

## 1. Introduction

### Author and Revision Log

<u>Date</u>	<u>Authored By</u>	<u>Description of Change</u>	<u>Reviewed By</u>
04/02/2025	Alan Umanos	Document Creation	Alan Umanos

### Purpose

This document is for all clay county employees who are approved to work from home or role requires connecting to the Clay County network remotely.

### Required Items

- Clay County employee account username and valid password
- Clay County issued laptop, with the GlobalProtect VPN client installed

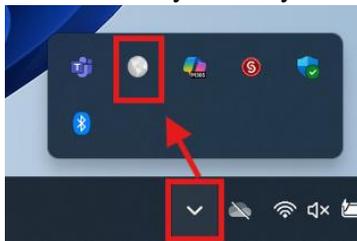
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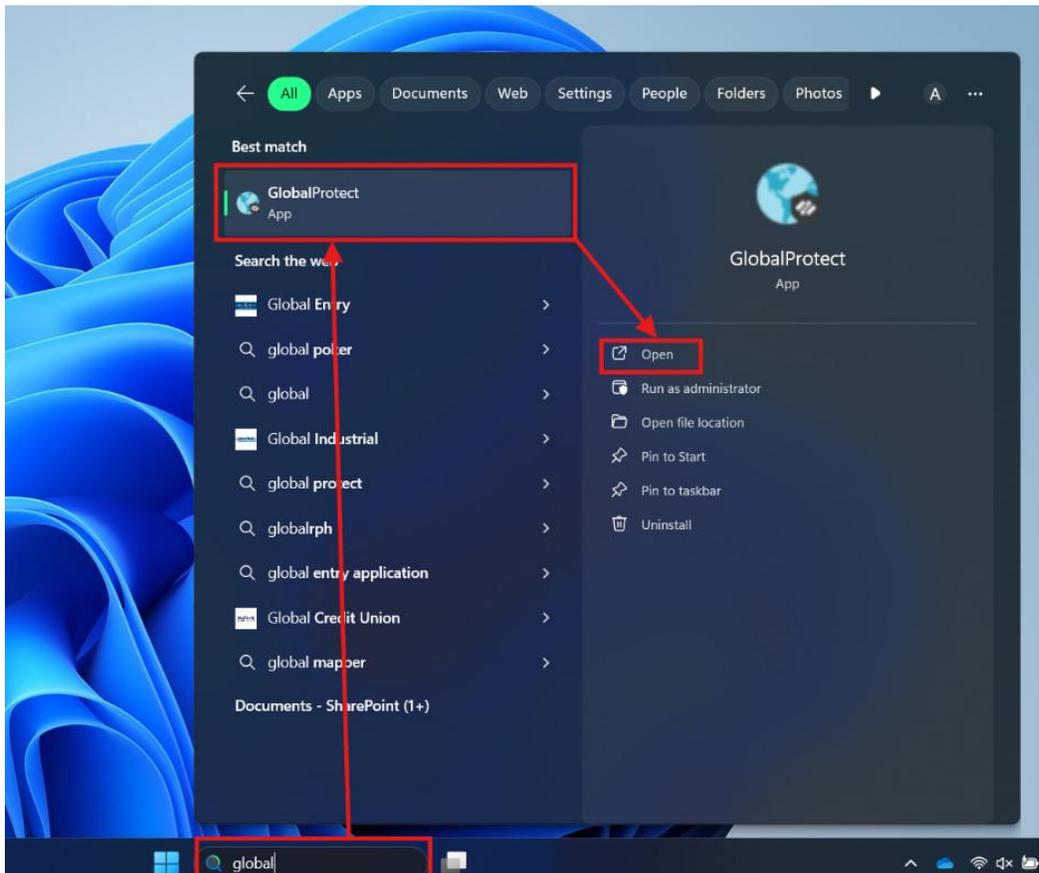
## 2. Procedure Details

### Procedure

1. While working from home or offsite, turn on your laptop, and sign-into your profile.
  - a. Your machine will need to be connected to the internet to complete sign-in, as part of Duo multifactor authentication.
2. Open GlobalProtect from the system tray:

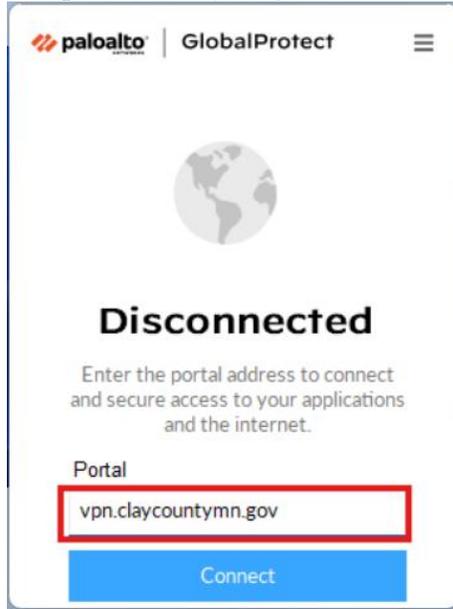


- i.
- b. If you don't see the Globe Icon, open the start menu and search for "Global Protect" and then open it:



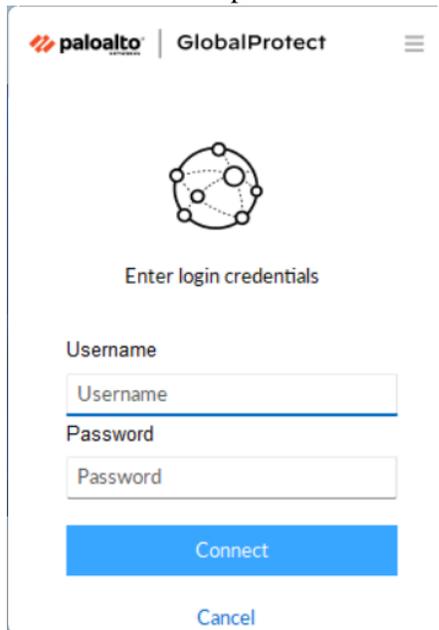
- i.

3. If prompted, enter “vpn.claycountymn.gov” for the VPN Portal:



i.

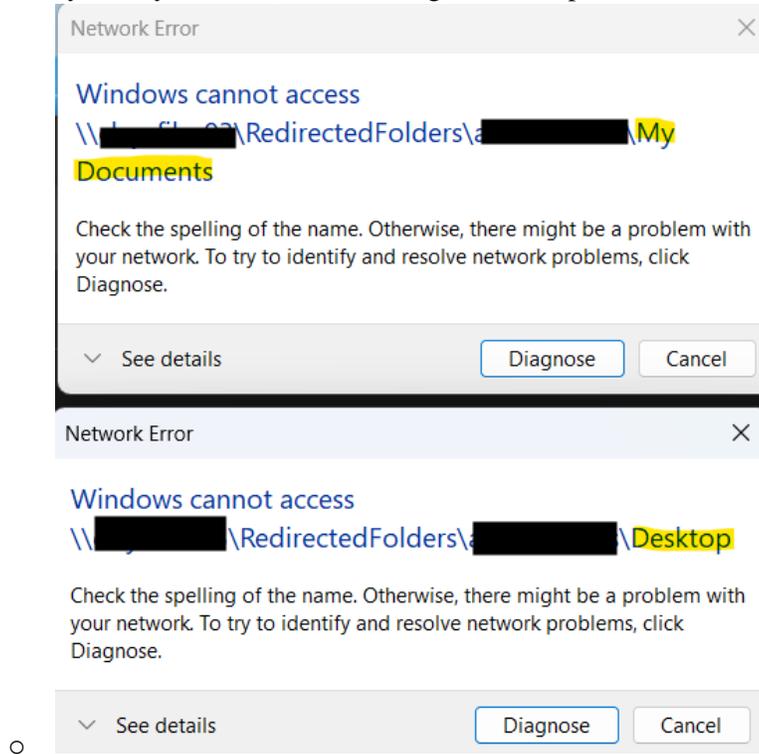
4. If prompted for credentials, enter your county username (firstname.lastname) and your account password. This should be the same password used to login to your Windows profile:



i.

### 2.1.A Additional Details

- When working remotely, the VPN must be connected in order to access files stored on your machine’s desktop, documents, music, and pictures folders. Without the VPN or when not connected to the clay county network, the following error is expected:



## 3. Contact/Support Information

### Support Details

- If you encounter issues connecting to the county network through the VPN, contact the clay county IT helpdesk at 219-299-7770.
  - While the machine is disconnected from the VPN and not connected to the clay county network, it is not possible for IT to remote into your machine to assist.
  - Depending on the issue, IT may ask you to bring in the machine to fix the issue.