



**Accessing Glasgow Life's network without a 'VPN' token (updated)  
Friday 4 September 2020**

All Glasgow Life staff working from home can now access the network through software known as Single Factor Authentication (SFA).

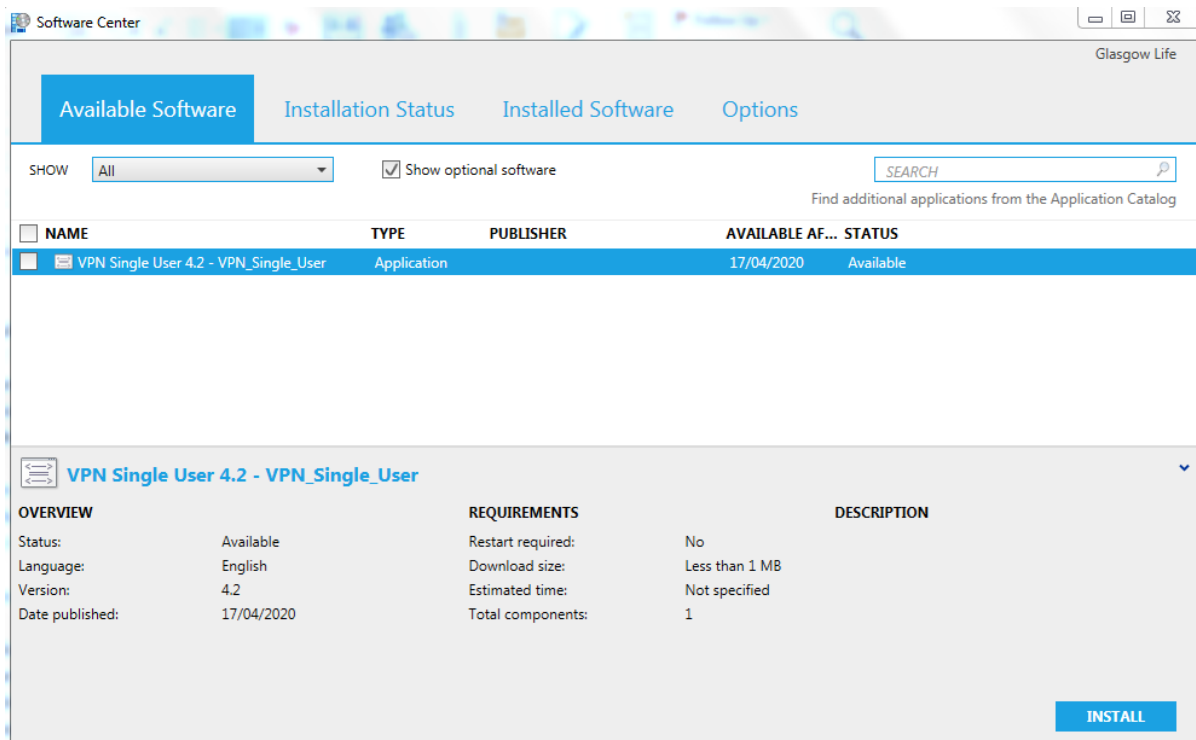
If you do not currently have VPN access, you need to visit a Glasgow Life site and connect to the network using a network cable so that the computer can upload the new SFA software. Before visiting a Glasgow Life site, please discuss and agree this with your line manager.

To be eligible for this update employees should already have a Glasgow Life laptop but be without a VPN token. For employees with a token, there is no need to perform this update.

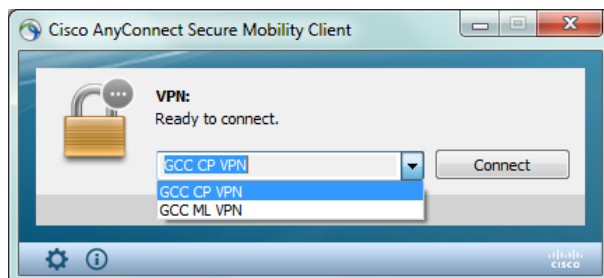
**How to add SFA software to a laptop:**

1. Take the laptop to a Glasgow Life site (you will need to get permission from your Head of Service to do this) and plug it into a network point.
2. Log on as normal.
3. Click on:
  - Start Button
  - All Programs
  - Microsoft System Centre
  - Configuration Manager – open this
  - Open Software Centre – here there should be a VPN application available to install (see first image below). Click install.

If there is no application showing, please call Graeme Elder on 07920 056612 so that support can be attempted to get this update to your device.



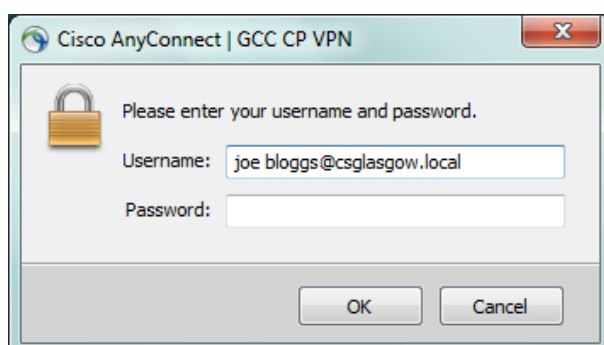
- Once the update has installed log off and return home.
- When you are back at home, connect the laptop to your Wi-Fi.
- Click on the VPN icon on your desktop, then select GCC CP VPN (image below) and click connect.



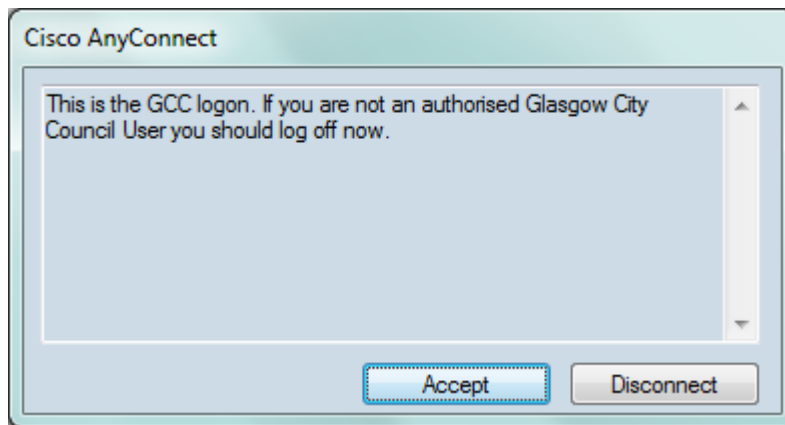
In the next box on the user name put your name as follows:

First name (space) surname [Name@csglasgow.local](#)  
 For example: [Michael Harvey@csglasgow.local](#)

The .local ending is the domain ending used for remote connections. In the password field put in the network password you would normally logon with.



7. A pop up should ask if you are an authorised user of GCC, click on accept.



8. You should now be connected to the network via VPN.

**All staff updates can be found on our staff web portal:**  
<https://www.glasgowlife.org.uk/emergency-information>