Use of the GW provided Virtual Private Network (VPN) software is required to connect to the University financial applications (EAS, Banner, Student DataMart) and related tools (ADI) in support of The George Washington University’s activities only. Only individuals that have fully executed the VPN Access Agreement are authorized to use the VPN.

Users that need access to EAS, ADI, Banner, Webxtender, Documentum, Student DataMart, Citrix, ETS, and Sun9 need to be connected to VPN in order to gain access to these applications.
Login to VPN

The VPN program can be accessed either by double clicking the following icon on your desktop

or by navigating to your Start menu, under Programs / GW GBUSSNet Client 4.6 / GBUSSNet Dialer 4.6 and clicking as shown below:

After double clicking on the GBUSSNet Dialer 4.6 icon, the following window will appear:

Double click on the connection entry listed, or click on the “Connect” icon in the menu. The following login screen will appear. If this is the first time you are logging in, go to the section on “How to Create a Passcode”. If not, enter your GW email username (just the name, without the @gwu.edu) and passcode. Click OK.

After you have successfully logged in, you should see the following icon in your task bar (bottom right):

Once you are logged in VPN, you need to reconnect to Novell network. Right click on the red icon at the bottom right corner of your screen, select NetWare Login..., and re-login to Novell.

If you have problems logging into VPN, contact the Help-Desk for assistance (994-5530).
How to Create a Passcode

If your connection entry is **erp_core**, your username is your GW email username (just the name, without the @gwu.edu) and your passcode is your GW email password – this is the case for most of the users.

If your connection entry is **ERP_POWER_USER** or **ERP_POWER_USER_ADI** (anything other than erp_core), you need to create a passcode. At the login screen,

You are now prompted to select a permanent PIN. This is a four to eight character personal code that you will need to authenticate to the VPN in the future. If you forget your PIN you will have to contact the Help-Desk (994-5530) to have it reset. Enter the PIN where it says ‘New PIN’ and enter it again in the ‘Confirm PIN’ field. Click OK when you are done. You will be presented with the following screen:

Enter your GW email username (just the name, without the @gwu.edu) and the ‘Passcode’ – your passcode now consists of the PIN that you just created followed by the six digits displayed on your Secure ID token. If this fails, try again since numbers on the Secure ID token change every minute and your entry probably does not contain the current numbers.

In the future, when you authenticate to the VPN you will need to enter your email username in the ‘Username’ field and the combination of PIN you created follow by the six digits displayed on your Secure ID token in the ‘Passcode’ field.

If you have problems logging into VPN, contact the Help-Desk for assistance (994-5530).