



BETHEL COLLEGE

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Installing OpenVPN

Description

This document outlines how to install OpenVPN and connect to various campus resources.

Instructions

1. **Navigate** to our OpenVPN site at <https://ovpn.bethelks.edu>
2. **Login** using your Bethel credentials.



User Login



Username



Password

Sign In

*Two Factor Authentication will be enabled and enforced on February 7, 2024. For help with configuring Two Factor Authentication on OpenVPN, please see our [support article](#).



BETHEL COLLEGE

INFORMATION AND
MEDIA SERVICES

3. On the next screen, choose which Operating System you are using.



OpenVPN Connect Recommended for your device:



OpenVPN Connect for all Platforms:



Available Connection Profiles:

[Yourself \(user-locked profile\)](#)

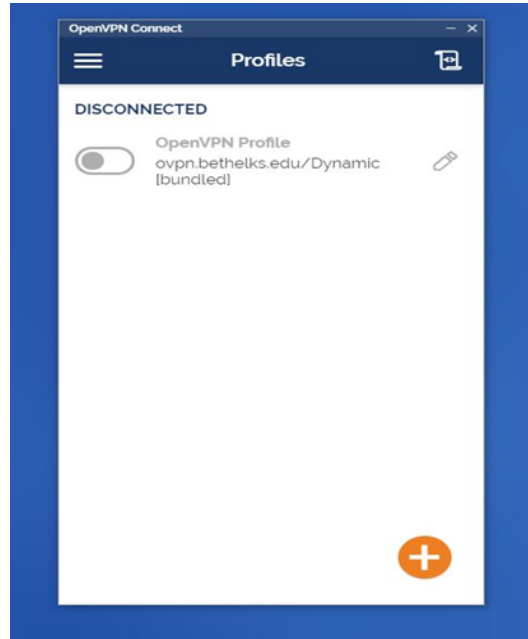
4. Open the downloaded software and continue through the installation process.



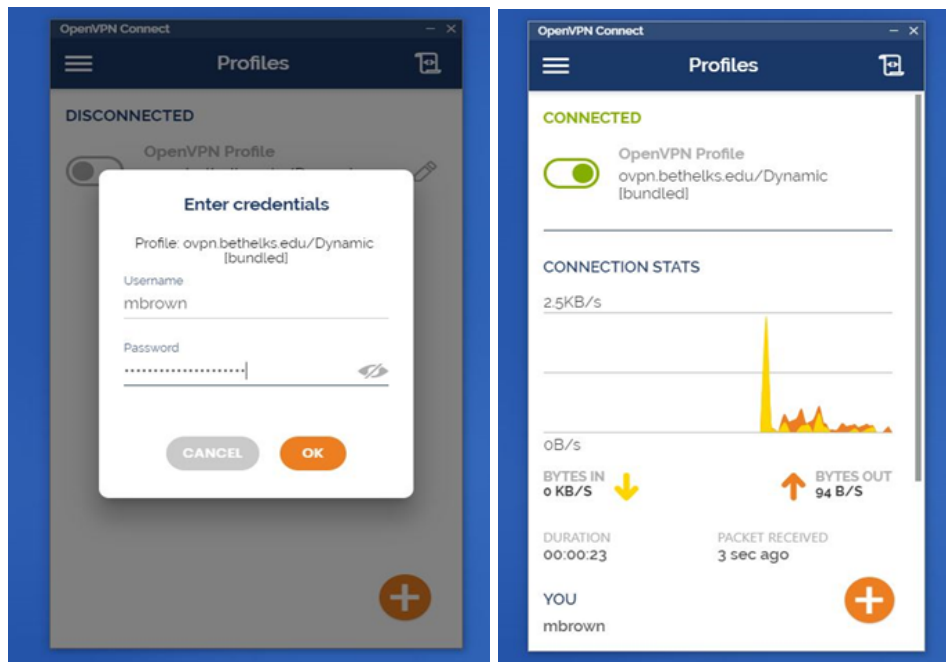
BETHEL COLLEGE

INFORMATION AND
MEDIA SERVICES

5. After the installation is finished, open up the software and click through the first few pages. It should eventually look similar to this:



6. Click on the toggle switch and enter your Bethel credentials.





Remote Connections

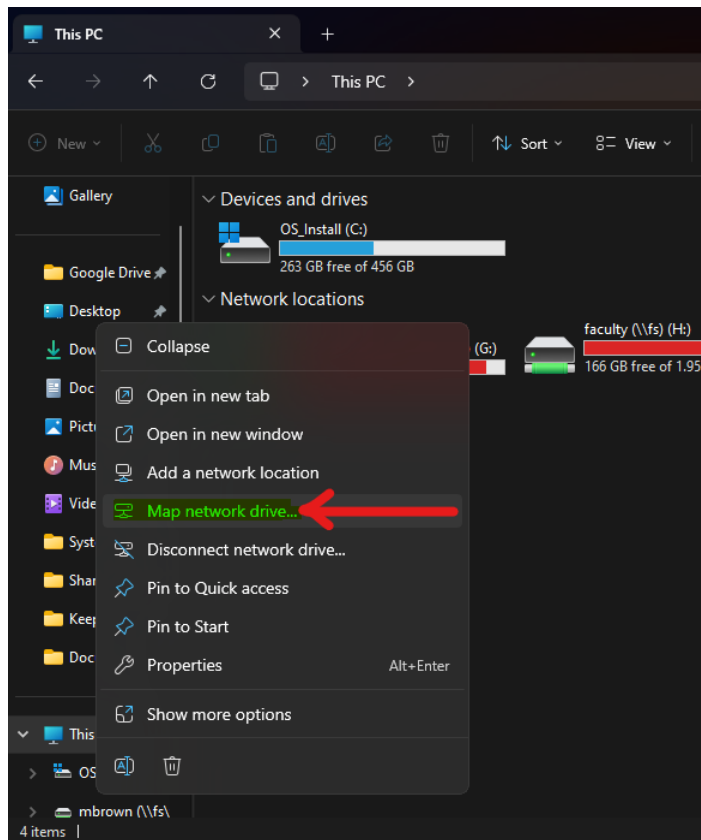
Description

In the following section, we will cover two of the most common ways to connect to campus resources. Mapping a network drive, and making a remote connection to a campus computer using Remote Desktop.

Mapping a network drive

If you only need access to files that are located on a campus network drive, such as the Faculty H: drive, it is advisable to “map a network drive”.

1. Open the File Explorer and right-click on “This PC”. Next, select “Map a network drive”.





BETHEL COLLEGE

INFORMATION AND
MEDIA SERVICES

2. Choose any drive letter that you would like. In the *Folder* box, type **\\fs\\fac** and check the box that says “Connect using different credentials”. If you want your network drive to reconnect automatically after your computer restarts, leave the box checked named “Reconnect at sign-in”. (Remember, the VPN must be connected first before this connection will be established)

The screenshot shows the 'Map Network Drive' window in Windows. At the top, there is a title bar with a back arrow, a globe icon, and the text 'Map Network Drive', followed by a close button (X). Below the title bar, the question 'What network folder would you like to map?' is displayed in blue. Underneath, it says 'Specify the drive letter for the connection and the folder that you want to connect to:'. There are two input fields: 'Drive:' with a dropdown menu showing 'Z:' and a small downward arrow, and 'Folder:' with a dropdown menu showing '\\fs\\fac' and a small downward arrow. To the right of the 'Folder:' field is a 'Browse...' button. Below these fields, an example path '\\server\\share' is shown. Two checkboxes are present: 'Reconnect at sign-in' (checked) and 'Connect using different credentials' (checked). Below the checkboxes is a blue hyperlink: 'Connect to a Web site that you can use to store your documents and pictures.'. At the bottom right of the window are two buttons: 'Finish' and 'Cancel'.



BETHEL COLLEGE

INFORMATION AND
MEDIA SERVICES

3. Click Finish, and you will be asked for your username and password. **Enter your username in this format: bethel\yourusername**

Windows Security

Enter network credentials

Enter your credentials to connect to: fs

Domain: bethel

☐ Remember my credentials

If successful, you should now be able to navigate to the Faculty H: drive from within File Explorer.

Using Remote Desktop

If you are needing access to files located on your campus workstation (not in a network drive) you can make a remote connection to your work computer* by using Remote Desktop. You will need to know the name of your computer (each computer should have a label on the top - example: AD-PC99)

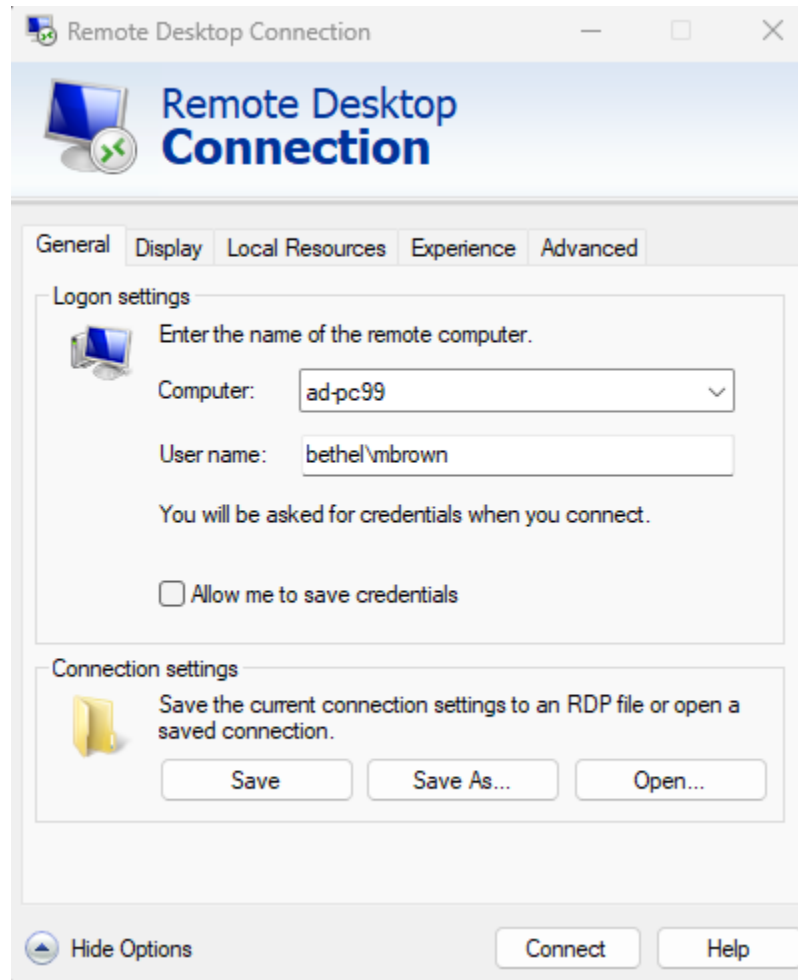
1. Open the “Remote Desktop Connection” software. Mac users will need to download this from the App Store.
2. Click “Show options” in the lower left corner.



BETHEL COLLEGE

INFORMATION AND
MEDIA SERVICES

3. Type your computer name in the computer name field.
4. Enter your username in the following format: **bethel\username**



Notes

To make a remote connection to your work computer, you must be added as an approved remote user. Please reach out to IMS to get this set up.

To make a remote connection to your work computer, it must be powered on.