



Nuffield Department of Primary Care Health Sciences

ORCHID Research Service

ORCHID VPN Service User Guide

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ORCHID VPN Service User Guide

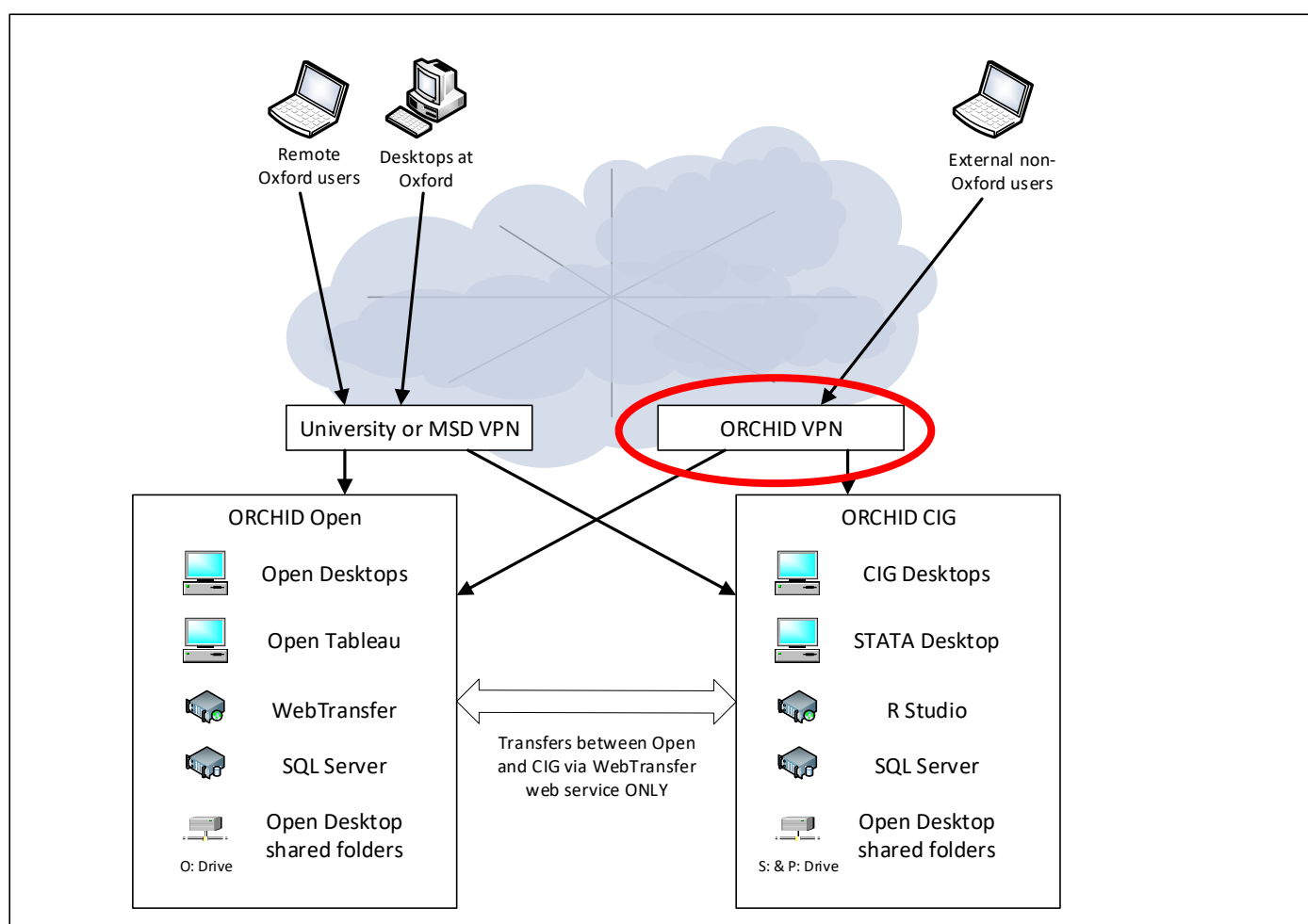
Introduction

The ORCHID VPN Service is designed to allow those users who do not have access to either the Oxford University VPN service or the Medical Science Division (MSD) VPN service to access the ORCHID desktops securely from outside the University of Oxford.

If you have access to either the Oxford IT Services VPN (URL) or MSD VPN (URL) services via an Oxford SSO or MSD account it is recommended that this should be your primary access route, otherwise the ORCHID VPN service can be used.

You will need to connect to the ORCHID VPN service whenever you need to use or interact with any of the ORCHID desktops, or to change your ORCHID password via the web based service (see the user guide for more details). Wherever the user guide mentions a VPN connect, please ensure you are using the ORCHID VPN service.

To recap on the connection method the following diagram shows the use of the ORCHID VPN service for connecting to either the ORCHID Open or ORCHID CIG desktop pools.



Installing the OpenVPN client

The ORCHID VPN service uses the OpenVPN standard and requires the installation of the OpenVPN community based client. This can be downloaded from the OpenVPN community download via <https://openvpn.net/community-downloads/> make sure you pick the correct version depending on your Windows operating system.

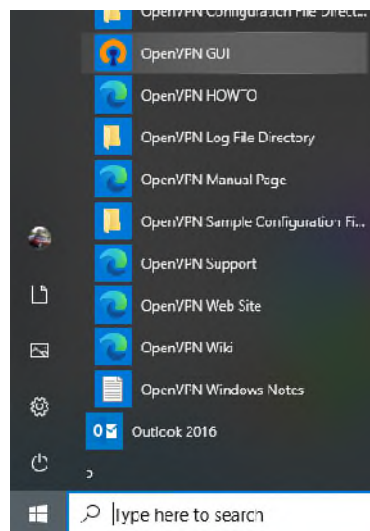
If you're using an Apple Mac, we recommend the Tunnelblick application available from <https://tunnelblick.net/>

Install the OpenVPN or Tunnelblick using the default settings, once configured follow the steps below for installing the ORCHID OpenVPN config file. Note you will need administrator rights to install the software, if you don't have admin rights please contact your local IT support team to inquire about installing OpenVPN on your machine.

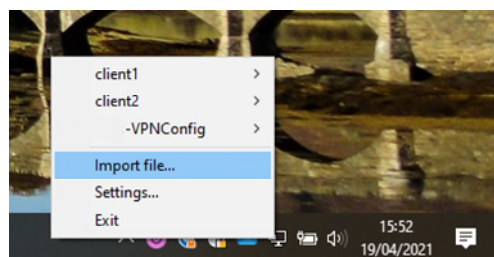
Using on Windows

Copy the ORCHID VPN config file to somewhere on your C: drive or your desktop.

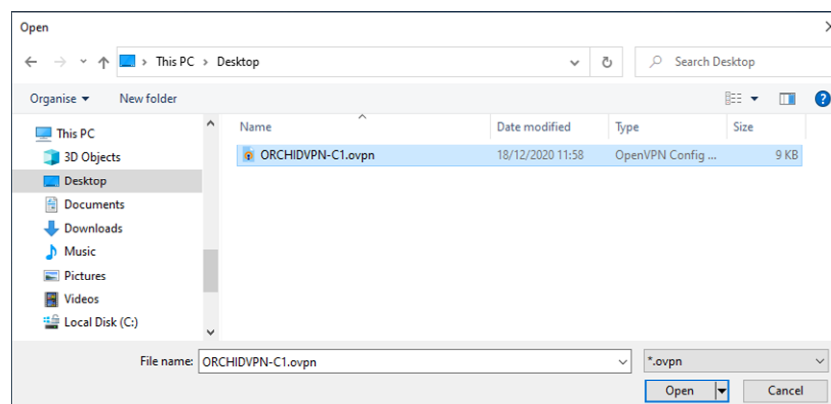
Make sure the OpenVPN GUI application is started



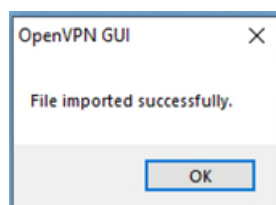
Right click on the OpenVPN icon in the toolbar area and choose 'Import file...'



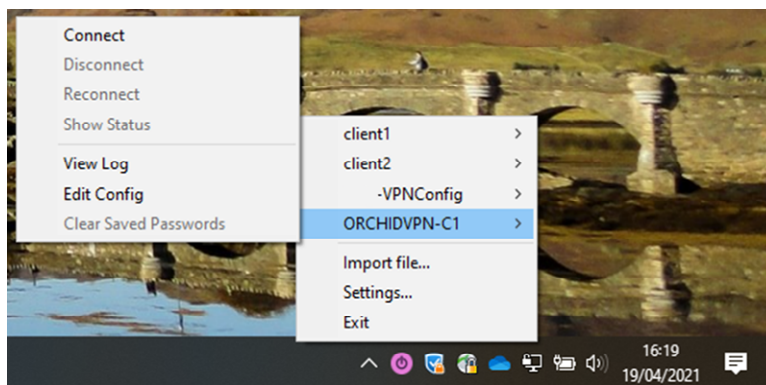
Selected the ORCHID VPN file you were sent from your desktop or wherever you saved this file and click 'Open'




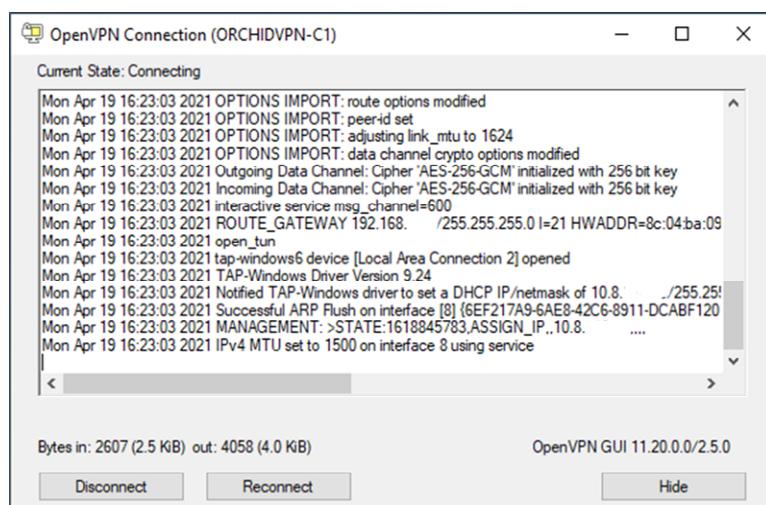
You should receive confirmation that the file was imported successfully



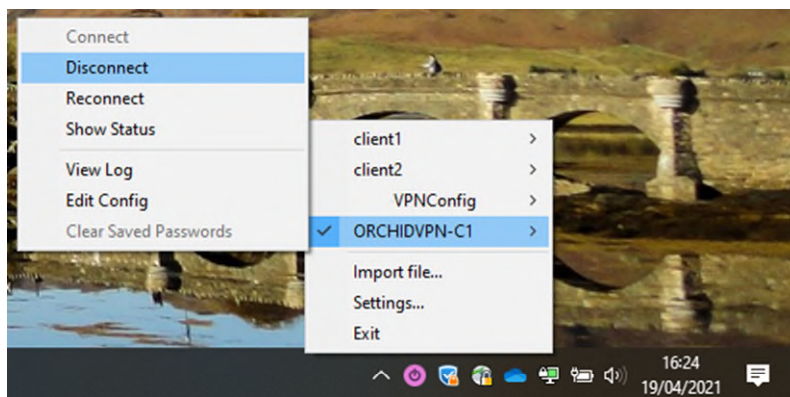
You can now start an ORCHID VPN session by right clicking on the OpenVPN icon in the taskbar and selecting the ORCHID profile



You'll see a status window appear showing the progress of the connection. Once complete this window will close and you have a valid connection. The OpenVPN icon will change to a 'green' version 

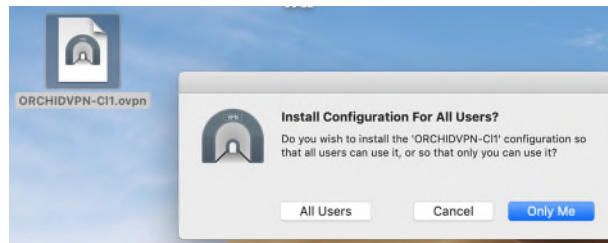


Once you have finished with the ORCHID services, please ensure you close the VPN connection by right-clicking on the OpenVPN icon and selecting the 'Disconnect' option

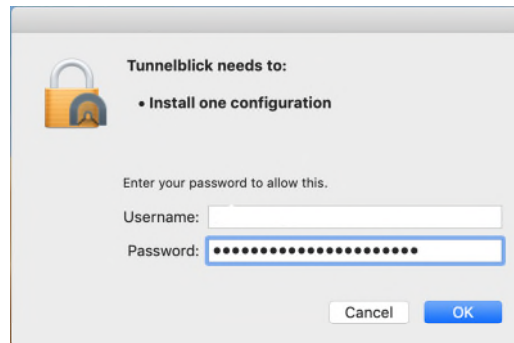


Using on Apple Mac

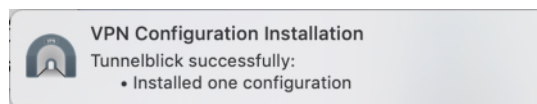
To install the config file simply double-click on the file in Finder. This will prompt you to select who should be able to use this OpenVPN config, it is recommended to select 'Only me'.



You'll be asked to authenticate with your local Mac username/password to enable the profile



Once installed you may see a notification event confirming the installation



After this you can start a VPN connection by clicking on the Tunnelblick icon in the menu bar and selecting the required profile.



Once connected you can then access the ORCHID Services. Once you have finished with the service, please ensure you disconnect from the VPN by clicking on the Tunnelbrick icon and selecting 'Disconnect'

