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**Logon with Your VPN for SystmOne Access**

When you are external to the office, for example on call, you will need to logon to the secure network first to enable you to then logon to SystmOne clinical system.

First, ensure that the laptop you are using had VPN installed; if it does not then you will need to speak to the IT Lead. Second, ensure you have been set up with a VPN token and logon; speak to the admin team if you do not.

1. Connect to the WiFi at your location
2. Find the VPN Client on your laptop
3. Enter your unique username
4. Enter your unique 4 digit code
5. Press the button on your token
6. Type in the digits shown on your token screen next to the 4 digits you previously entered, this is your password
7. Click connect
8. Continue to logon to SystmOne as normal