

VPN INSTRUCTIONS FOR CURRENT NIU FACULTY, STAFF, STUDENTS and RETIREES

To access library resources from off campus, you will do the following:

- 1) configure the VPN client (a one-time process)
- 2) access the client and login using your NIU issued User ID and password before you launch a web browser
- 3) after VPN has verified your login ID, launch a web browser and go to the library's homepage

How do I get the VPN client?

The NIU ITS website has all the information you need for VPN connections. See [NIU ITS: Library Database Access from Off-Campus](#)

I've configured the VPN client. How do I access the library resources?

Once you've configured the VPN client (a one-time process), click on the VPN icon created on your desktop screen. Enter your NIU issued User ID and password. Once the system has verified you, open a web browser (Internet Explorer, Mozilla Firefox, etc.) and proceed to the library's home page: <http://www.ulib.niu.edu>

What is my NIU issued User ID and password?

STUDENTS: your NIU issued User ID is your Z id. If you don't know your Z id or need help setting / resetting your password, please click: http://www.helpdesk.niu.edu/its/accounts/student_accountid.shtml

FACULTY / STAFF: your NIU issued User ID is a combination of letters and numbers that are unique to you (e.g. c60lm1 or a1234567). If you don't know your NIU issued User ID, you may look it up in the NIU online phone book: <http://www3.niu.edu/cgi-bin/ph>

The password associated with your NIU-issued User ID needs to be exactly 8 characters in length.

Who can I call if I encounter problems and need help?

If you encounter problems and need assistance with the VPN download / configuration, your ID / password, or technical support, please call the ITS Help Desk at 815-753-8100. Walk-in assistance is available in the Telecom / Security Building, Room 114 (located behind Adams Hall). Campus maps available at: <http://www.niu.edu/visit/directions.shtml>

Why is the library changing the authentication procedure?

Switching to the VPN client for authentication will eliminate a variety of problems encountered with off campus access to databases and e-journals. With VPN, even though you will be off campus, it will appear to the system that you are on campus, thus you should encounter far fewer roadblocks when attempting to retrieve full text articles. Perhaps most importantly, it eliminates the use of your social security number to login to library resources. This increases your privacy and helps protect you against the increasing instances of online fraud and identity theft.