

How to Setup and Connect to Cascadia's VPN

In order to complete the steps outlined in the following document:

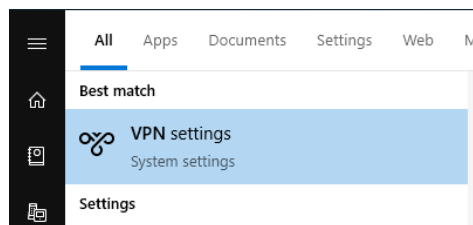
- You must have special permissions on Cascadia College's network which aren't automatically granted to all employees. If you are unsure if you have these permissions, please contact the Help Desk so we can check for you and start the approval process if necessary.
- You must have administrative permissions on the device you are trying to configure VPN settings on. If you are trying to connect via VPN from a Cascadia issued device, please contact the Help Desk to get VPN set up.
- Instructions provided are for Windows 10 devices. Currently, Cascadia does not provide guidance or support for VPN for any other operating system.
- Some of the changes required to connect to Cascadia's VPN are advanced in nature and, misconfiguration could cause network connectivity issues on your computer or laptop. If you are uncomfortable making these changes, it is recommended that you contact Help Desk to check out a laptop for your use or use the Views while working off campus.

The Help Desk can be contacted by phone at 425-352-8228 (2-8228 from on campus), via chat at support.cascadia.edu or via email at helpdesk@cascadia.edu.

If your VPN is already configured, you can skip to the section [Connecting to Cascadia's VPN](#)

Configuring Your Laptop or Desktop to Connect

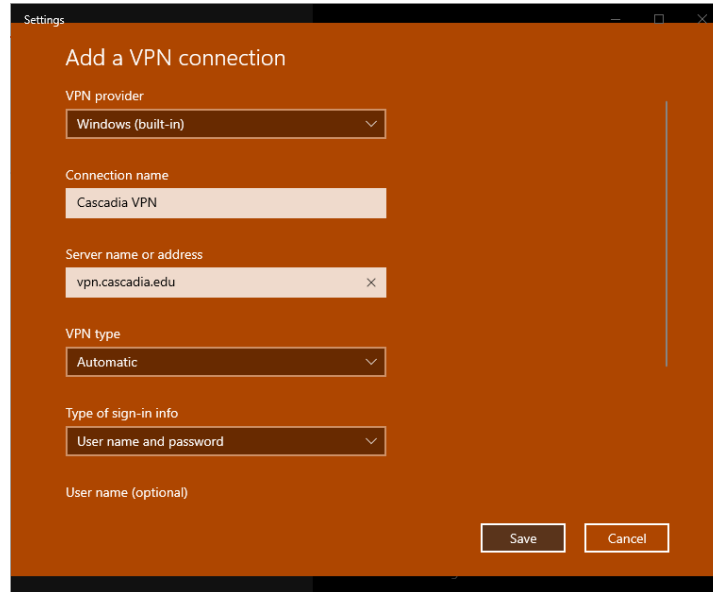
1. Select the Windows start menu icon (lower left corner of screen) and then type VPN to search for the VPN settings option. Once found, select the icon 'VPN settings'.



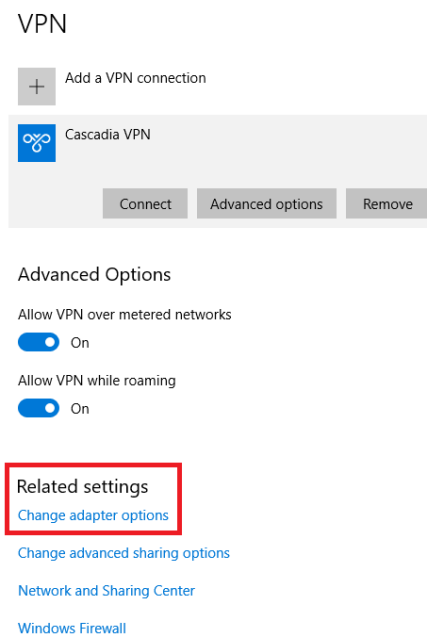
2. Select the 'Add a VPN connection' button.



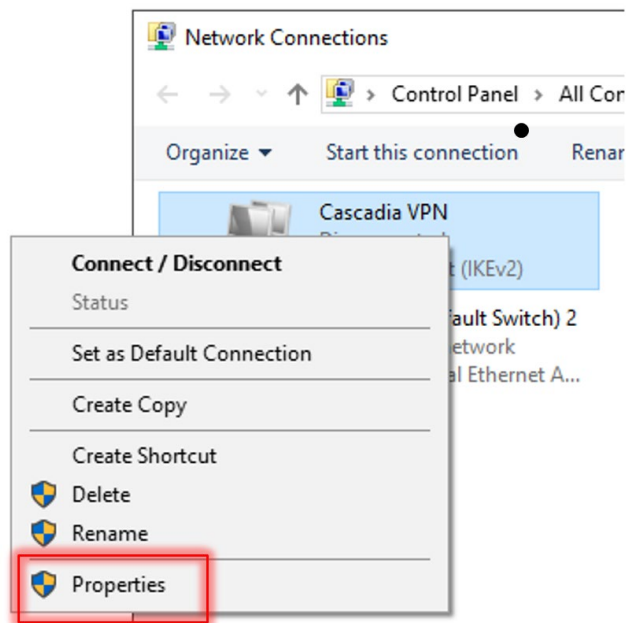
3. A new window will appear, please set the following settings:
 - a. VPN Provider – Windows (built-in)
 - b. Connection Name – Cascadia VPN
 - c. Server name or address – vpn.cascadia.edu
 - d. VPN Type – Automatic
 - e. Type of sign-in info – User name and password



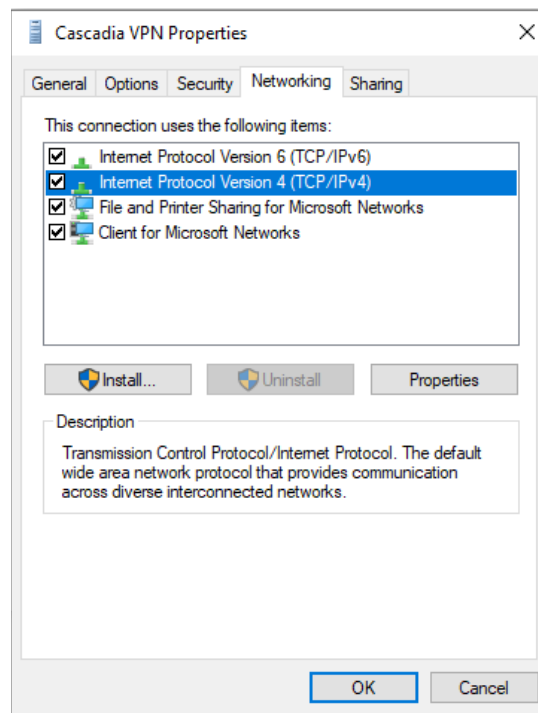
4. Select 'Save' after you filled out the requested information.
5. On the VPN settings screen, scroll down to the section titled 'Related settings' and select the option 'Change adapter settings'.



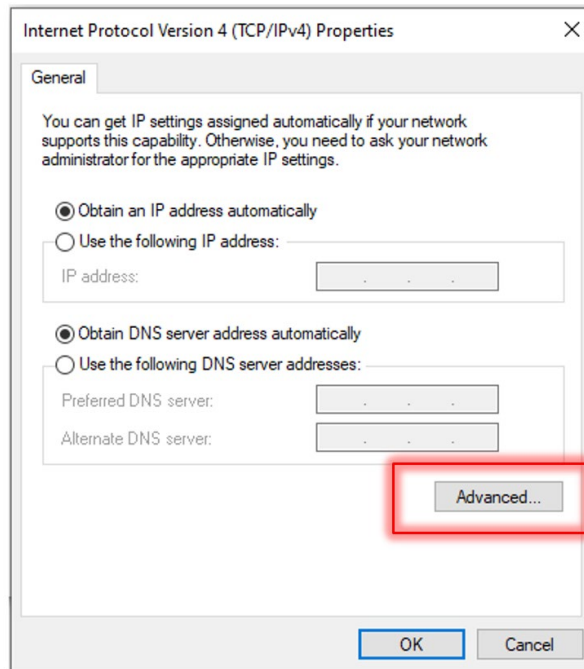
- On the network connections window, right click 'Cascadia VPN' and select properties. You will be required to provide Administrator credentials at this step if you are not logged in as an Administrator on the device.



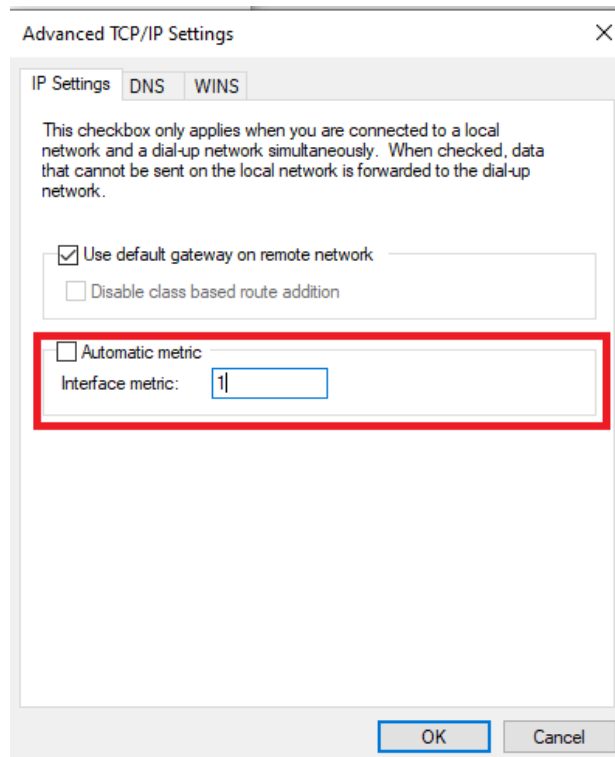
- In the 'Cascadia VPN Properties' window, select the networking tab and highlight 'Internet Protocol Version 4 (TCP/IPv4)'.



8. Select the 'Properties' button and in the Internet Protocol Version 4 (TCP/IPv4) Properties window press the 'Advanced...' button.



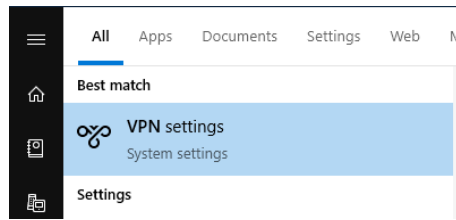
9. In the advance settings uncheck 'Automatic metric' and then in the interface metric type in the number 1. Select the 'Ok' button on all 3 windows to return to the VPN settings window.



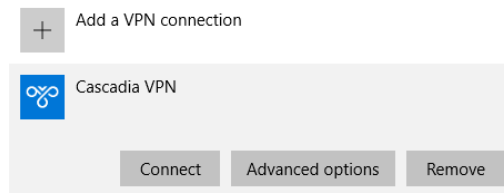
You've now got the VPN configured for use on your device.

Connecting to Cascadia's VPN

1. Select the Windows start menu icon (lower left corner of screen) and then type VPN to search for the VPN settings option. Once found, select the icon 'VPN settings'.



2. On the VPN window, you will now be able to select 'Cascadia VPN' and, once selected, click on the 'Connect' button.



3. When you select the 'Connect' button, you will then be prompted to enter in your user name and password and select ok.
 - a. Username – Enter in your email address, for example (jsmith@cascadia.edu)
 - b. Password – Enter in your Cascadia password

If you have any problems, please contact the Information Services Help Desk. Reference what documentation you have tried and provide a synopsis of the issue you are having. You can call the Helpdesk at 425-352-8228 (ext. 2-8228), chat with us at support.cascadia.edu or email us at helpdesk@cascadia.edu.