How to use the New VPN Solution to Access APS Resources

The VPN solution will allow staff who need to be on the APS network to access business applications, i.e., STARS Form Based Responsibilities. Once successfully connected you will have the same functionality that you would as if you were inside an APS Building. This solution does not provide the ability to connect to your desktop.

Windows Devices:

1. Technology Services will push the application to your laptop if it has not been installed. You will see a message pop-up from KACE asking to install the "GlobalProtect Client". Click 'Install Now' to begin the installation. *If it does not pop-up, look to see if it is already installed. There will be a Globe icon in the 'System Tray'. Click on it to log in.*

2. Once the installation is complete, a login screen to 'MyAccess@APS' will open. Enter your username and password then the SMS two-factor authentication code when prompted.

3. You will now see an icon in the 'System Tray' in your toolbar indicating that you are connected to GlobalProtect.
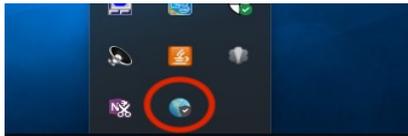
4. Once you log in and are successfully connected, you will see the icon on the task bar with a check mark indicating that you are connected. You can now open Internet Explorer and connect to 'MyAccess@APS' to access business applications.

5. The next time you need to connect, click the icon in the 'System Tray' to start the VPN connection or use the search feature to locate 'GlobalProtect'. **** Remember to use Internet Explorer after you connect to access STARS.**