

# How to Download, Install, and Use Cisco AnyConnect VPN Client

ORNL has created a Cisco AnyConnect VPN installer package that makes connecting nearly effortless.

## How to Download Cisco AnyConnect VPN Client

1. Open **Internet Explorer** on your local computer. (i.e. Your Offsite Computer)
2. Type the following URL into the address bar of IE then press **Enter**:  
<https://ornlaccess.ornl.gov>
3. Click **Accept** (First Visit Only)
4. Provide the following information then click **Submit**:  
User name: **3 Character UserID**  
Password: **UCAMS Password**  
Passcode: **4 Digit Pin Followed by 6 Digit RSA Token ID**
5. Click **Web Browsers**
6. Click **Internet Explorer**
7. Citrix must be given specific Permissions in order to save files to your local computer and vice-versa. To turn this feature on complete the following steps on your local computer (Not Citrix):
  1. On the very bottom of your Desktop right next to your clock is a white or black **Up** arrow. Click on that small icon then right click on the Citrix Connection Center **icon** (Blue Circle with White Folders inside the circle) then click **Open Connection Center**
  2. Under Session Security change Files from **Read Only** to **Full Access**
  3. Click **Close**
8. Go to the Home Page if not already there: <https://portal.ornl.gov/Pages/default.aspx>
9. Click the letter **"S"** in the Index Alphabet list
10. Click the following link: [SPUDS \(Software Product and Update Distribution Service\)](#)
11. Log-in as normal with your 3 character ID and UCAMS password to access the SPUDS User Menu page
12. Select the following two selections then click **View Products**  
Category: **Internet**  
Platform: **Windows**
13. Click **VPN Client**
14. Click **Installation Instructions**
15. Click <https://spuds.ornl.gov/pc/vpn/>
16. Click [AnyConnect.exe](#)
17. Click **Save**  
In the Save As window there are two sections:
  1. In the left section click **Local Disk (C: on yourcomputername)**. This is the hard drive on your local computer. The computer you're using to access Citrix.
  2. In the right section double-click **Users → Your 3 Character ID → Downloads** (If you're unable to save then go back to Step 7.
18. Click **Save**

## How to Install Cisco AnyConnect VPN Client

### Note:

Please complete the steps in the following URL to become an Admin on your local computer so you can install the Cisco AnyConnect VPN Client. Use Citrix Internet Explorer to view instructions

<https://portal.ornl.gov/sites/ccsd/its/Pages/adminreset.aspx>

1. Open **Windows Explorer** on your Local Computer and go to the **Downloads** folder (Left Section) or whichever folder you downloaded the AnyConnect installer to.
2. Double-click on **AnyConnect.exe**
3. Click **Accept**
4. Enter the **Username** and **Password** provided earlier in the Privilege Elevation Tool then click **OK**
5. If prompted select **Automatically close applications...** then click **OK**
6. Click **OK** again to complete installation.
7. Reboot your computer

## How to Use Cisco AnyConnect VPN Client

1. Click **Start** → **All Programs** → **Cisco Anny Connect VPN Client**
2. Ensure **Ornl** is selected in Connect to field and click **Select**
3. Select **Yes** to Certificate Security Alert
4. Make sure you have the following entries:  
Group: **ORNL**  
Username: **3 Character ID**  
Password: **Pin followed by 6 Digit RSA Token ID**
5. Click **Connect**
6. Click **Accept**
7. Click **Yes** to second Certificate Security Alert
8. Click **OK** if Re-authentication is required and go back to Step 4
9. You are now connected to the ORNL Network