



March 13, 2020

Coronavirus Disease 2019 (COVID-19)

Employees Working Remotely - VPN

Do I need VPN?

VPN is only required if you need access to file folders on shared drives or for finance staff that needs access to QuickBooks software to enter financial data. Handful of our staff need access to other state systems for HR and accounting functions. VPN is required for that.

VPN is NOT required for rest of us that just needs access to iFRIS, fiResponse, Seedling store or our emails. All you will need to do is connect your laptop to the available wireless network and click on link for appropriate agency system.

How do I connect to agency systems?

Turn your laptop computer on. Enter your network login username and password. Click on wireless icon at the bottom right corner of your screen and connect to your home Wi-Fi connection. It will ask you to enter your Wi-Fi password and connect you to the Internet. You can then access your email, iFRIS, fiResponse, and seedling store systems. A VPN connection is not required to access your email, iFRIS, or fiResponse. Other state systems and access to file shares and network folders will require you to use VPN.

Best practices on VPN use

VITA anticipates a large increase in VPN use across the state that will slow down the system. To help do our part, only login to VPN if you need access to a file from one of the drives or need to enter data in QuickBooks. You can make a copy of the file from the drive to your desktop, disconnect VPN, and continue working. This will free up the resources for your colleagues.

Connecting to Agency systems

We recommend using your secured home Wi-Fi to connect to systems that do not require VPN such as email, iFRIS, fiResponse, and Seedling store. You may also use local library Wi-Fi, if available. They usually have secure connections. Please avoid using open Wi-Fi connections such as coffee shops or hotels to access agency systems that do not require VPN. These connections are usually not secure. If it is unavoidable and you have to use unsecured wireless connection, make sure to login to VPN before accessing any of the systems, regardless of the system needing VPN use.