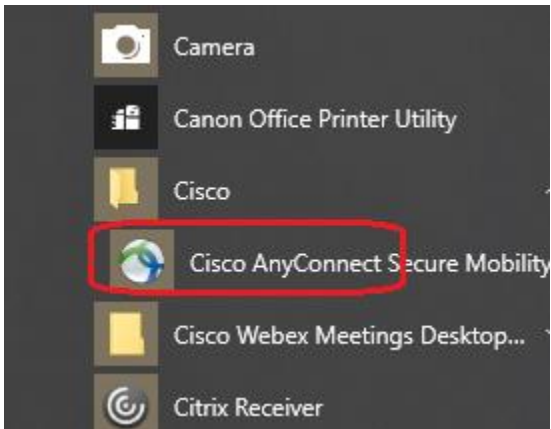


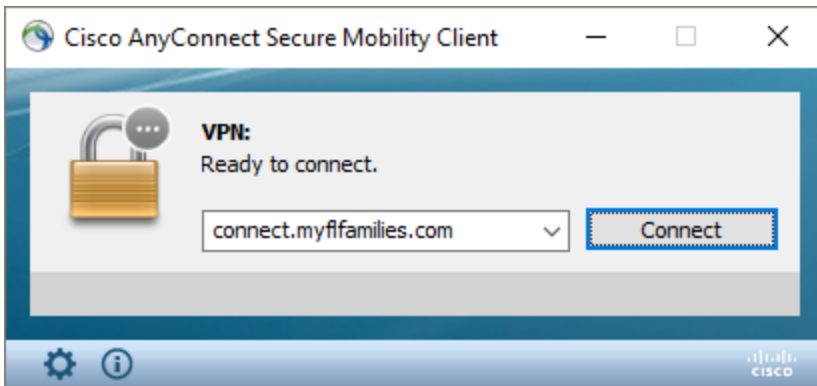
## Using the Cisco VPN

Click on your Start button, scroll to the C's, and see if you see this icon:

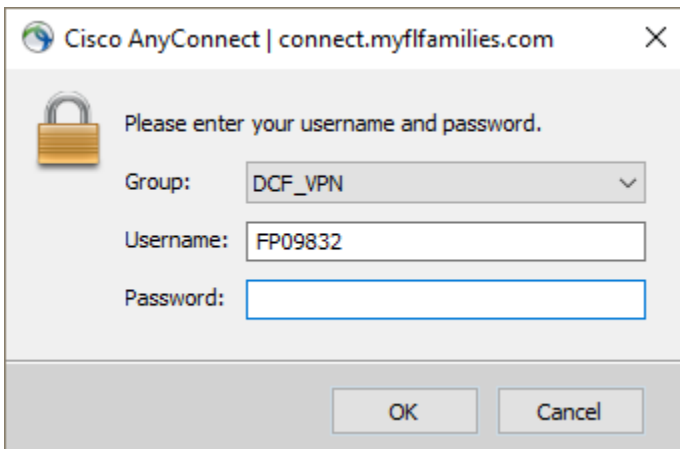


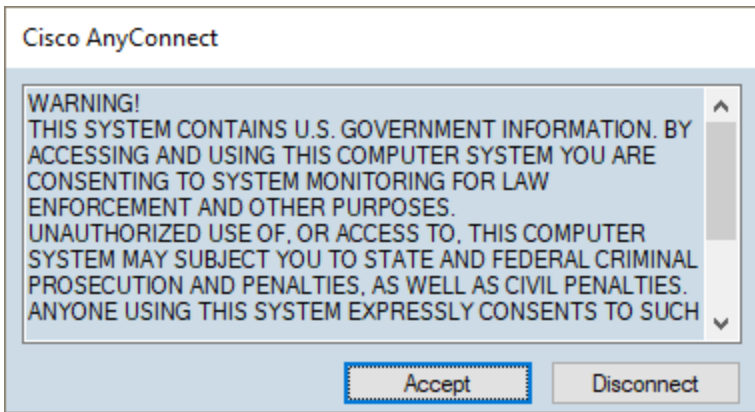
If you do not see this icon, please submit an IT support ticket at [www.ckids.net](http://www.ckids.net)

If so, click on it, and this window will open. Type in the connect.myffamilies.com if it isn't already there, then click on Connect:

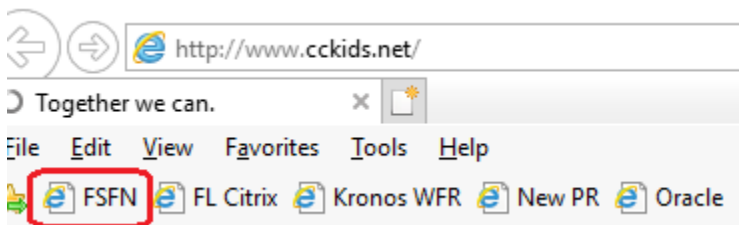
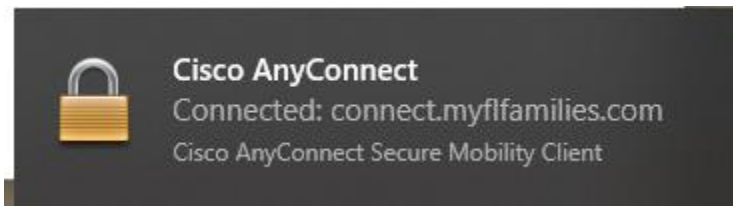


On the next page, type in your FSFN ID & PW info, click OK, then Accept on the next window:

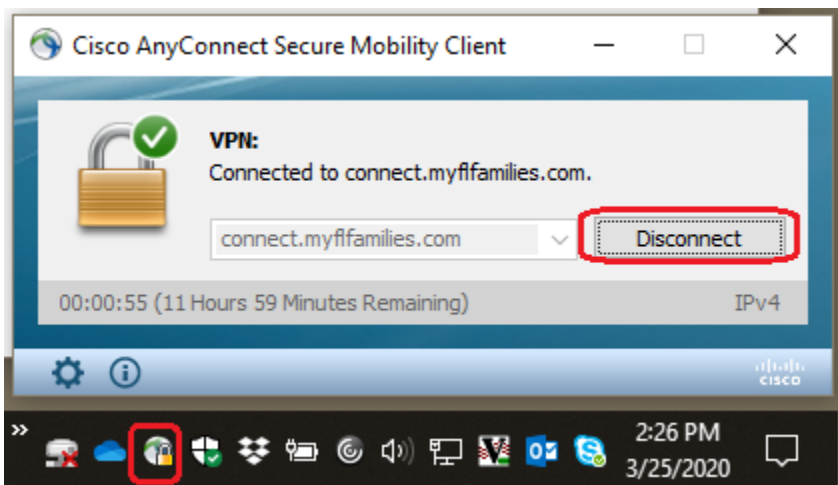




Once you get a message that it has connected, you can then open FSFN from your IE browser page:



When you are done using the VPN, to disconnect click on the icon on your task bar to open the window again, and click on Disconnect:



**Please keep in mind that while FSFN will not time out for 45 minutes, the Cisco VPN will time out after about 15 minutes, so be sure to keep FSFN "active" (i.e., keep a case ID in the Search page and click on Search every 8-10 minutes) to avoid being logged out of the Cisco VPN.**