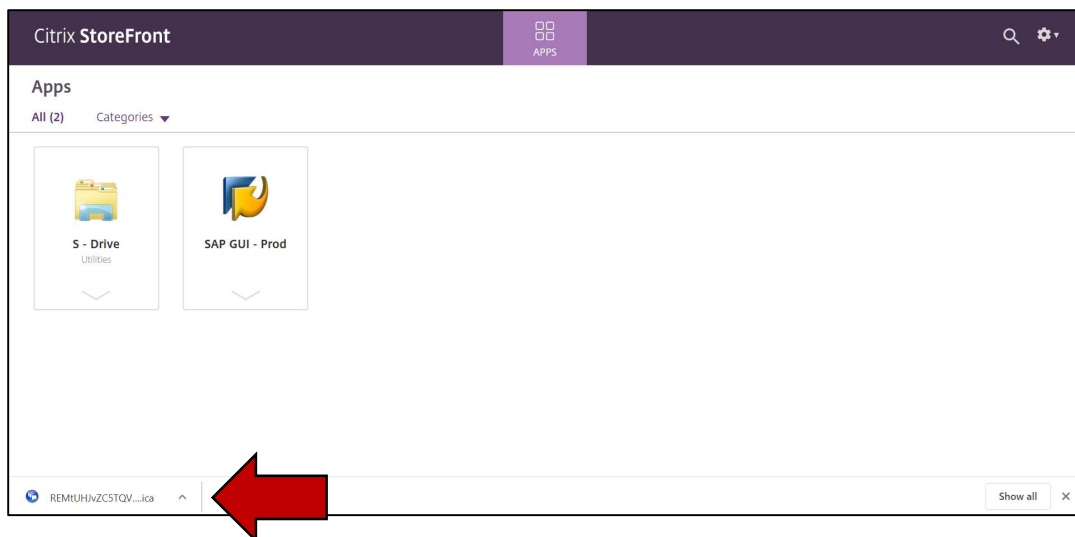
Next, you may get a popup, click the **Open Citrix Workspace Launcher** button, if not, select **Already Installed**.



You will then be taken to the **Citrix Storefront** page where you will see the **SAP GUI**. Click on the **SAP GUI** icon.



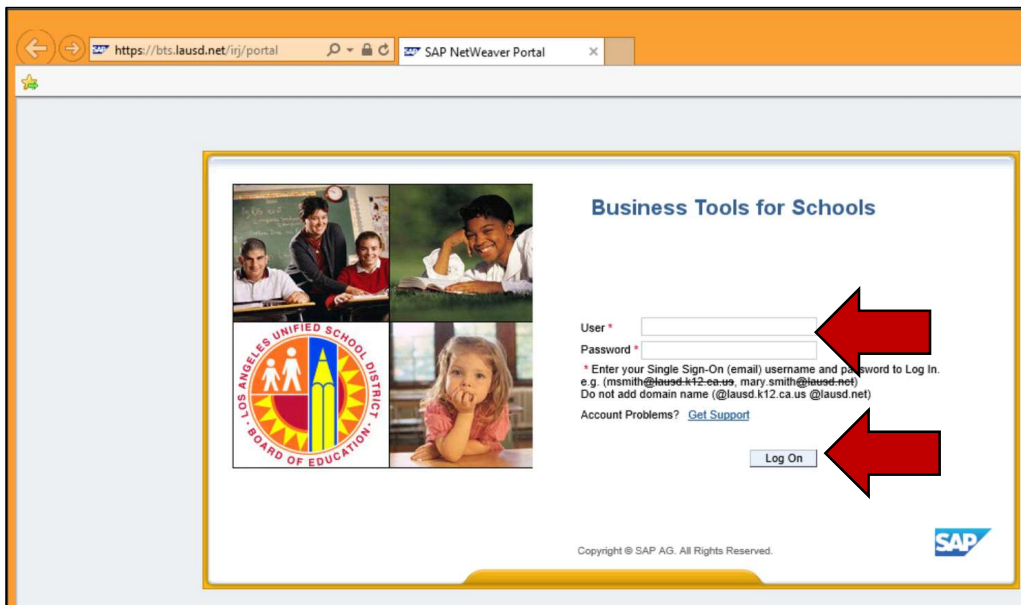
You might get a file download on the bottom, click on the file to open.



The **SAP GUI - Prod** window will appear.

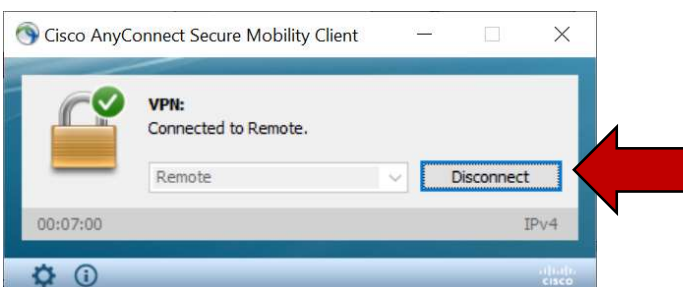
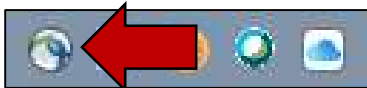


Next, a new window will appear with the **Business Tools for School** login. Enter your **username** and **password** to access SAP.



Congratulations! You have just signed into SAP.

If you are done with SAP, you may want to Disconnect from VPN to go back to your original network connection. Open the **Cisco AnyConnect Secure Mobility Client** icon on your tool bar and select **Disconnect**.



Should you have any questions on this guide or have issues connecting to VPN and/or accessing District Applications after connecting, please contact the ITD Helpdesk at 213-241-5200 or the ITD Helpdesk Chat (Monday-Friday, 7:00am-4:30pm) at <https://achieve.lausd.net/chat>.