

Directions to Installing Certificate; Opening VPN for the First Time, Getting to GCMS

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### **SECURITY CERTIFICATE**

1. Open the email from “Loyola VPN Administrator <[jbazeley@luc.edu](mailto:jbazeley@luc.edu)>” With the subject line “FirePass client certificate package”
2. Save the email and it’s attachment ( clientcert.p12) to a thumb drive or a CD
3. Now save the attachment (clientcert.p12) to the desktop
4. Double click the icon on desktop to open the clientcert.p12
5. “Next”, “next” to the screen with the password for the private key. The password is the one that came in the same email from Joe Bazeley.; In the same box check “Mark this key as exportable...”; “Next”.
6. Highlight, “Automatically select the certificate....”; Next; Finish, OK

If you have no problems you may go to **Step 10**

### **Checking the Certificate is Installed and/or removing**

7. Open Internet Explorer
8. Tools: Internet Options: Content: Certificates. If the certificate has been installed it should show up here.
9. To remove: highlight the certificate; click remove; click ok.

### **VPN (VIRTUAL PRIVATE NETWORK)**

10. Open Internet Explorer and type into the command line: "https://vpn.luc.edu"
11. A box opens which says "R-CAF-##"

If you have been using VPN already go to **Step 18**

#### **First Time Use of VPN**

12. "View Certificate"
13. A new box opens which says " A new browser component is available" Go up to the line that says " The previous site might require the following active X..." click on that line.
14. The next box should say: "Do you want to install this software" click "install"
15. After a while a new VPN tunnel is installed and you see a screen with the Loyola Emblem on it. In the upper left hand corner is a box "Remote Access Logon" with "R-CAF-##" in the username line. Type in the one time only password supplied to you ""
16. Hit logon - you will be prompted to change your password to one of your choosing.
17. Go to 16 below.

#### **ALL Subsequent VPN Use**

18. Open Internet Explorer and type into the command line: "https://vpn.luc.edu"
19. A box opens which should say " R-CAF-##". Make sure that the line "R-CAF-##" is highlighted.
20. Click "OK"
21. A screen with the Loyola emblem will be displayed with a "Remote Access Logon" box containing your name "R-CAF-##". Type in your password.
22. The next screen should say "Network Access" underneath which it should say "Loyola VPN connection". Click on the "Loyola VPN connection". This opens the firewall. A new screen will display (flash) showing you the status of the tunnel in the firewall. When the tunnel through the firewall is complete in the lower right hand corner of your windows screen you should see two new icons. One is "f5" (for the tunnel) and one is a new image showing a connection to a second computer. This means that you have successfully tunneled into the Loyola network.

## **REMOTE ACCESS**

Now you want to get to the computer for the GCMS

23. Windows start button: all programs: accessories: communications: Open Remote Desktop

If you have already used remote access to the GCMS go to **Step 29**

### **Set Bandwidth for optimal use**

24. Hit "Options/Experience/"
25. Set modem to 56 kbs - this means that the display you see on your home screen of the GCMS computer sends less information about the "picture" of the GCMS screen so that you use less bandwidth

### **SET File Transfer**

26. Hit the "Local Resources" tab -
27. Under "local devices" (This refers to stuff on your end) check "disk drives" and "printers"
28. Hit the lower right hand "Options <<<" key to return to the main connection box.

### **Connecting**

29. Type in address of GCMS computer: 147.126.4.23
30. Next screen will the username and password to the GCMS computer; Username TraceMS;  
Password:
31. You are now on. To log off go to **step 38!!!**

## **ACTIVITIES WHILE ON the GCMS**

### **Using Loyola's Library**

32. From the GCMS computer you can access the Loyola library resources available to the Loyola University community. Open the internet explorer on the GCMS computer. The Loyola home page is displayed.
33. Under Loyola Quick Links - scroll to Libraries.
34. On the library home page you will most likely want to use the "full-text e-journals" which allows you direct access to journal articles as a Loyola researcher using the Loyola licenses. Click on this link
35. You can search for titles of journals of interest. For example: type "Analytical Chemistry" into title box and search
36. Click on the "American Chemical Society Web Editions and Archives" which links you (via Loyola's license) to web full text articles of Analytical Chemistry".

### **Using the GCMS**

Instructions for the GCMS will be found in a second document.

### **File Transfers**

37. On the "remote GCMS" computer "Start/My Computer/" should show all the Remote Drives and your home computer drives. These latter will be listed as "C, D.... on #####" where "#####" is the address of your home or local computer. To transfer files grab and move as you would normally.

## SHUTTING DOWN

38. Be sure to log off the GCMS computer using it's start - logoff (not shutdown) button, but not your home start/logoff.

- A. **If you shutdown then the computer is off and no one else can remotely access it**
- B. **If you fail to logoff then the computer hung up in neverland and nobody can access it either via the internet or in person without rebooting. This makes my colleagues very unhappy!**



39. To exit the tunnel/firewall of loyola go to the "f5" icon and click and exit.

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## FOR HELP

- 40. Capture the screen that you are stuck on by simultaneously hitting on the keyboard "shift and Printscreen"
- 41. Open a word document and hit "edit/paste" This will create an image of the screen you are stuck on.
- 42. Email this to either Alanah Fitch at [afitch@luc.edu](mailto:afitch@luc.edu) or Joe Bazeley at [jbazele@luc.edu](mailto:jbazele@luc.edu)
- 43. Also indicate the step number in this document at which you have come to a stop.
- 44. Alanah Fitch can also be reached (sometimes) by phone at 773-508-3119.

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## **CHECK bandwidth or time of your GCMS connection**

- 45. From windows: start/all programs/accessories/command prompt
- 46. A black box appears with a cursor located at "c:"
- 47. Type in "ping *internet address*"  
For example "ping [www.google.com](http://www.google.com)"  
Tells me that there was minimum 4ms round trip from my Loyola desktop, maximum 15 ms, average 9ms.

Check your own computer address and identity

- 48. Start/control panel/network identity
- 49. Start/control panel/network connections/Local Area Network/support/details  
Camera to Monitor Lab in Chicago

50: Internet scroll bar: <http://147.126.16.7/sample/Glimpse/glimps.htm>  
51 User name (lower case): root  
52 Password (upper case) BC-C10  
53 Java applet Username (lower case): nis  
password (lower case) nis1

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