

## Current State Laptop User

**Reminder:** When working remotely, be sure to pack your power supply

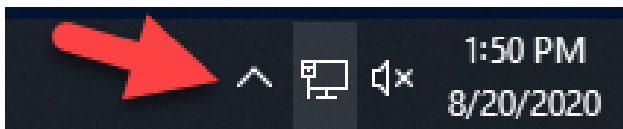
- When connected to your personal network (Wi-Fi or Via Network Cable).
- Make sure you are connected to Global Protect. (See Below Instructions)

### Using the GlobalProtect Agent for Windows

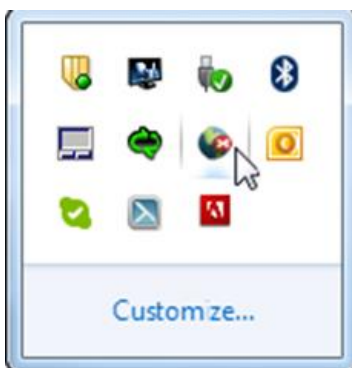
In most circumstances, the GlobalProtect agent will run transparently in the background, protecting you from network threats. The following procedure describes how to use the agent.

1. You should be automatically signed into GlobalProtect when the computer starts up.

You can tell if you are connected by clicking on the “carrot” in the lower right hand corner of your screen to “Show Hidden Icons”.



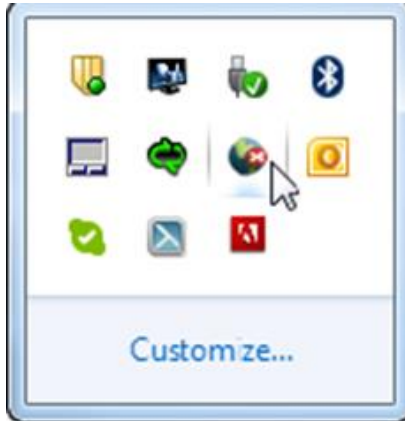
2. Once open, you should see the GlobalProtect icon populated in the window. Global Protect looks like a globe with a checkmark on top of it, if connected.



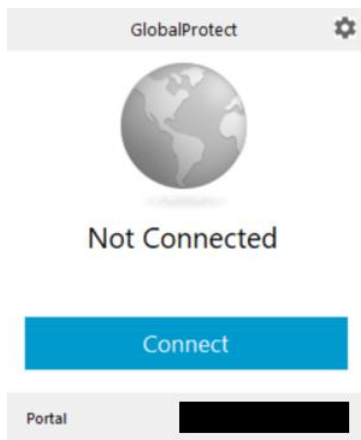
**A. If you are not connected to GlobalProtect, follow these steps to connect.**



- i. Expand the notification area (system tray), right-click the GlobalProtect icon, and select one of the following options, depending on whether manual gateway selection is enabled:



- **Connect**—Select this option to connect to GlobalProtect. The agent will automatically select which gateway to connect to, depending on the configuration the administrator defined and the response times of the available gateways.



- Connect to—Select a gateway 7050 from the menu or select Auto Discovery to enable the agent to determine the best gateway to connect to.
  - Enable—Select this option to connect to GlobalProtect. (Will only be shown if client is Disabled)
- ii. If prompted, enter your User Name, Password, and vpn.spf.mo.gov and then click Apply. As soon as the agent successfully connects, the GlobalProtect icon changes to a globe with a shield.
- iii. When you hover over the icon it shows the status as Connected.

