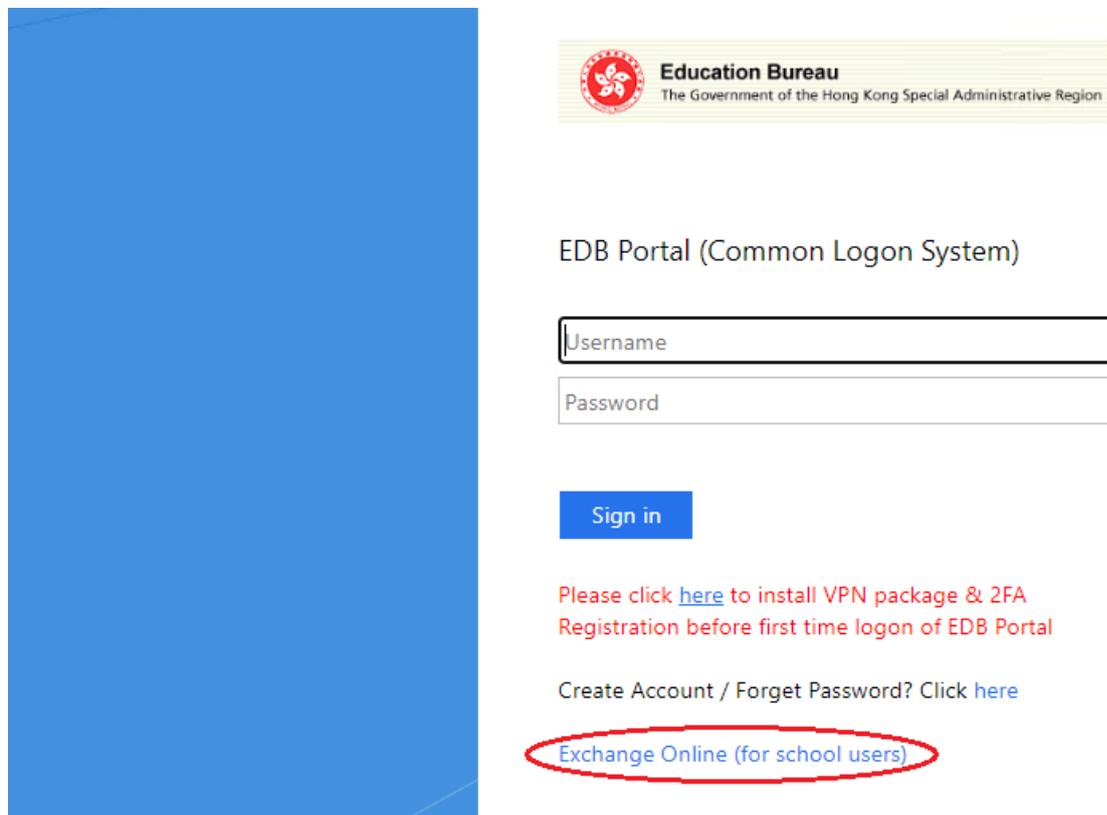# User Guideline

for

VPN Access

Education Bureau

(EDB)

Version: 1.4

Jun 2022

Access to School Mail System

You can click on "Exchange Online (for school users)" for directly login to the school mail system with your login name and password. **Installation of the VPN packaging software is not required.**

How to install VPN Client

If you need to access other resources of the portal, you first need to install a VPN packaging software on your workstation. Go to "https://vpn.edb.gov.hk/2fa", click here circled in red, download and install the VPN packaging software as below. **Don't directly logon the VPN for your first time before you install the VPN packaging software.**
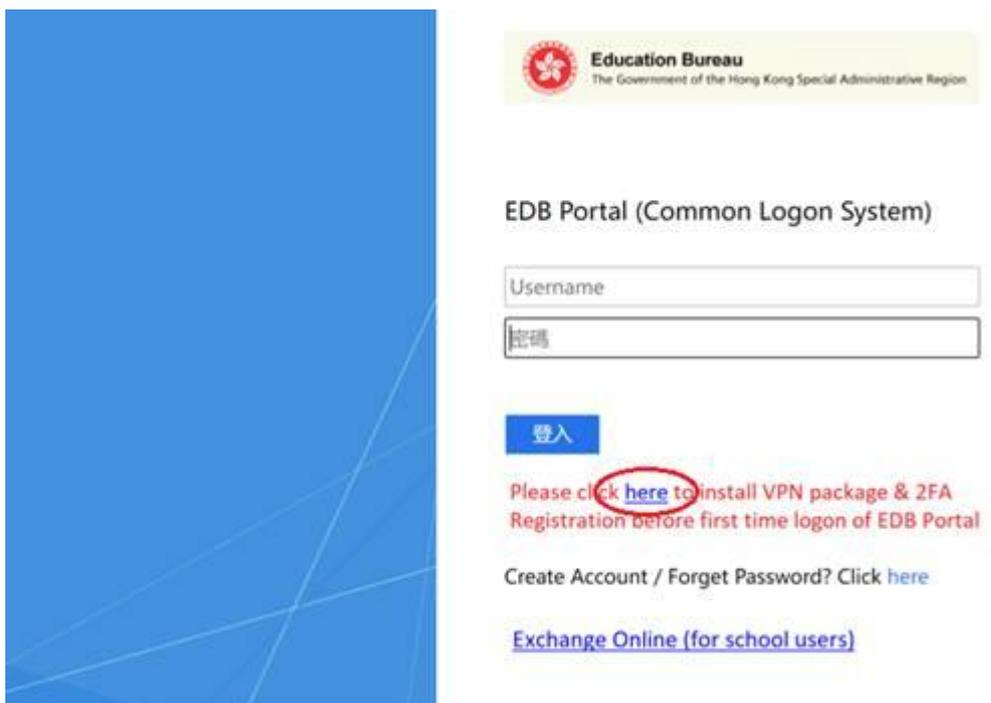
VPN Access for EDB Portal

Download Section

1. VPN Package Software for Windows (Revised on 17/05/2022)
   (Note: You do NOT require to reinstall again if you have already installed on your workstation before 17/05/2022. VPN
2. Root CA Certificate
   (Note: the Root CA certificate is required to install for non-Windows machine. To download the certificate, please right
3. New Root CA Certificate Setup
4. New Root CA Certificate 2022
   (Note: the Root CA certificate is required to install for non-Windows machine. To download the certificate, please right

Guideline Section

5. User Guideline for VPN Access
6. User Guideline of 2FA Setup for School Users
7. User Guideline for New Root CA Certificate Setup
8. VPN Installation Demo video
9. VPN Logon Demo video
10. 2FA Registration Demo video
11. Frequently Asked Questions

Reminder: Don't connect privately-owned computers, mobile devices, or removable media to Government internal information system or network, including the connection by Virtual Private Network, unless with the approval of the DITSO or his delegate. The application for approval should be sent by email to ExO(OS)1.

1. A zip file named edbvpn_setup_v*.zip is downloaded from "1. VPN Package Software" and you can unzip it to an executable file named edbvpn_setup_v*.exe. Double click edbvpn_setup_v*.exe to start the installation.

   (Note: version no * represent the current version no and will be revised due to version upgrade)

2. Login with the administrator privileges. The following warning message will prompt for Windows 10. Click More info.
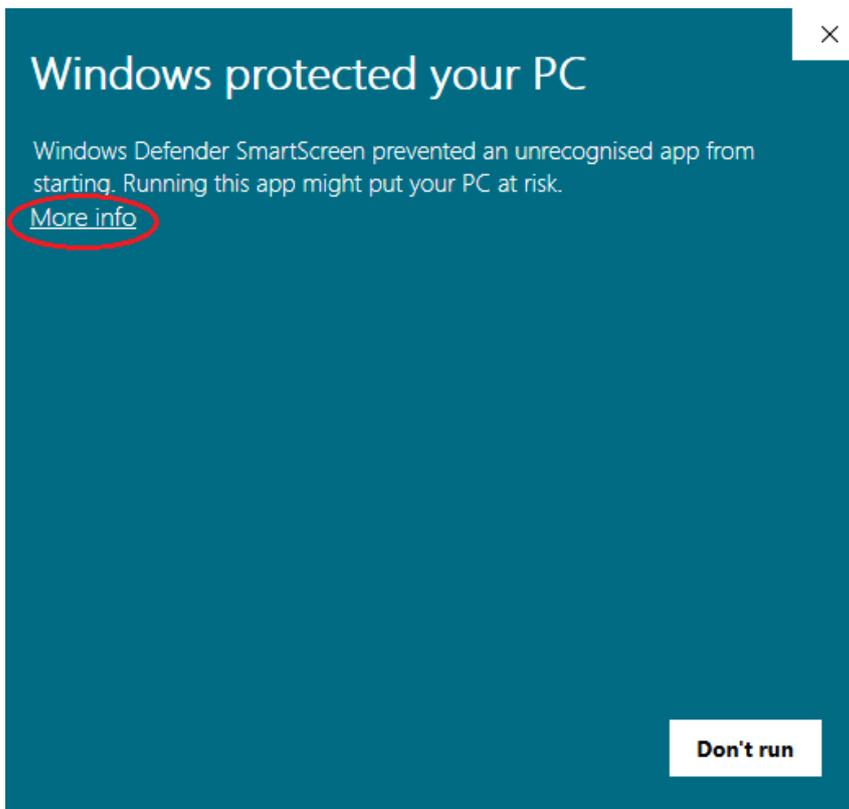
3. Click "Run anyway" to continue
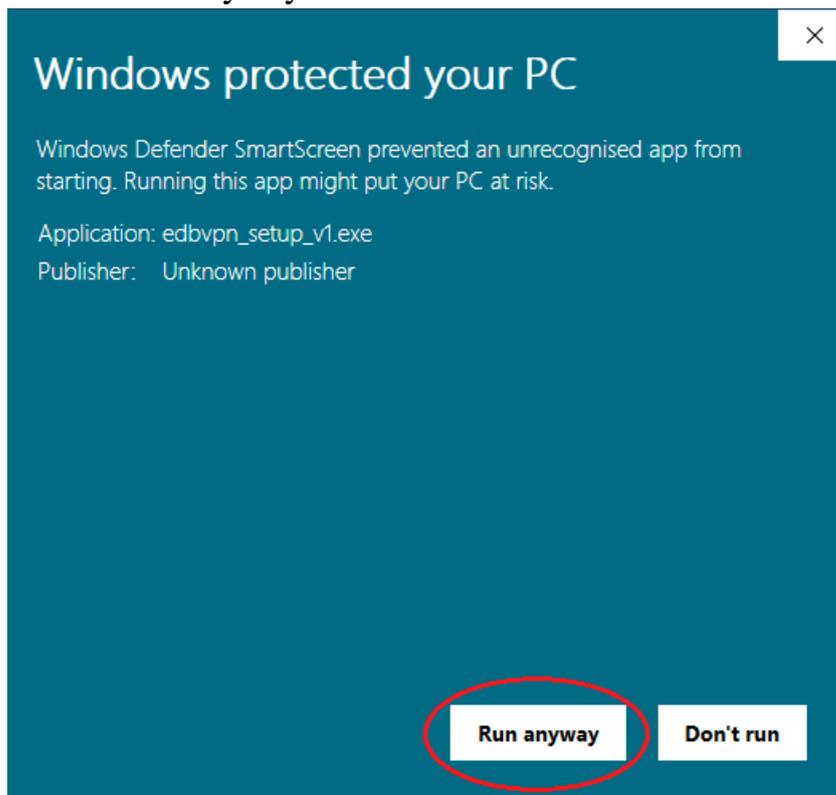
4. The following screen will be prompted, please wait and it will be closed automatically when the installation is complete.

How to access DP applications via VPN in future?

1. You must logon your VPN before you can access EDB Portal. Use your browser to access https://portal.edb.gov.hk, then you will redirect to the VPN logon Page: https://vpn.edb.gov.hk/2fa

   Alternatively, you can directly access the VPN link: https://vpn.edb.gov.hk/2fa
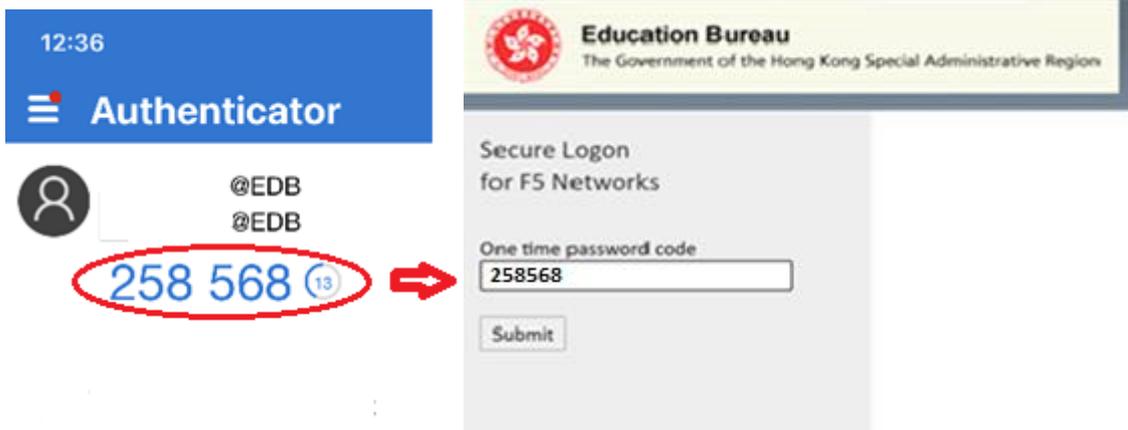
   Note: Remember to use <u>your default browser</u> to logon.

2. You are required to pass the EDB Portal with two factor authentication. Remember to install VPN client before your first logon.
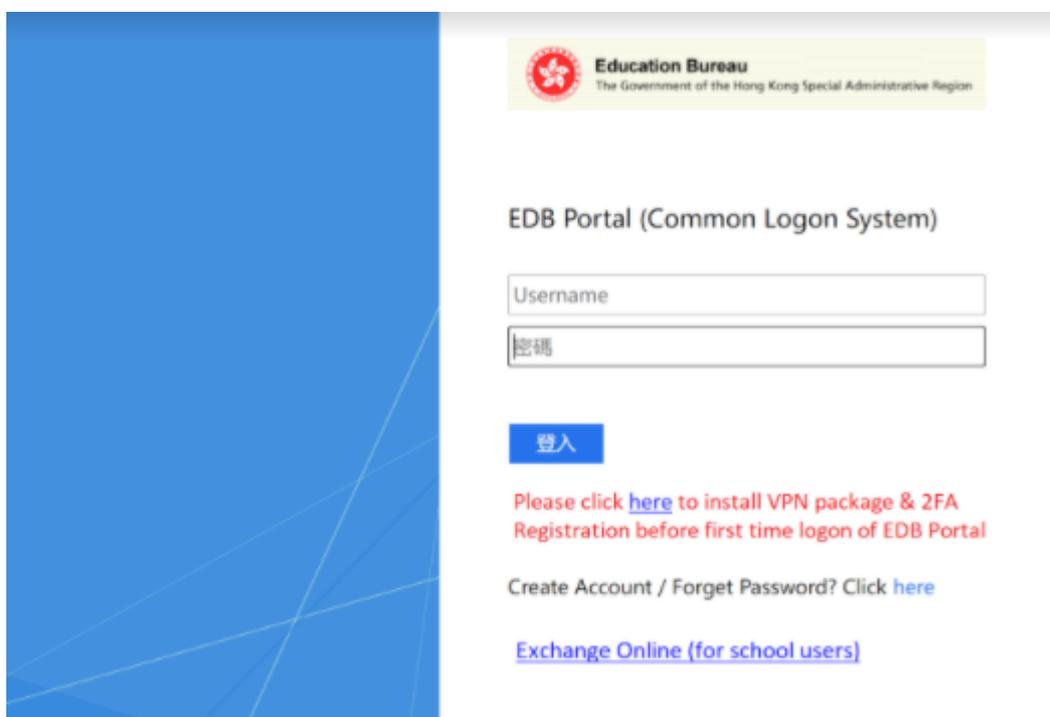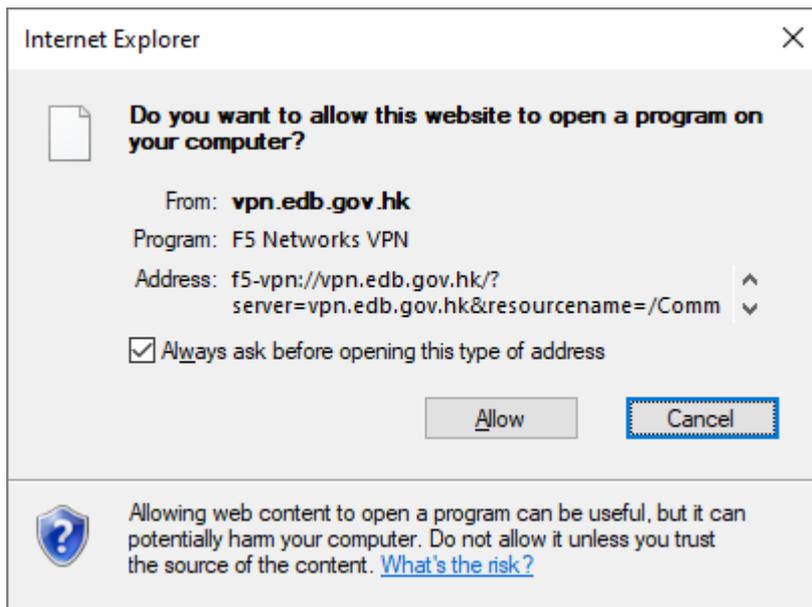

3. Once you have successfully logon the EDB portal with your password, you will be prompted to logon with the one-time password on your Microsoft Authenticator installed on your mobile.
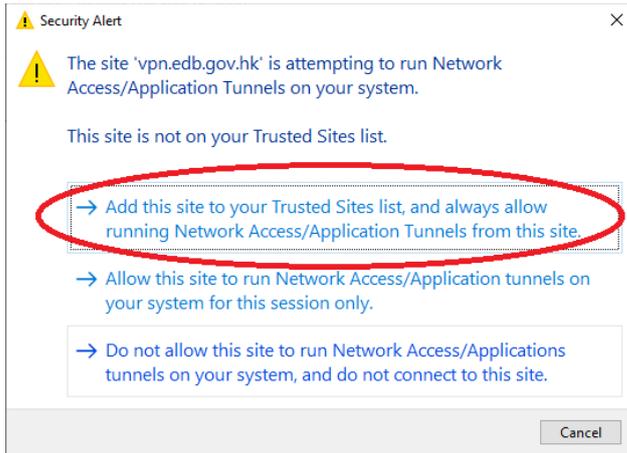
Note: your mobile clock must be accurate, otherwise the one-time password may not be synced with the server.

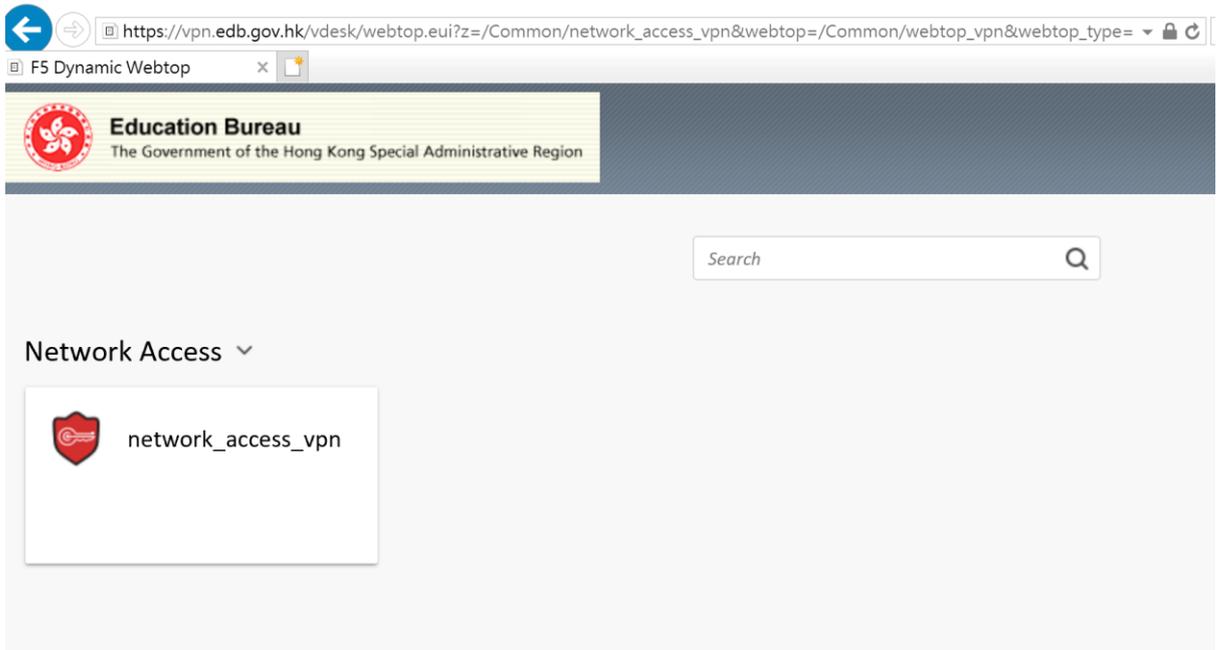4. The following dialog box will be prompted. Click "Allow" to continue.

5. The following dialog box will be prompted for your first time logon. Click "Add this site to your Trusted Sites list…", then this will NOT prompt again for your next time logon.
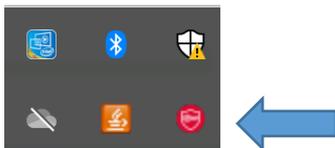
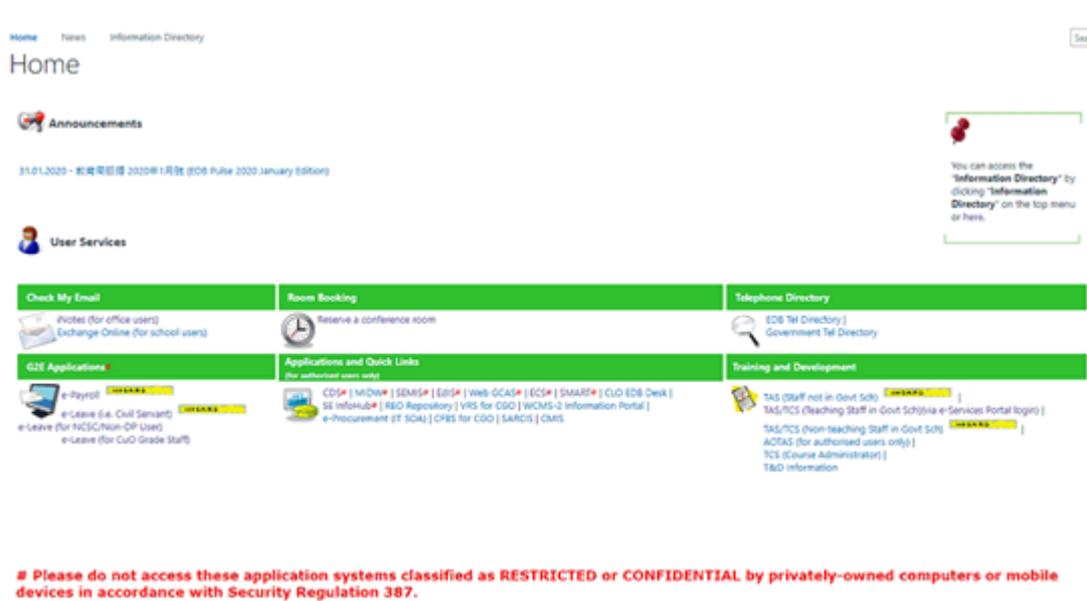6. VPN connection will attempt to establish.

7. Once the VPN connection is established successfully, an icon will appear in the system tray and

Notification message will launch on another browser window shown as below. You can close the message page accordingly.

8. Then it will launch the landing page of EDB Portal as shown.

9. Remember to sign out at the top right corner of EDB Portal and don't forget to close all the browser windows after successful sign out.