Virtual Private Networking (VPN) Client Installation Instructions for Personal Windows and Mac Devices

The purpose of this document is to guide a user through installation of the VPN client software on a non-Fairfax County Public School (FCPS) computer. The VPN client allows the user to connect to the FCPS internal network in order to gain access to FCPS resources. Contained in this document is a step-by-step process to install and use the updated software.

If you have previously installed the FCPS VPN client on your computer, please uninstall the software before following the steps below.

The VPN installation process occurs in three stages:
1. Download the Pulse Secure VPN client installer for Windows or Mac.
2. Open/Run the downloaded installation package.
3. Once the installation is complete, click on the Pulse Secure icon in the system tray to open the Pulse menu (it will look similar to the image below). You will now be able to use VPN with updated software.
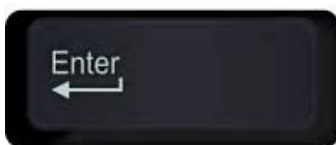

Step-by-step instructions are listed below:

Step 1: The installation process works best with the Google Chrome Web-browser or the Microsoft Edge Web-browser. At the top of the browser, in the address bar, type https://connect.fcps.edu (see image below).
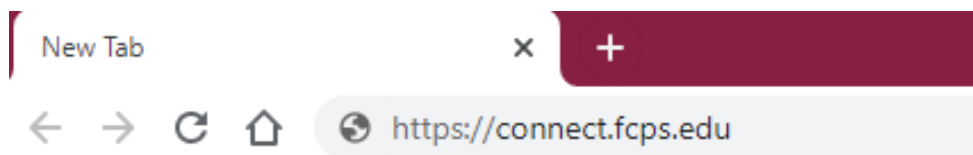
 Press the ENTER key

Once the **ENTER** key has been pressed**,** you will see the screen below.

Welcome to

Username [   ]
Password [   ]

[Please sign in]

Help Getting Started

If your password is expired or you receive a message that your account is disabled, please change your password on the Identity Manager system.

Pulse Secure VPN instructions. Available Here. Download
Pulse Secure VPN instructions for IOS devices. Available Here. Download
Windows 64-bit OS VPN Install. Available Here. Download
Mac OS VPN Install. Available Here. Download

For IT Support & Information
Please Contact:
IT Service Desk
ITServiceDesk@fcps.edu
(703)503-1600

WARNING: You are signing on to the Fairfax County Public Schools (FCPS) VPN system. FCPS network resources are the property of the school system and are intended for educational purposes. You must follow the FCPS Acceptable Use Policy when using FCPS network resources. Activities on the FCPS network may be monitored. Violation of the FCPS Acceptable Use Policy may result in disciplinary action. Illegal activities will be reported to the appropriate law enforcement agency and may subject the user to criminal prosecution.
If you are a nonexempt employee you should not be using the VPN system to conduct FCPS business outside your regular work hours unless you have your supervisor's advance permission to do so.

Step 2: Note: Do not sign into the page below. Click on the **DOWNLOAD** link provided. Select the choice that best matches the operating system on your laptop or desktop computer (see image below).

Welcome to

Username [   ]
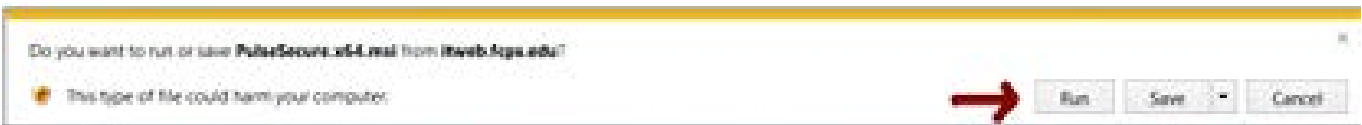Password [   ]

[Please sign in]

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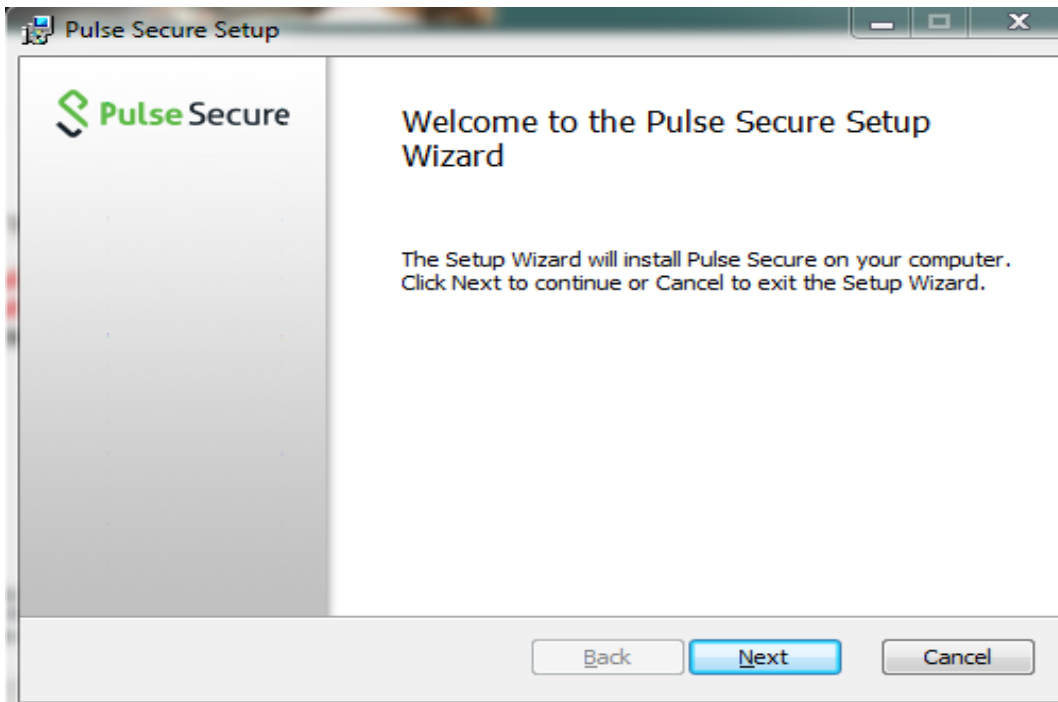ITServiceDesk@fcps.edu
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If you are a Microsoft Windows user, **CLICK** on the download link next to "Windows 64-bits OS VPN Install". Mac users will **CLICK** on the download link next to "Mac OS VPN Install". Microsoft Windows users will see the following prompt at the bottom of the page:
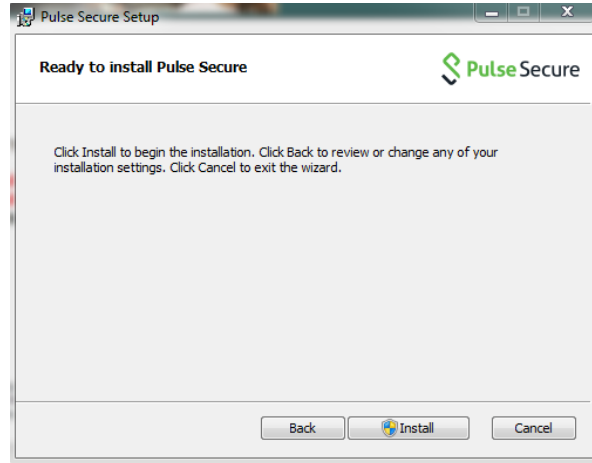

Do you want to run or save **PulseSecure.x64.msi** from **itweb.fcps.edu**?
This type of file could harm your computer.   Run   Save ▼   Cancel

CLICK RUN

Step 3: Once you have **CLICKED** the **RUN** button, you will see the following screen:
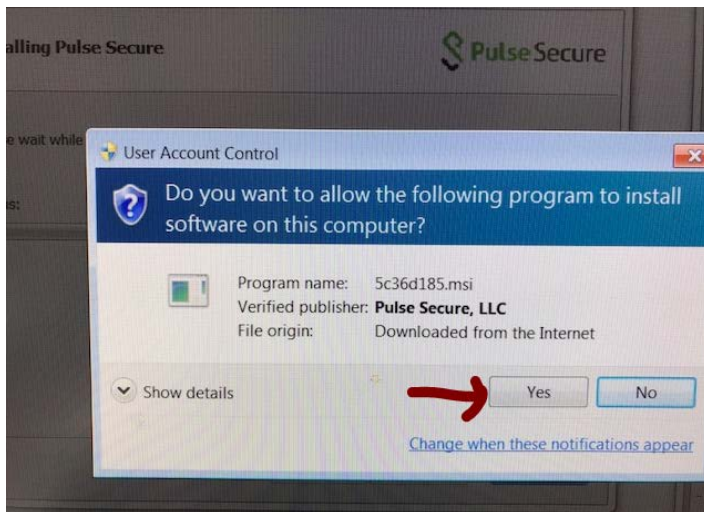

CLICK NEXT

Step 4: Once you have **CLICKED** the **NEXT** button, you will see the following screen:


**CLICK** the **INSTALL** button.

Step 5: Once the **INSTALL** button is pressed, you will see the following screen:

CLICK on the **YES** button to allow the VPN client software to install on your computer. You must have administrative rights to install the software, and then you'll see this screen. The screen below will now appear. If you do not see this screen, it may be minimized on the task bar on the bottom of the screen. Be sure to look for it.
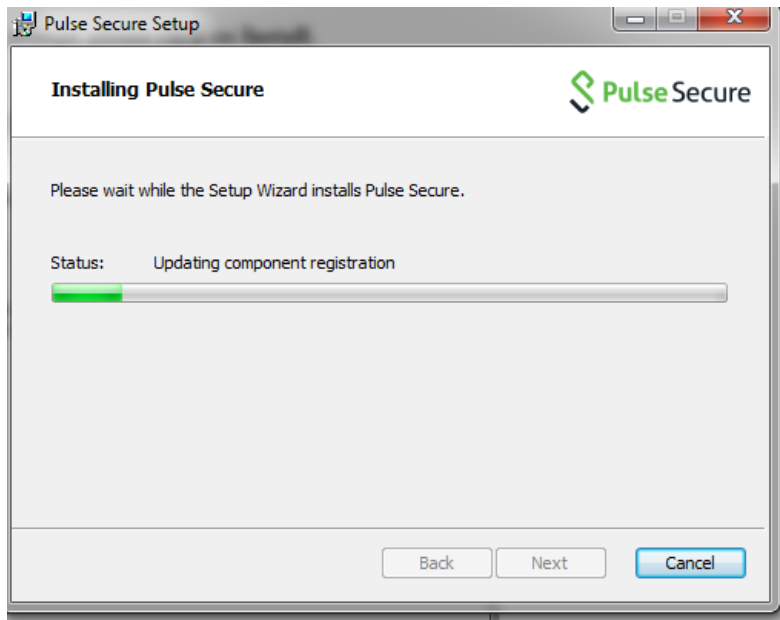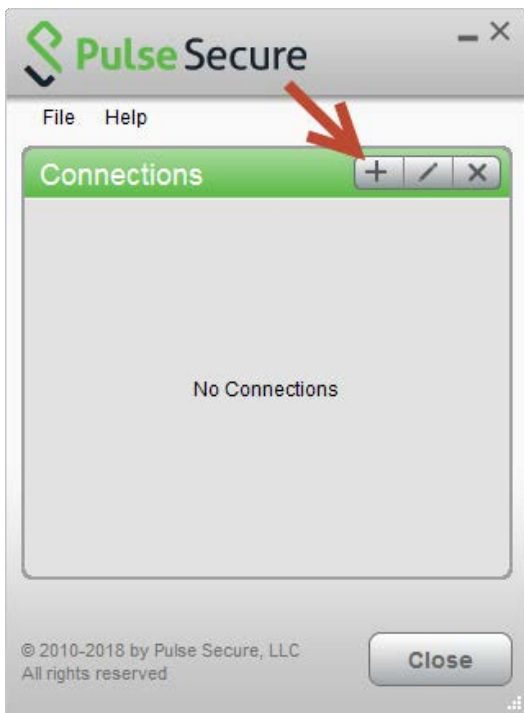
Step 6: CLICK FINISH
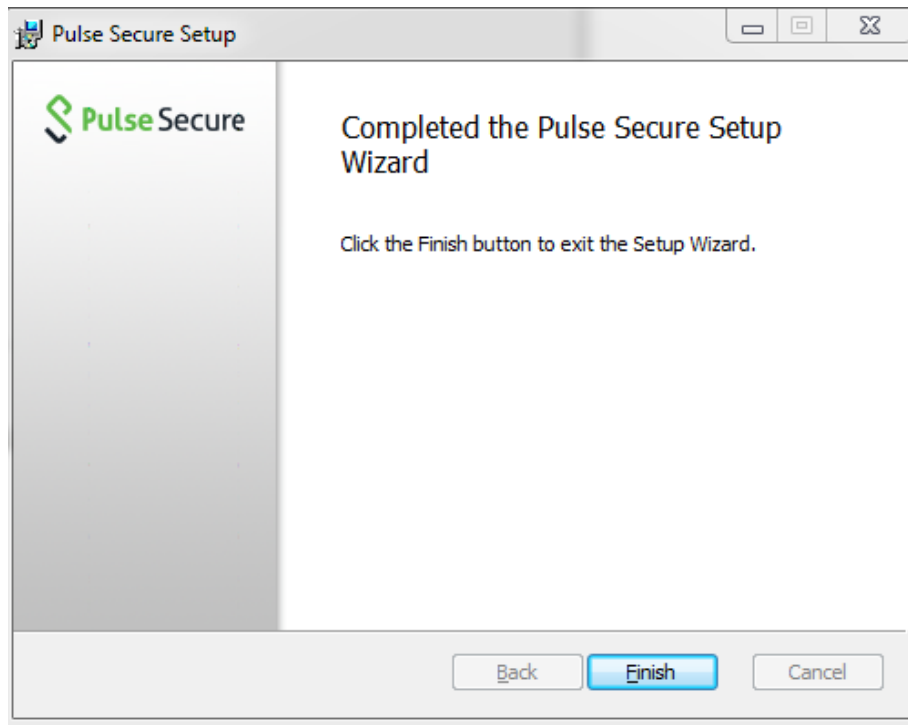
Step 7:

Once you see the icon on your task bar, you have completed the installation process. The icon will look similar to the images below:
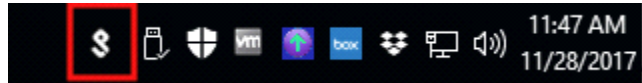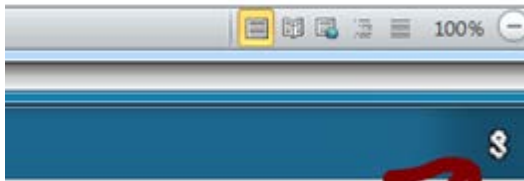
Step 8:

In the system tray (bottom right corner of your screen), click on the Pulse Secure App icon and Open Pulse Secure. Click the + Add Connection Button

Step 9:

Fill in the Name & Server URL fields and click Connect:

Enter FCPS user name and password and **CLICK CONNECT**.

If you have any questions about the VPN installation process, please contact:

IT Service Desk
703-503-1600
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