

Access Anywhere VPN

This document outlines the steps taken to download, install and configure Access Anywhere VPN for the purpose of remotely connecting to the MoneySolver environment.

Downloading

 Locate 3 emails sent to your Moneysolver email from AccessAnywhere Support (support@accessanywhere.net)



- a. The first email contains the following pertinent information. The rest of the information can be disregarded.
 - i. Site Name (moneysolver)
 - ii. Your UserID (your MoneySolver email address)
 - iii. VPN software download link. Alternatively, you can use an easier link (<u>https://moneysolver.accessanywhere.net:444/</u>)
- b. The second email contains the following pertinent information.
 - i. Your new temporary **password**
- c. The third email contains information on how to set up your 2FA token

SETTING UP THE 2-FACTOR AUTHENTICATION TOKEN

Users must enroll in the TOTP system before they can use AccessAnywhere VPN to work remotely. Please follow the instructions below to self-enroll in the TOTP:

- 1. Install the Google Authenticator from the Apple store or the Google Play Store.
- 2. Visit: <u>https://totp.accessanywhere.net</u> and log in using your current VPN username and password (see emails from AccessAnywhere).
- **3.** Register your token using the QR Code within your Google Authenticator app and click Registration Complete at the bottom of the screen once QR code has been scanned..



2. Log into the VPN website using the user ID and password provided to you via the two emails

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🎽 Moneysolver Favorites 🗿 Servicedesk Plus 🚞 Applications 🚞 0365	🦰 Resources			
AccessAnywhere				
This login is for users of: moneysolver.accessanywhere.net				
	This login is for users	of: moneysolver.acces	sanywhere.net	
	This login is for users Enter your User ID:	of: moneysolver.acces	sanywhere.net	
	This login is for users Enter your User ID: Enter your Password:	of: moneysolver.acces	sanywhere.net	

3. When prompted to change your password, enter your temporary password and a new password/confirm it.

AccessAnywhere	
Change your Password	No Password?
Change your login password here.	Please note if you are using Two-
You must enter your original password for security reasons.	your account, there is no password to be managed. Any issues with your
If you leave these fields blank, your password will not be modified.	token need to be forwarded to support@accessanywhere.net.
Original Password:	
New Password (Min. 8 characters): Confirm New Password:	
Change Password Cancel	

4. Click on the respective Windows or MacOS button to download the proper version of the VPN software as it relates to your computer operating system.

NOTE: These instructions outline the steps taken to install the Windows version





5. The file will start to download. Depending on the version of Windows you are running and your browser, you may be prompted to keep or delete the file. Choose Keep



Installing

1. Find the downloaded file on your computer and double click it to run the installation.

\leftarrow	→ • ↑ ↓	> This PC > E	Downloads	~	Ö			
>	Downloads	^	Name			Date modified	Туре	^
	👌 Music		∨ Today (4)				- 1
	Pictures		-Ap aalan	-2.4.8-6-9.2.21-NJ-install (1).exe		3/14/2021 12:53 PM	Application	
	Videos							

2. Depending on your version of Windows, you may be greeted with a Windows protection. Choose More Info then Run anyway



Windows protected your PC

Microsoft Defender SmartScreen prevented an unrecognized app from starting. Running this app might put your PC at risk. More info

licrosoft Defend arting. Running	er SmartScreen prev this app might put y	ented an unrecognized our PC at risk.	app from
App: aalan- Publisher: Access	2.4.8-6-9.2.21-NJ-in: Anywhere Systems I	stall (1).exe Inc.	

3. At the first screen on the install wizard, choose Next





4. On the License Agreement page, click I Agree



5. On the Components screen, keep the default settings and click next.

-A- AccessAnywhere LAN Con	nect 2.4.8-6-9.2.21-NJ Setup —	\times			
Access Anywhere	Choose Components Choose which features of AccessAnywhere LAN Connect 2.4.8-6-9.2.21-NJ you want to install.				
Select the components to ins	tall/upgrade.				
Select components to install:	AccessAnywhere LAN Connect Add Shortcuts to Start Menu Create or Update your Configuration				
Space required: 9.3 MB	Description Position your mouse over a component to see its description.				
Nullsoft Install System v3.04					

6. On the Install Location screen, keep the default location and click next.

A	Choose Install Lo	ation		
ccessAnywhere	Choose the folder in Connect 2.4.8-6-9.	which to inst 2.21-NJ.	tall AccessAnyw	here LAN
Setup will install AccessAn	where LAN Connect 2	4.8-6-9.2.21	-NJ in the follow	ing folder. To
install in a different folder	, click browse and selec	anouner tolu	ier. Click Next to	continue.
Destination Folder				
Destination Folder C:\Program Files\Any	whereLAN Connect		Bro	owse
Destination Folder	whereLAN Connect		Bro	owse
Destination Folder C:\Program Files\Any Space required: 9.3 MB Space available: 142.8 GE	whereLAN Connect		Bro	owse



7. On the configuration screen, enter the VPN site name (moneysolver), your userID and your recently set VPN password + authenticator code.

cessAnywhere	Please enter your account de	etais:	
To securely obtain enter your Site Nar Password. The ins to obtain these file:	your VPN Configuration Fil me and your VPN Usernam taller will use Banking Leve s.	les please ne and al security	
Your VPN Site Name:	moneysolver	.accessany	where.net
Your VPN Login ID:	john.smith@moneysolver.org		
Your Password or	•••••		
PIN:			

IMPORTANT: If the install fails, it is because you entered the site name, userID or password incorrectly. Close the installer then run it again.

8. Finally click the **finish** button.

-A- AccessAnywhere LAN Conne	ect 2.4.8-6-9.2.21-NJ Setup	- 🗆 X
	Completing Access Connect 2.4.8-6-9. AccessAnywhere LAN Connect installed on your computer. Click Finish to close Setup.	SAnywhere LAN 2.21-NJ Setup 2.4.8-6-9.2.21-NJ has been
	< <u>B</u> ack	Einish Cancel



Connecting

- 1. Double click the shortcut on your desktop called Connect AnywhereLAN.
- 2. Enter the same UserID and password used in the install wizard.

NOTE: The login screen should show up but if it does not, you can find the icon in your task tray (bottom right corner of your screen), right click on the icon then choose "connect".



3. You should now be connected. You can validate your connection by finding the icon in your task tray and checking the color of the icon. (green)

NOTE: The color of the icon in the task tray indicates the connection status:

Red = Disconnected

Yellow = In the process of connecting

Green = Connected