

# RU-VPN Installation Instructions (MAC)

An RU-VPN id allows authorized users to access Ryerson’s Administrative Systems via the internet. RU-VPN utilizes a digital “certificate” that is installed on your PC together with a login password. RU-VPN provides further security by creating a Virtual Private Network (VPN), which is like a “secure tunnel” through which all communication between the user PC and Ryerson must pass. All data transmissions are “encrypted” so that they cannot be read while traveling across the Internet.

These are instructions to install Tunnelblick which is the RU-VPN client for OSX 10.4 and higher. Before you proceed you must have the administrator password for your MAC.

## Hardware and Software Requirements

- Pentium PC running **MAC OSX 10.4** and higher
- 10 MB of free hard disk space
- An **RU-VPN certificate/ID** and **password**
- Access to the Internet
- A valid **my.ryerson username** and **password**

Note: If you do not meet or understand the above requirements, contact the CCS Help Desk for information before proceeding.

### Instruction

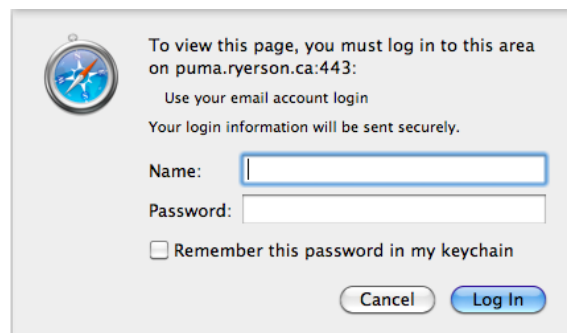
### Diagram

#### Step 1 - Getting an RU-VPN ID and Passphrase/Password

1. Once your request for RU-VPN has been processed by the CCS Help desk, you will receive a confirmation email containing **username.p12** (where username is your RU-VPN certificate/ID eg. jdoe.p12).
2. Save the file received from the CCS Help desk to your desktop. You will need this to install RU-VPN.

#### Step 2 - Downloading the RU-VPN software

1. From the CCS download web page <http://www.ryerson.ca/ccs/software/downloads/security/> find **RU-VPN** and click **Download for MAC**.
2. At the **Connect to puma.ryerson.ca** screen, type in your my.ryerson username and password. Click **OK**.



**Instruction**

**Diagram**

- At the **File Download** screen, click **Save**. Save the **RU-VPN.dmg** file to your desktop.



**Step 3 – Installing RU-VPN**

For Mac OSX Lion users, if Tunnelblick is already installed, please uninstall it using the [additional RU-VPN instructions for Mac OSX Lion](#).

- Before install, make sure that the RU-VPN.dmg file and your .p12 file are located on your desktop
- Double click **RU-VPN.dmg**.
- From the Tunnelblick window, double click **Tunnelblick**.



**Instruction**

**Diagram**

- When prompted **Install Tunnelclick?**, click **Install**.

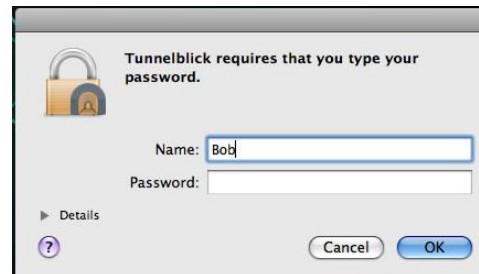


- At the **Installation succeeded** screen, click **Launch**.

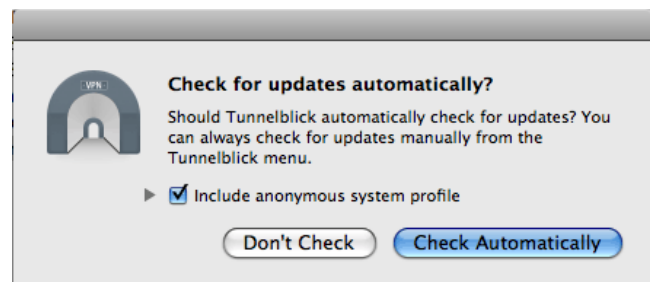


- You will be prompted for your username and password, enter the **administrator password** for your MAC and click **OK**.

Note: This will only display the first time your run Tunnelclick.



- If prompted on how to proceed for updates click **Don't Check**.



**Installed RU-VPN before receiving p12 file?**

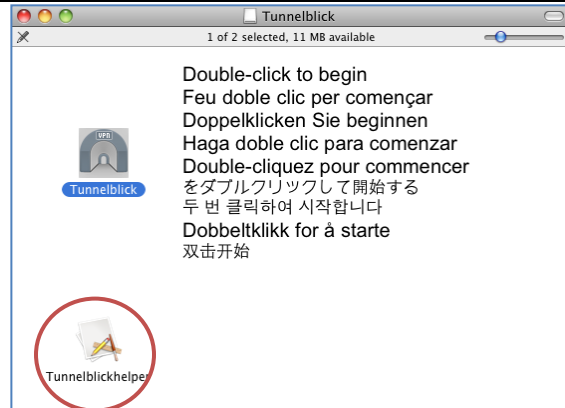
- If you installed the RU-VPN software before you received your p12 file. Place the p12 on desktop.
- Double click **RU-VPN.dmg**.



**Instruction**

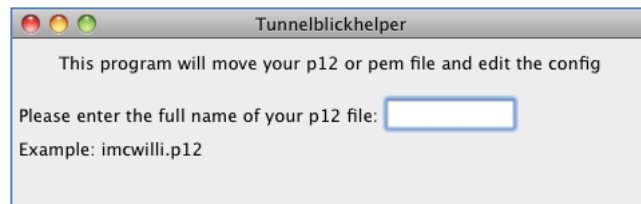
**Diagram**

3. From the Tunnelblick window, double click **Tunnelblickhelper**.



4. Enter your p12 filename ie. Username.p12 and press **Enter**.

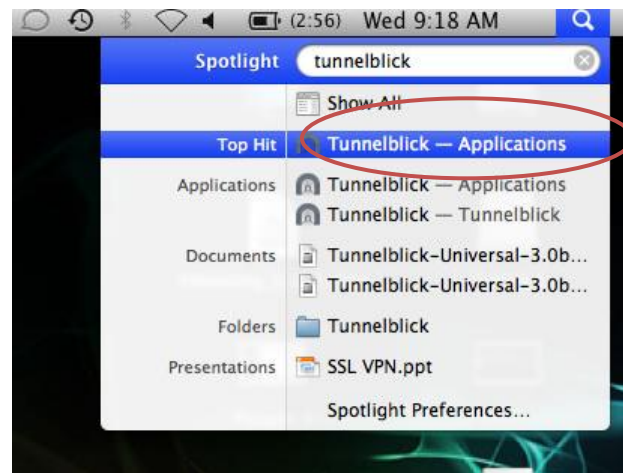
A confirmation will display if successful.



**Step 4 - Running RU-VPN the First Time**

1. If you are at home, make sure you are connected to the Internet. If you are at Ryerson, make sure you are connected to the Ryerson Internal Network, RIN.

2. From the top right, use **Spotlight** and search for **tunnelblick**, which is the RU-VPN client. Click **Tunnelblick – Applications**.

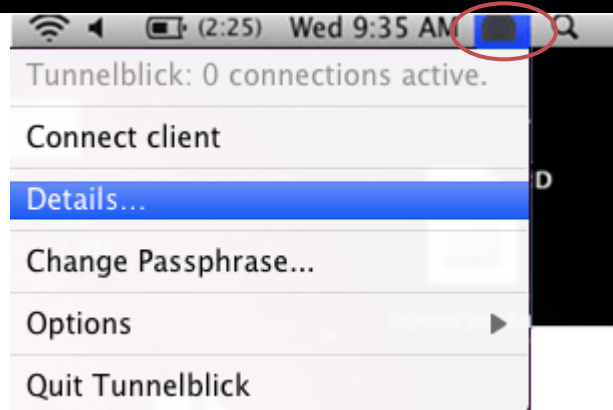


**Instruction**

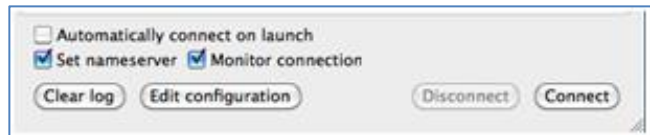
**Diagram**

- Once Tunnelblick is running an icon will display beside the spotlight icon. Click **Details...**

Note: This will only have to be completed the first time your run Tunnelblick.



- Select the checkbox **Set nameserver** and click **Connect**.



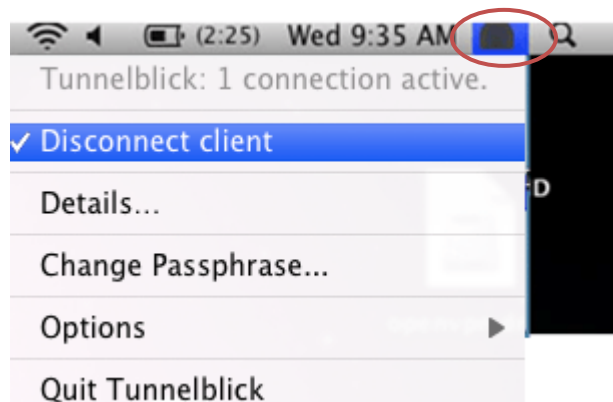
- At the **Passphrase** screen, enter your Certificate password given to you by CCS Help desk.



- Connection to Ryerson should be established within 15 seconds. For more information about your connection, click details. You will see Initialization; Sequence Completed and finally Connection is established.

- When you are finished with RU-VPN you can disconnect. Click the Tunnelblick (RU-VPN) icon beside Spotlight. Click **Disconnect client1**.

This will end your connection to Ryerson.

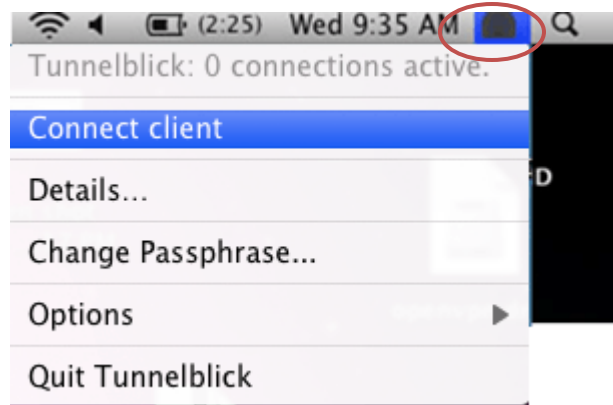
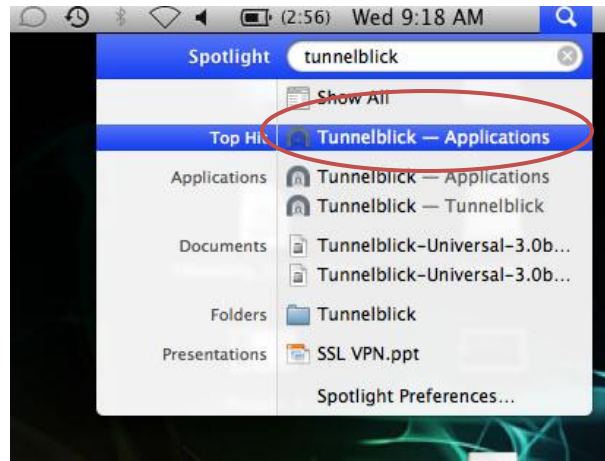


# Using RU-VPN after Initial Installation Run

**Instruction**

**Diagram**

1. If you are at home, make sure you are connected to the Internet. If you are at Ryerson, make sure you are connected to the Ryerson Internal Network, RIN.
2. From the top right, use **Spotlight** and search for **tunnelblick**, which is the RU-VPN client. Click **Tunnelblick – Applications**.
3. Click **Connect client1**.
4. At the **Passphrase** screen, enter your Certificate password given to you by CCS Help desk.



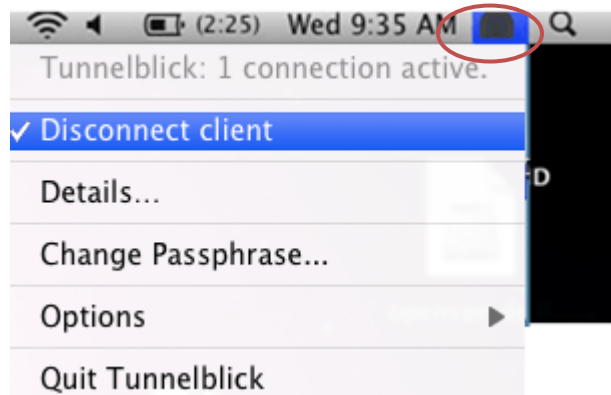
**Instruction**

**Diagram**

5. Connection to RU-VPN should be established within 15 seconds. For more information about your connection, click details. You will see Initialization; Sequence Completed, and finally Connection is established.

6. When you are finished with RU-VPN you can disconnect. Click the Tunnelblick(RU-VPN) icon beside Spotlight. Click **Disconnect client**.

This will end your connection to RU-VPN.



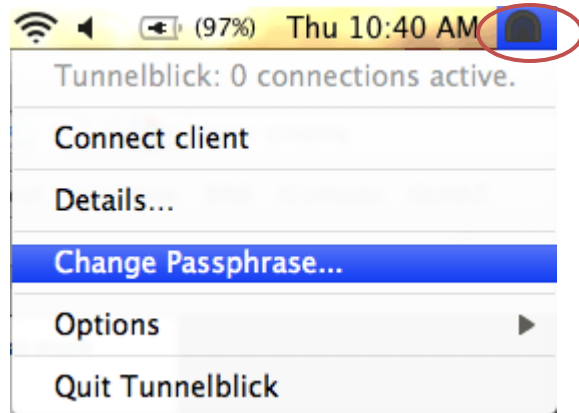
**Changing RU-VPN Password**

1. Although you have been assigned a temporary password, it is advisable to change that password to your own password now. Click the Tunnelblick(RU-VPN) icon beside Spotlight and select **Change Passphrase**.

Note: If RU-VPN is installed on more than one computer, please reset the password on all machines.

2. Enter your assigned temporary password in the **Old Password** area. Then enter your own new password in the **New Password** area and enter it again in the **Confirm New Password** area and click **OK**.

**Note:** The rules for the password are: minimum 8 characters in length, must contain at least one numeric character and at least one capitalized letter.



**IMPORTANT NOTE:**

Ryerson is taking the issue of security very seriously. It is imperative that you disconnect your RU-VPN session when you are finished with accessing any of the Ryerson systems or when your computer will be left unattended and unsecured for some period of time during the day.

Leaving your active RU-VPN session open and unattended provides others with the opportunity for message forgery and other misuse, attributing them to you and creating an embarrassment to you and possibly compromising the integrity of Ryerson. This is especially important for people who share computers or have their computer located in a public area.

Some basic safeguards which can be used to aid data security are:

- Disconnect your RU-VPN session and logout from your MAC during periods of absence.
- (e.g. coffee break, lunch, meetings etc.)
- Lock your office or room during periods of absence during normal working hours.
- Always use a screen saver password and a computer power-on password.