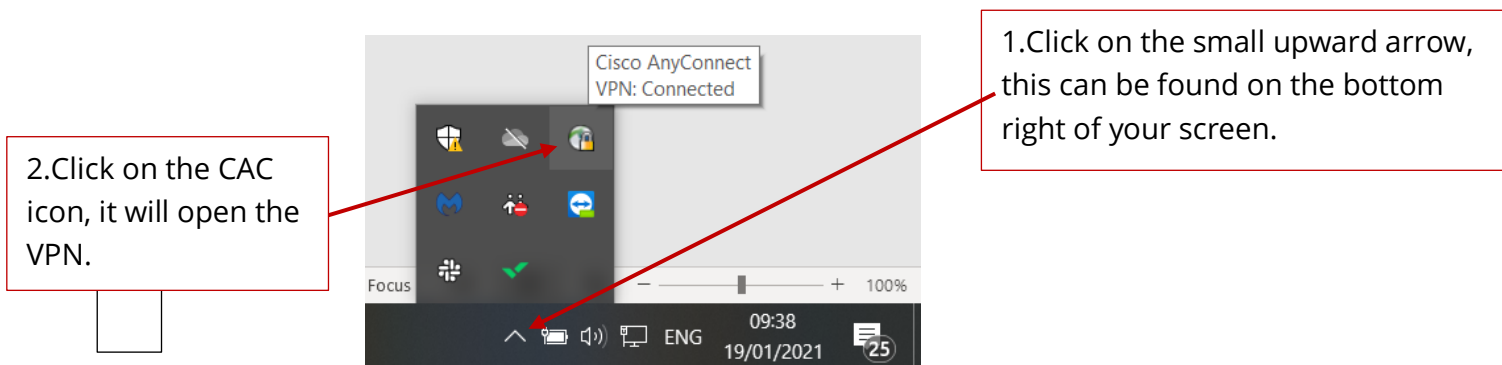# Cisco AnyConnect

Introduction

Whilst working from home, a Virtual Private Network (VPN) is required in order to connect your device at home to the Flashbay network. Connecting to the Flashbay network allows you to assume the Flashbay IP address which will give you access to resources such as Zimbra, NetSuite, Bria & Shared Drives. Therefore, it is important that you sign into the VPN first thing in the morning.

Connecting to Cisco AnyConnect (CAC)

When you turn on your PC/Laptop, you will need to open anyconnect from the system tray.

2.Click on the CAC icon, it will open the VPN.

1.Click on the small upward arrow, this can be found on the bottom right of your screen.

You will now see the CAC window open. To connect to the VPN service, you will first need to enter the URL of the server you will be connecting to. Depending on which country you are located in will depend on which URL you need to use. Once you have entered the relevant URL for your office you will need to press connect.
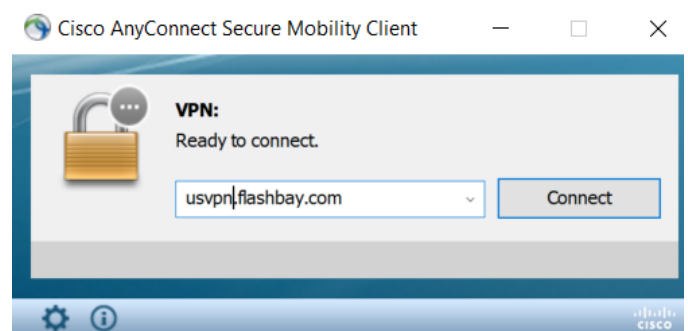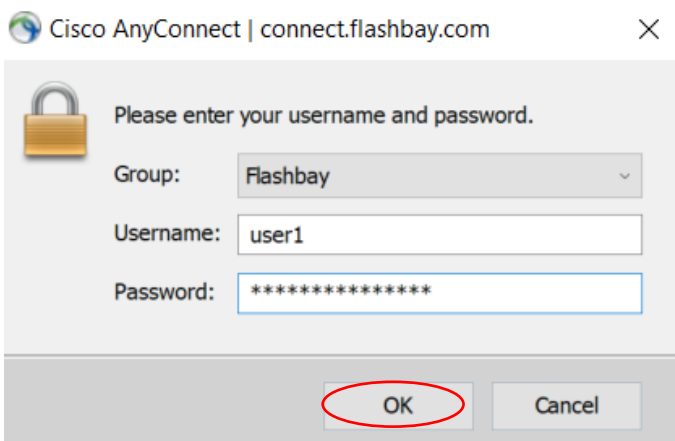
For the UK you will need to enter:

connect.flashbay.com
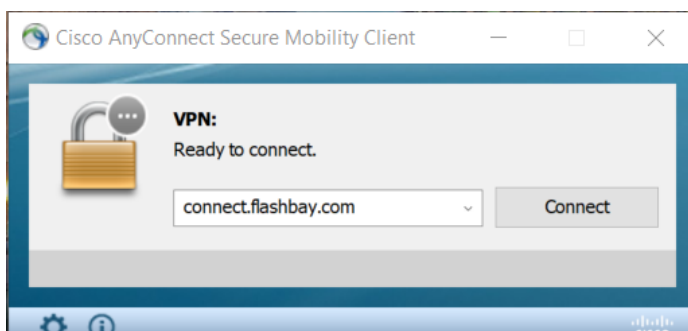
For the US you will need to enter:

usvpn.flashbay.com

When the login screen appears, please enter Username and Password, this will be provided to you by the IT department upon initial setup. After entering the credentials, press the 'OK' button.

If you are having any problems with logging in or have lost your credentials please contact IT support via slack or itsupport@flashbay.com

Once connected, the panel will show that it has connected successfully, you can now minimise the window and start working.
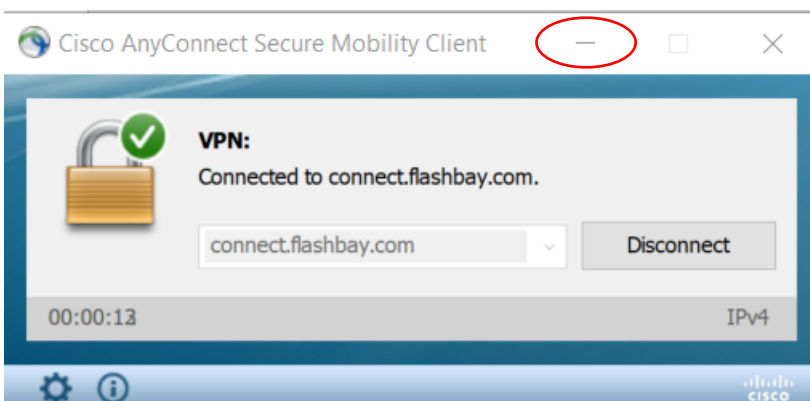
Disconnecting from CAC

When you have finished your shift, it is very important that you disconnect from the VPN before logging off your laptop or PC. This will help regulate the VPN service and ensure you always have a stable connection.

To disconnect from the VPN simply open Cisco AnyConnect from the system tray.
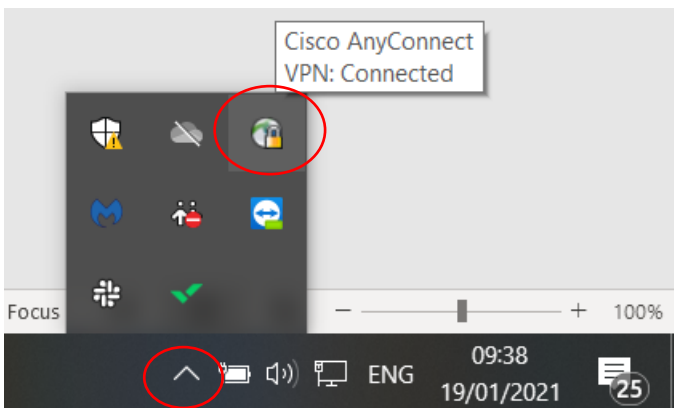
Once the CAC window has opened press disconnect.