Note: If you have an MCC issued laptop or computer, AnyConnect software should already be installed and can be updated through Software Center. Please see the document "Update Cisco AnyConnect VPN with Software Center" on the [Accessing MCC Systems from Off Campus](#) webpage. If you currently have Cisco AnyConnect on your computer you will need to close AnyConnect to update the software. These instructions are for personal computers. You must be an administrator on your computer to perform these instructions.

Step 1: Download AnyConnect

Note: This software can be downloaded multiple times and does not limit the number of installations.

1. Go to myMCC > Employees tab > Technology Help tab and then click on "Cisco AnyConnect - Windows version" in the left-hand column.
    a. In Chrome the file will download to the lower left corner. Click the download to run it.
    b. In Firefox the download can be found by clicking on the green arrow in the upper right corner. A popup box will appear as shown in Figure 1. Click on "Save File." Next click on the blue arrow in the upper right corner of the screen, as shown in Figure 2. Click on the "anyconnect-win-4.9.05042-core-vpn-predeploy-k9.msi" box to run it.
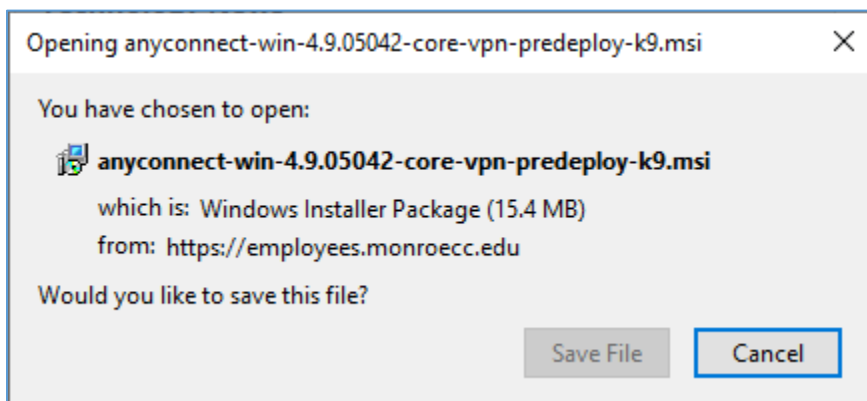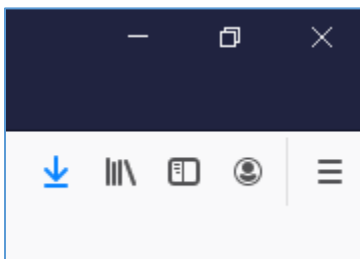

Figure 1

Figure 2

   c. In Edge the file will download to the lower left corner. Click on "Open file," as shown in Figure 3, to run it.
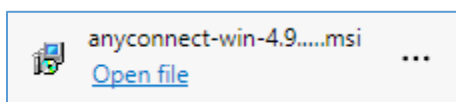

Figure 3

Step 2: Install AnyConnect

You **must** be an administrator on your laptop or computer to install this software.

The Cisco AnyConnect Secure Mobility Client Setup will appear in a popup window as shown in Figure 4.
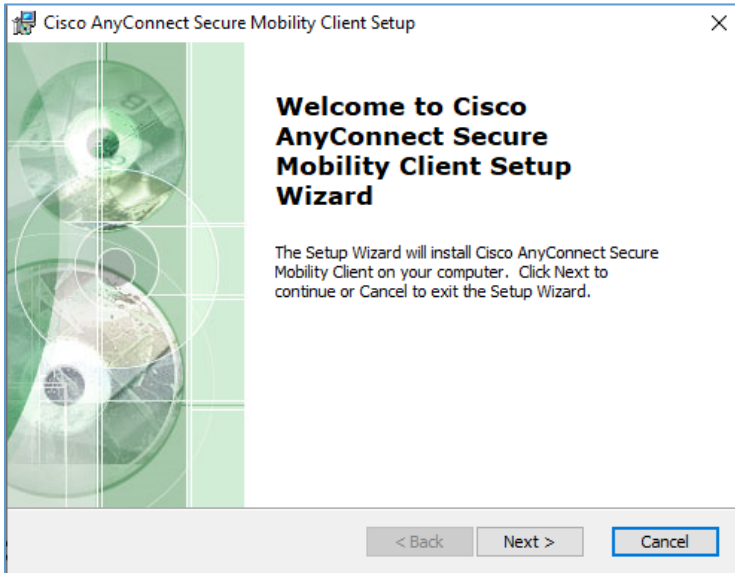
1. Click on the "Next" button.

Figure 4

2. Click on the button next to "I accept the terms in the License Agreement."

3. Click the "Next" button.

4. Then, click on the "Install" button.

5. AnyConnect will start to install. Depending on your computer's security level you may be prompted by Windows to allow the AnyConnect client to change your PC. Accept the prompt to continue.

6. If you have a previous version of Cisco AnyConnect on your PC and you are connected you may get a "File in Use" window as seen in Figure 5. The next step will close and disconnect you from AnyConnect. Click the button next to, "Automatically close applications and attempt to restart them after setup is complete."
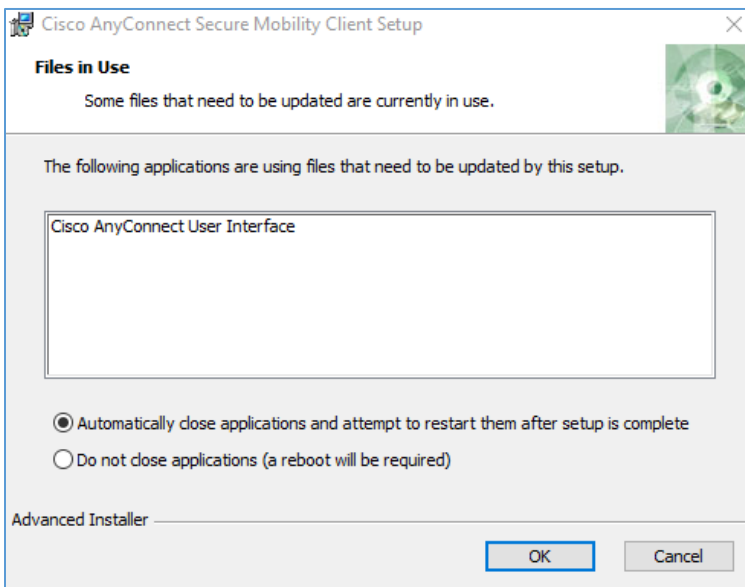

Figure 5

7. Click the "OK" button.

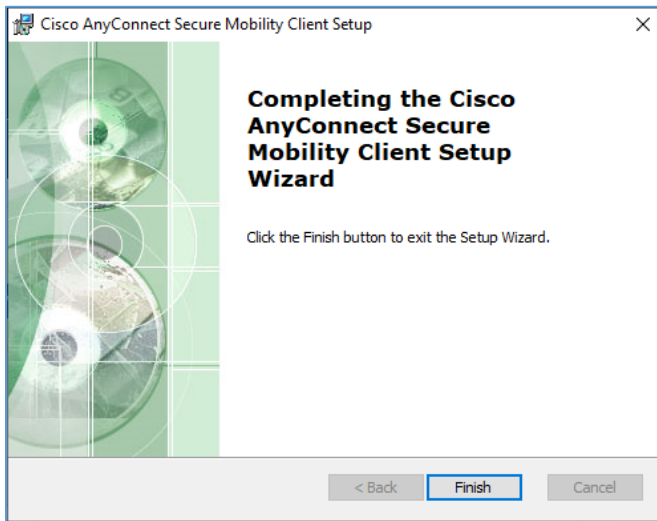8. On the last screen, as shown in Figure 6, click on the Finish button.

Figure 6

AnyConnect is now installed.

Step 3: Connect with AnyConnect

You must first be connected to the Internet using an Internet Service Provider (ISP) such as Spectrum/Time Warner, Frontier, or Verizon. Some MCC services require use of VPN. Each time you want to access these Monroe Community College services from off campus, connect to myVPN with AnyConnect first.

1. Open the Start Menu, click on the dropdown next to Cisco in the program list, and then click on "Cisco AnyConnect Secure Mobility Client." Or do a search for "Cisco AnyConnect Secure Mobility Client." Windows will display the program above the search bar. Click on the program.

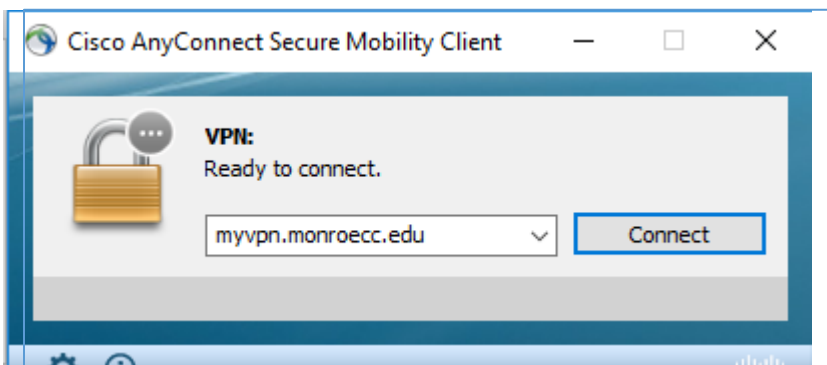2. A box will pop up as shown in Figure 7. Enter myvpn.monroecc.edu and click "Connect."

Figure 7

3. Enter your myMCC username and password in the Username and Password pop up. You do not need @monroecc.edu at the end of your user name.

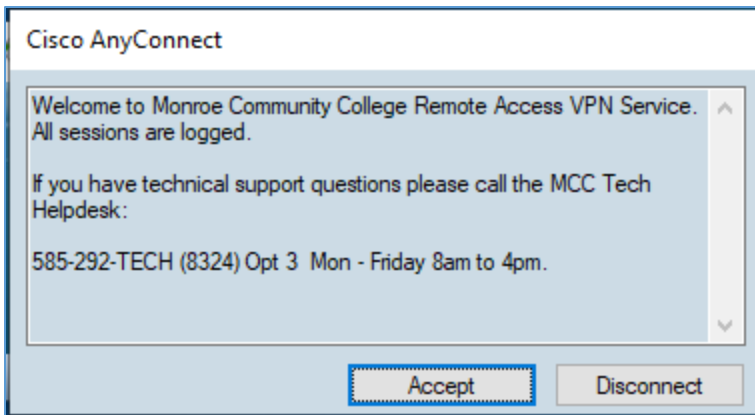4. Another pop up will appear, as seen in Figure 8, click the "Accept" button.

Figure 8

5. A box will pop out from the right of your desktop saying you are connected.

Screenshots for Remote Desktop Connection is a separate document on the Accessing MCC Systems Off Campus web page

If you have any difficulties with these instructions, please call 585-292-8324, option 3. Technology support is open M-F, 8:45am-4:45pm.