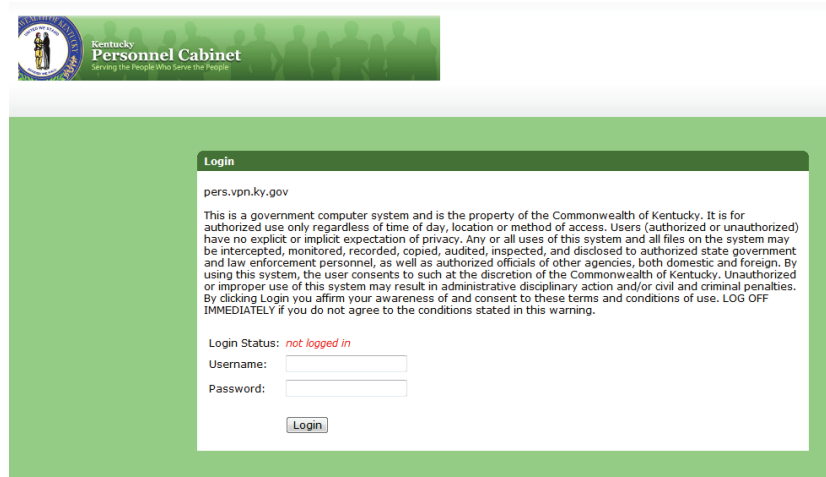


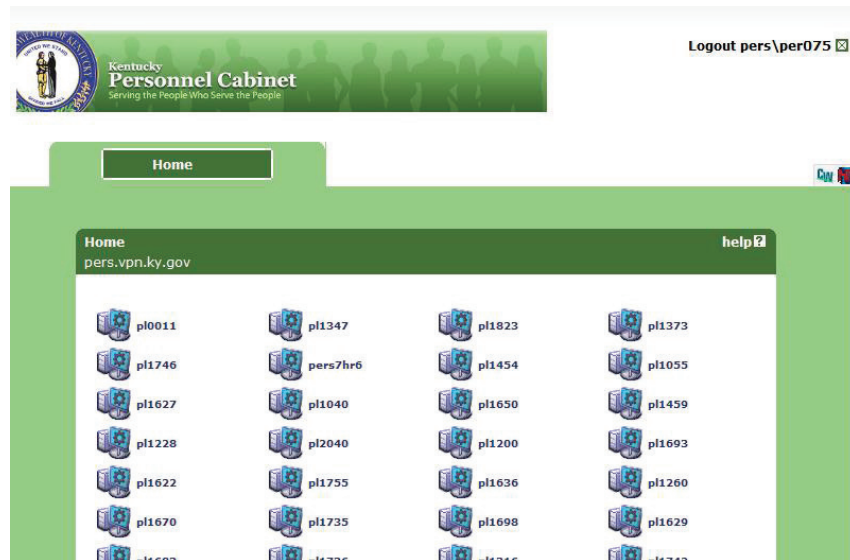
# Personnel SSL VPN

## QUICK REFERENCE GUIDE

From a web browser <https://pers.vpn.ky.gov/>



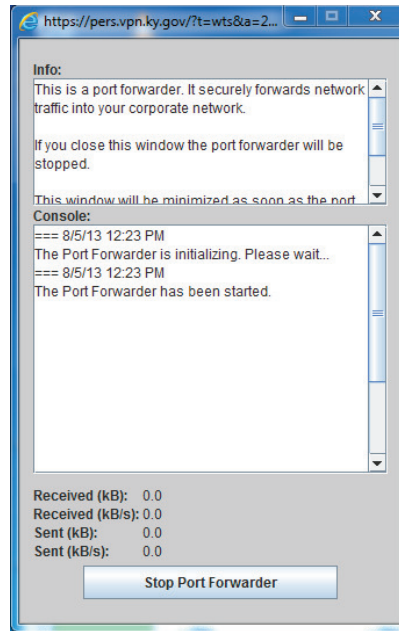
Enter your network (Active Directory) Username in the following format: PERS\PERXXX and your current Password associated with this Username. Select **Login** to proceed to the Personnel Cabinet SSL VPN web page.



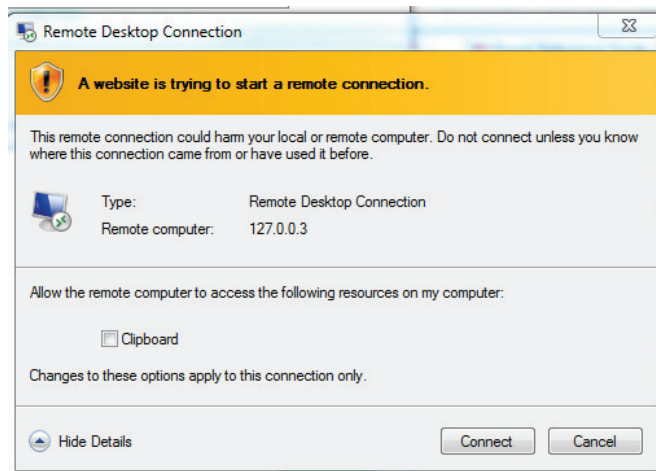
Locate your Personnel Cabinet-issued device name from the list provided (ctrl+f will provide a search option). If your device is not listed, please request assistance via the COT Helpdesk at 502-564-7576. Click your device name.



A Java Port Forwarder should start and open a window (if you need to download Java, it is available at <http://java.com/en/download/index.jsp>):



Followed by a Remote Desktop Connection window:



Uncheck the Clipboard option and then click Connect.

You should now be presented with a login screen from your computer at work. If not, please contact the COT Helpdesk at 502-564-7576 for assistance. Enter your credentials as you would when you are at your desk.



When your remote work is complete

- Close the remote session window using the X option in the banner
- Click Logout pers\perXXXX in the upper right corner of the SSL VPN web interface



SSL VPN Tips:

- Remember that you are remotely controlling the device at work. When you print a document, it will print on the printer at work rather than the one at home.
- If your password has expired and you have it reset, you will not have an opportunity to change it “at next login” since you need the temp password to login to the SSL VPN web interface. Instead, you should login to webmail first, where you will be prompted to choose a new password.
- Holding "Ctrl" + "Alt" and pressing "End" on the home or local computer provides the following options on the work or remote computer:
  - Lock this computer
  - Log off
  - Change a password
  - Start Task Manager
  - Shut Down Options (lower right corner):
    - Restart
    - Sleep
    - Shut down\*

\*Keep in mind that shutting down your work computer will prevent you from being able to connect to it until it is manually powered on.