

How to use...

Cisco Secure Client

What is it?

Cisco Secure Client creates a secure connection allowing you to access Nottingham City Council resources via a Corporate Laptop or Tablet when working remotely.

What do I need to use it?

Before you can use Cisco Secure Client, you must be registered for the Microsoft MFA Service which ensures multi factor authentication. There is a separate guide on how to enrol for this system. You must also be connected to the Internet via either Wi-Fi, Cable or a Dongle.

How do I connect to Wi-Fi?

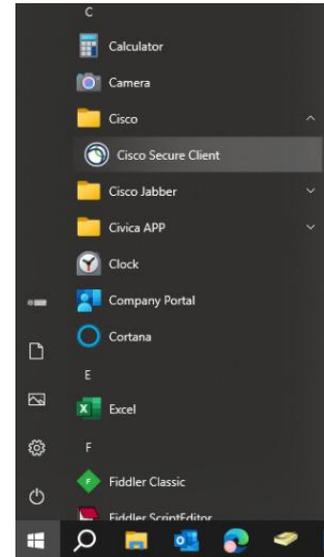
1. Log onto the Laptop as normal, using your username and password
2. Locate the Wi-Fi button  in the bottom right corner of your taskbar and click it
3. A list of available Wi-Fi networks will appear, click the one you wish to connect to in the list and click connect



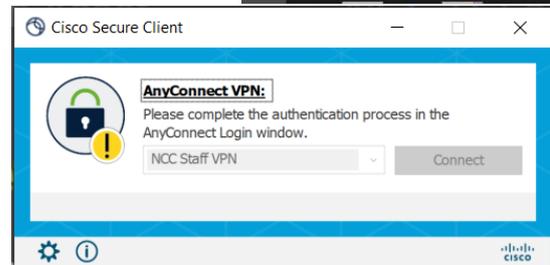
4. You may be prompted for a security key, this is subject to whether the Wi-Fi network uses one. Some Wi-Fi networks, for example in a café or bar will allow you to connect and then ask you to sign into a website for access.

How do I log into Cisco Secure Client?

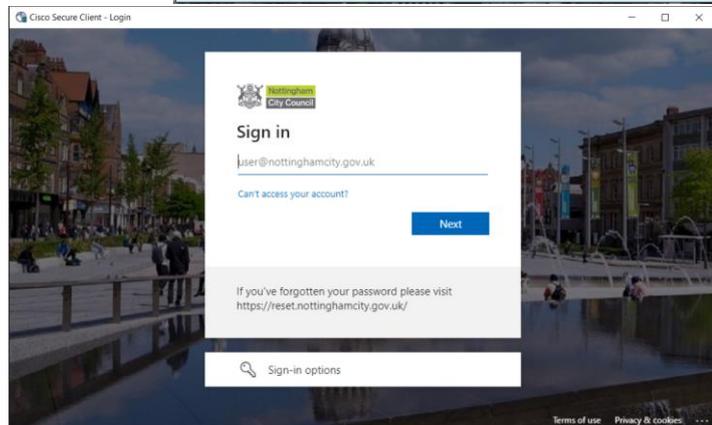
1. Once you are connected to the internet, the Cisco Secure Client should pop up on your screen. If it doesn't, it can be manually loaded via the following steps:
 - a. Click start
 - b. Look in the list for the Cisco folder and click it
 - c. Click on Cisco Secure Client



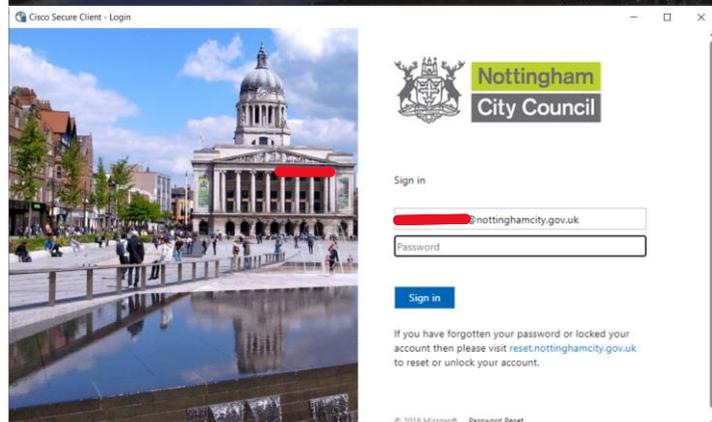
2. Ensure that the "NCC Staff VPN" option is selected in the drop-down list then click on Connect.



3. You will then need to enter your corporate email address and click on next



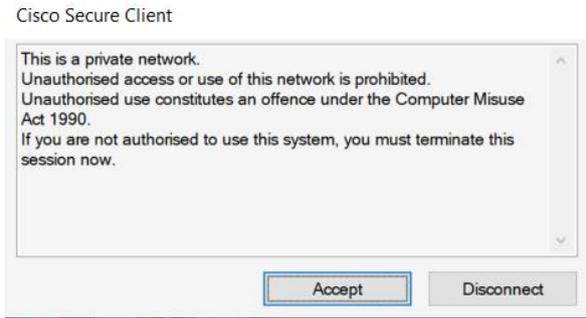
4. Enter your computer/email password in the box and click on Sign in



5. Depending on your default authentication method on the Microsoft MFA Service, you will either:
 - a. Receive a phone call with instructions. If prompted to press the "Pound" sign, press #
 - b. Receive a text message code to enter in the box on the Cisco Secure Client page

- c. Be prompted to enter a number into your Microsoft authenticator app
- d. Receive an email with a code to enter in the Cisco Secure Client page

6. Once entered, you will be taken to the connection acceptance box where you will need to click on Accept.



7. A few seconds after clicking Accept, the Cisco Secure Client box will disappear and from then you will be connected.