When to activate Virtual Private Network (VPN) Software – Cisco AnyConnect

Due to increased VPN usage related to the COVID-19 Coronavirus, we are reminding you of VPN guidelines to ensure our limited licenses and Internet bandwidth on the VPN system are utilized effectively for all users.

If you are working outside of a Cummins office location, there are certain applications that do not require you to activate the Cisco AnyConnect (VPN) software.

If you are utilizing many key applications, some examples are shown below, you **_DO NOT_** need to activate the Cisco AnyConnect (VPN) software:

1. Outlook – E-mail
2. Office 365 Environment
   a. Microsoft Teams
   b. OneDrive
   c. Etc.
3. Skype for Business
4. Ariba – Indirect Purchasing Application
5. Talent Management System (TMS)

Additionally, if you attempt to use an application via a web browser and you receive the below error, VPN may be required:

1. Mozilla Browser - Server Not found.
2. Internet Explorer Browser - Can't reach this page.
3. Google Chrome Browser - This site can't be reached.

If you received one of the above errors, please follow these steps:

- Activate the Cisco AnyConnect (VPN) software and then connect to the website again.
- When your Cisco AnyConnect (VPN) has completed connecting:
  - Close your Internet browser (if your application is accessed via a web browser).
  - Open the Internet browser (if your application is accessed via a web browser).
  - Select the application you need to use.
  - Access other internal Cummins systems as required (i.e. file shares).

Once you have completed your VPN required work **_PLEASE DISCONNECT_** from the Cisco AnyConnect (VPN) software. This will help ensure our limited licenses and Internet Bandwidth on the VPN system are utilized effectively for all users.

Thank you for your cooperation during this challenging time.