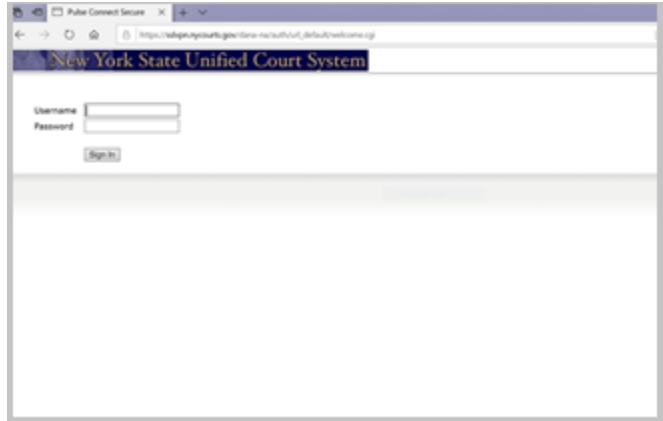


# SSLVPN User Instructions

## Work PC Must be left on to connect via SSLVPN

### Signing-In:

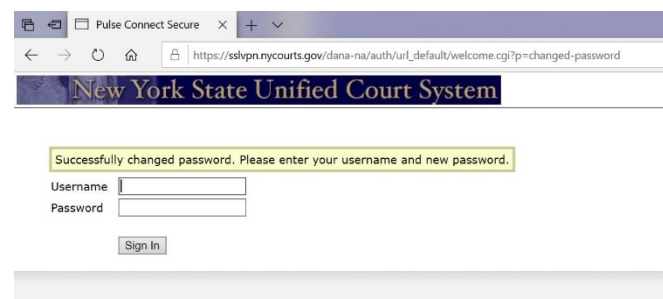
- 1) Open a web browser, and enter the following web address;  
<https://sslvpn.nycourts.gov> It will bring you to the main SSLVPN Login page.



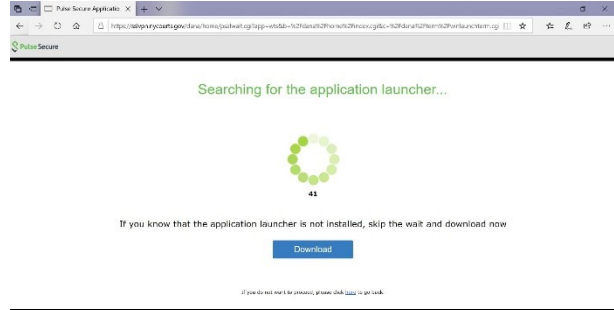
- 2) Enter your work email address (**xxxxxxx@nycourts.gov**) and the temporary password (case sensitive) that was provided by Security Administration Unit. Upon first login you will be prompted to change your password.



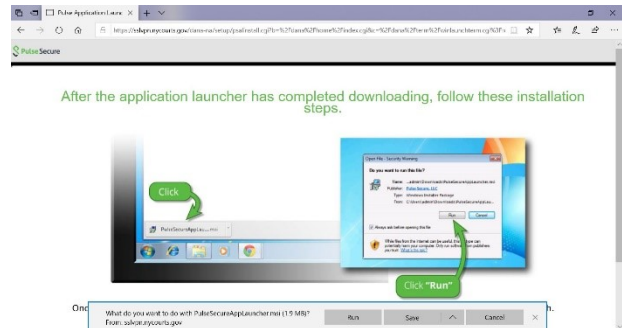
- 3) After you successfully changed your password, you will be brought back to the main login screen. Enter your email (**xxxxxxx@nycourts.gov**) and the newly created password (case sensitive). Document this password for your records.



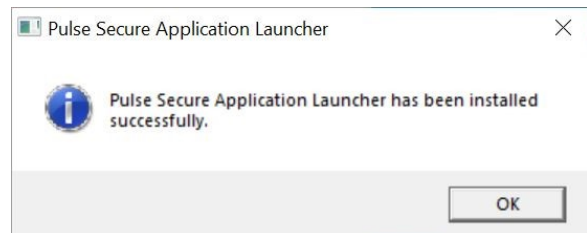
- 4) After logging into the SSLVPN you will be prompted to run the application launcher. If you have not logged in or installed the launcher, click on the blue download button.



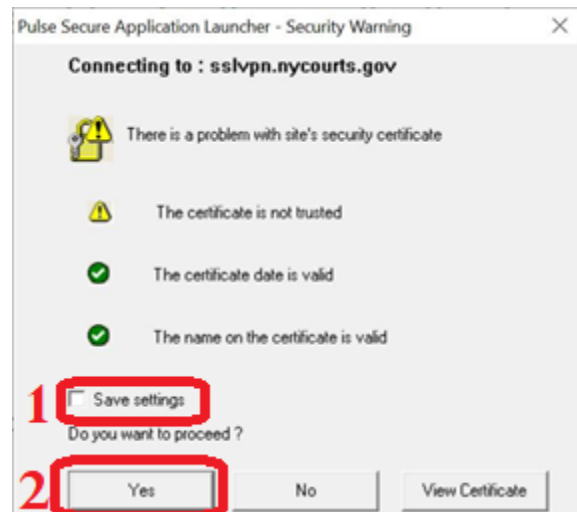
- 5) After clicking on the blue download button, click on the Run button at the bottom of your screen.



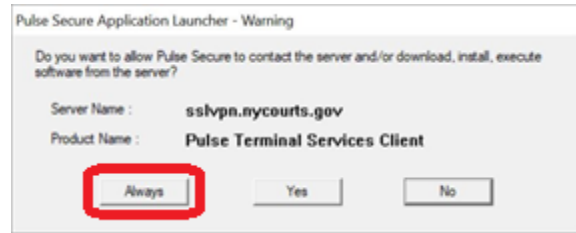
- 6) Click on OK to move to the next step of the installation.



- 7) Click on the checkbox for "Save Settings" and the click on the Yes box to proceed.

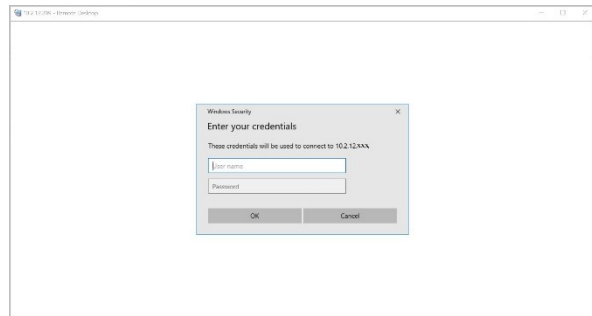


8) Click on **ALWAYS** to proceed.



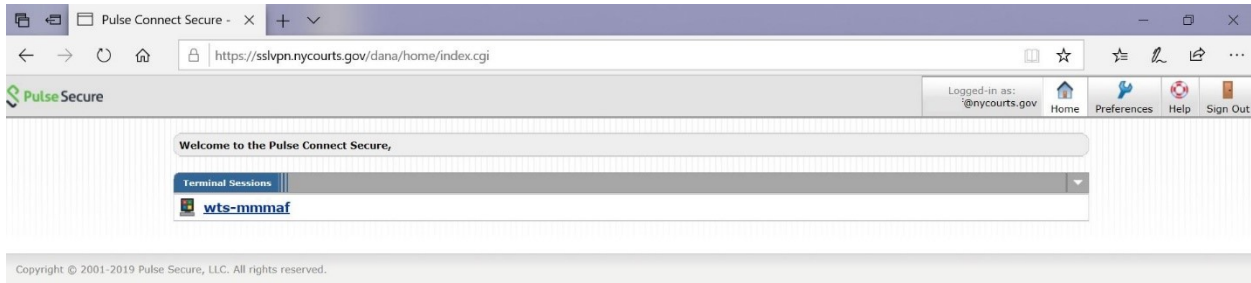
9) There will be a few setup windows that flash across the screen.

If you've already installed the launcher and logged into SSLVPN, click Open Pulse Secure Application Launcher, then a remote desktop window will open, linking your current computer to your OCA-Courtnet computer. You will be prompted with a login screen.



To Login enter ucs\ then your username (ie. ucs\xxxxxx) and your Courtnet (PC or Kronos) password.

10) If you disconnect your Remote session and need to reconnect click on **wts-yourname** under the blue terminal sessions bar.



11) There will be a second prompt to login. Follow the instructions from step 9 to log back into the session.

\*\*\*\*\*

**When you need to sign out:**

- 1) Disconnect from the Remote PC (Click Start> Disconnect)
- 2) Click **Sign Out** on the top right of the SSLVPN Browser Window



**OPTIONAL**

**If you want to change your SSLVPN password:**

- 1) Click on **Preferences** in the top right corner of the SSLVPN Browser Window
- 2) Select the General Tab on the next screen
- 3) Click on Change Password and follow the prompts on the screen.

