Adding Portal Connections to the GlobalProtect Client
KSU VPN – Windows 10

Introduction
The following describes how to add portal connections for special security groups to the GlobalProtect Client after the standard vpn.kennesaw.edu portal address has been configured on Windows 10.

Adding portal connections
1. Access the VPN agent by clicking the GlobalProtect icon in the Start Menu or taskbar system tray.

   Taskbar System Tray

   Click Connect

2. The GlobalProtect agent panel will appear. Click Connect.

3. The Sign In window will appear. Enter your KSU Email Address and password.
4. Click Sign In.
5. You will be directed to the *Duo Authentication* window to verify your identity. Follow the appropriate steps to provide verification.

6. The *GlobalProtect Agent panel* will appear. Click the *Settings* icon in the top-right corner.

7. In the drop-down menu, click *Settings*. 
8. The *GlobalProtect Settings* window will appear. Click **Add**.

9. In the *Portal Address* field, enter the appropriate portal address (e.g., `vpn-groups.kennesaw.edu`).

10. Click **Save**.

11. The Portal Address will appear in the list of available portals.

12. Click **Exit**.
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Connecting to the VPN Selecting the Portal Connection

1. Access the VPN agent by clicking the GlobalProtect icon in the Start Menu or taskbar system tray.

![Taskbar System Tray]

2. The GlobalProtect agent panel will appear with the last connection selected by default. Click the Portal drop-down menu to select an alternate portal.

![Click the Portal Drop-Down Menu]

3. The drop-down menu will display the list of portals in the order in which they were entered. Click the desired connection portal (e.g., vpn-groups.kennesaw.edu).
4. The *Sign In* window appears. Enter your **KSU Email Address** and **password**.

5. Click **Sign In**.

6. You will be directed to the *Duo Authentication* window to verify your identity. Follow the appropriate steps to provide verification.
7. The app will begin the connection process.

8. When successfully connected, the status indicator will change to **Connected** and the GlobalProtect icon will change from grayscale to color.
9. You are now connected to the KSU campus network through the GlobalProtect VPN client.

**NOTE:** If you receive an *Authentication Failed* error message, you are not currently part of a special security group. Please contact the Service Desk to receive the appropriate privileges to use this portal.