



Weill Cornell Medicine

Information Technologies & Services

Welcome to your new Evergreen computer
Follow these steps to get started:

- 1. Connect to the WCM network
- 2. Sign into OneDrive to access your files, if you have an existing OneDrive account.
- 3. Return your existing computer if you have one.



1. Connect to the WCM network

Instructions for connecting your new computer to the WCM network can also be found here: [HowTo: Sign into your Evergreen computer for the first time](https://wcmcprd.service-now.com/kb_view.do?sysparm_article+KN0014708) (https://wcmcprd.service-now.com/kb_view.do?sysparm_article+KN0014708)

Introduction

You have just received an ITS Evergreen laptop. Please take the following steps to sign in for the first time from off-campus.

- This article shows you how to connect to AnyConnect VPN before you log into your computer's operating system (OS). AnyConnect is a Virtual Private Network (VPN) that allows you to log into the WCM institutional network with your CWID and password, so you can access the WCM services you need to work remotely. (Your CWID is your Center-Wide ID that is assigned to you upon starting work. It allows you access to WCM services.)

While you may need to use AnyConnect regularly as part of your work, you should only need to sign in before login the first time you get your Evergreen computer.

- **Before you can connect to AnyConnect, you must enroll in Duo**, WCM's two-factor authentication tool. Duo is an easy-to-use two-factor authentication system which adds an extra layer of security for faculty, staff, and students to help safeguard their data and ITS services when outside of our network. If you have already enrolled in Duo, you can skip to Step 2.

Need more help getting connected?

[Please make an appointment at our virtual SMARTDesk](https://wcmc.simplybook.me/v2/#book/location/3/count/1/provider/any/) (https://wcmc.simplybook.me/v2/#book/location/3/count/1/provider/any/) for **Laptop/Mobile device service**, and enter "**Evergreen**" in the ticket field. One of our service technicians will help you.

Step 1: Enroll in Duo

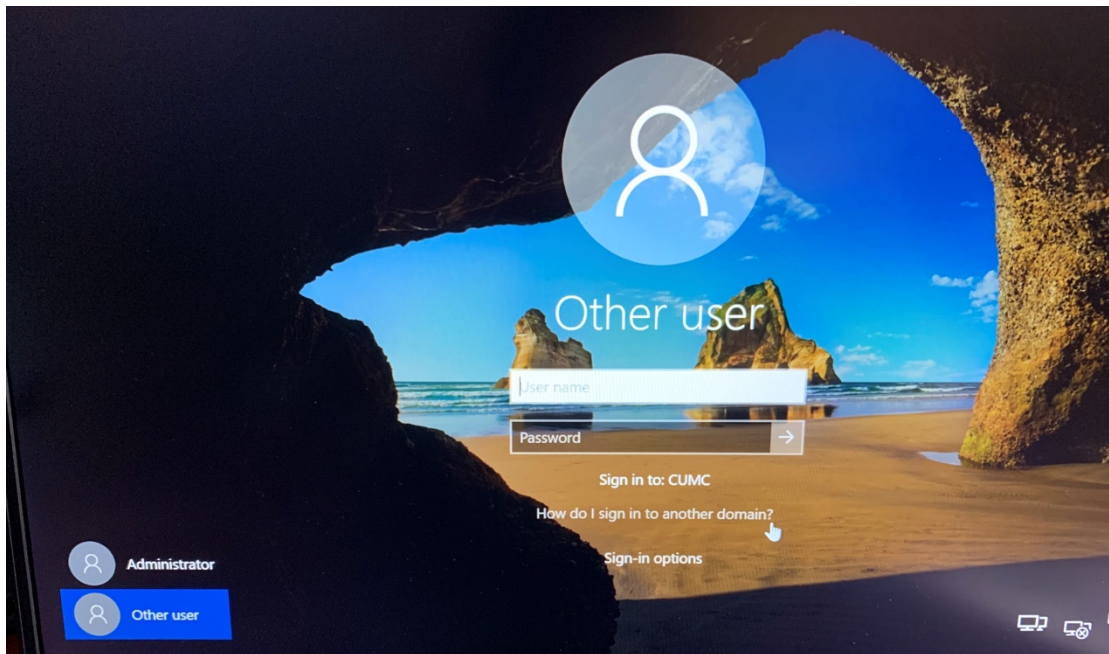
To enroll in Duo, please visit duo.weill.cornell.edu from any web browser and follow the instructions on screen to enroll. You can follow these instructions whether you are setting up Duo for the first time or activating Duo on the same phone after a phone reset. You can utilize Duo on many devices, including:

- Mobile phones via app, SMS, or phone call (highly recommended)
- Tablets via app
- Landlines via phone call

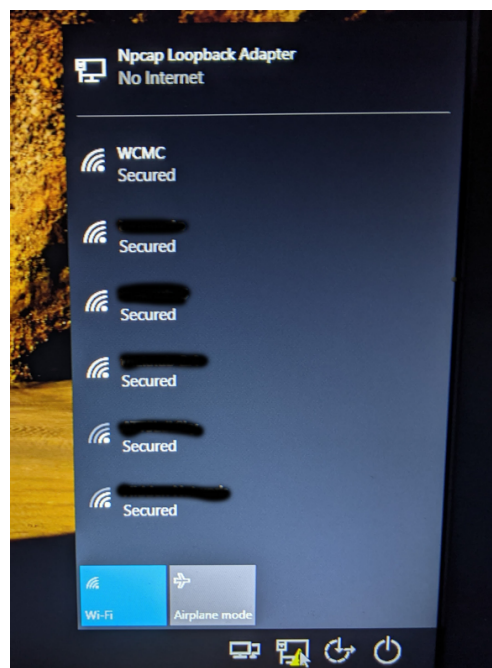
For further instructions, please consult this guide [Installing Duo Dual Authentication](#).

Step 2: Connect to AnyConnect VPN

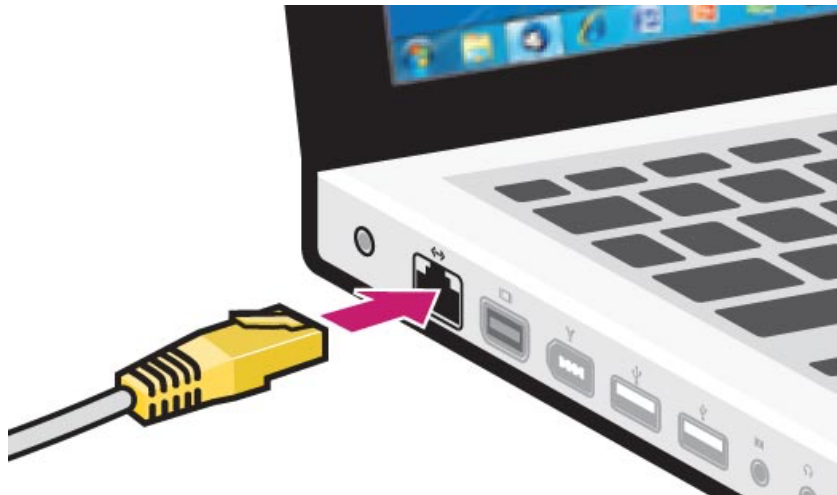
1) Turn on your computer. You will see your login screen.



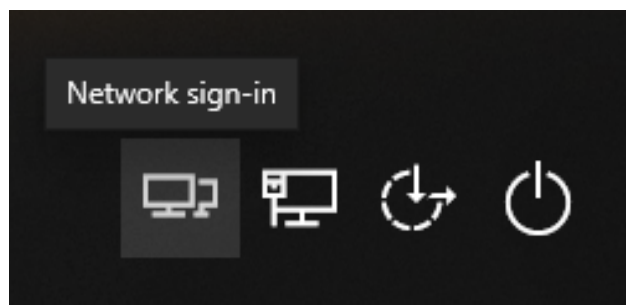
2) If you are using a wireless network for internet, click on the **Network icon** in the bottom right-hand corner of your screen. Join your network, which will most likely be your home network. (The "WCMC" network appears in the screenshot below as an example only. Remember: our AnyConnect VPN only works when you are not on the WCM network.)



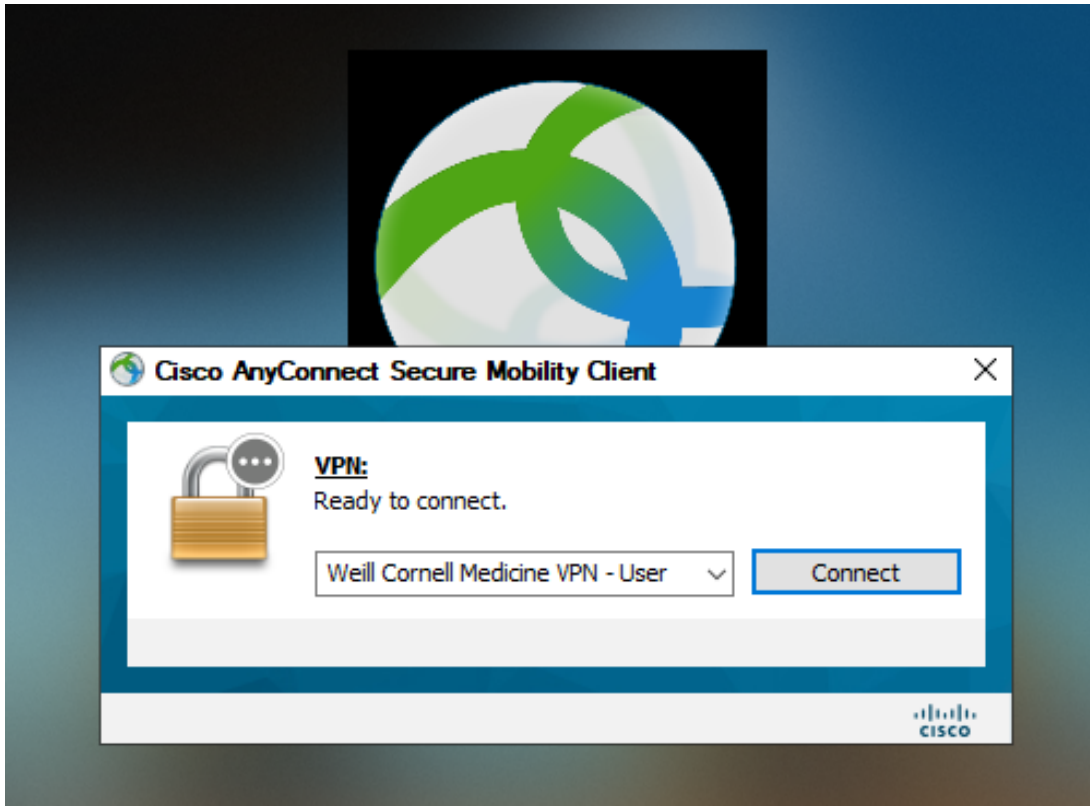
If you are using a wired ethernet connection for your home network, proceed to step 3.



3) Click the **Network sign-in** button in the bottom right-hand corner of your screen, next to the network icon. This will launch the AnyConnect application.



4) The Cisco AnyConnect screen will appear. Make sure "Weill Cornell Medicine VPN - User" appears in the window. If this is missing or you have problems connecting, type "vpn.weill.cornell.edu" in the window. Click **Connect**.



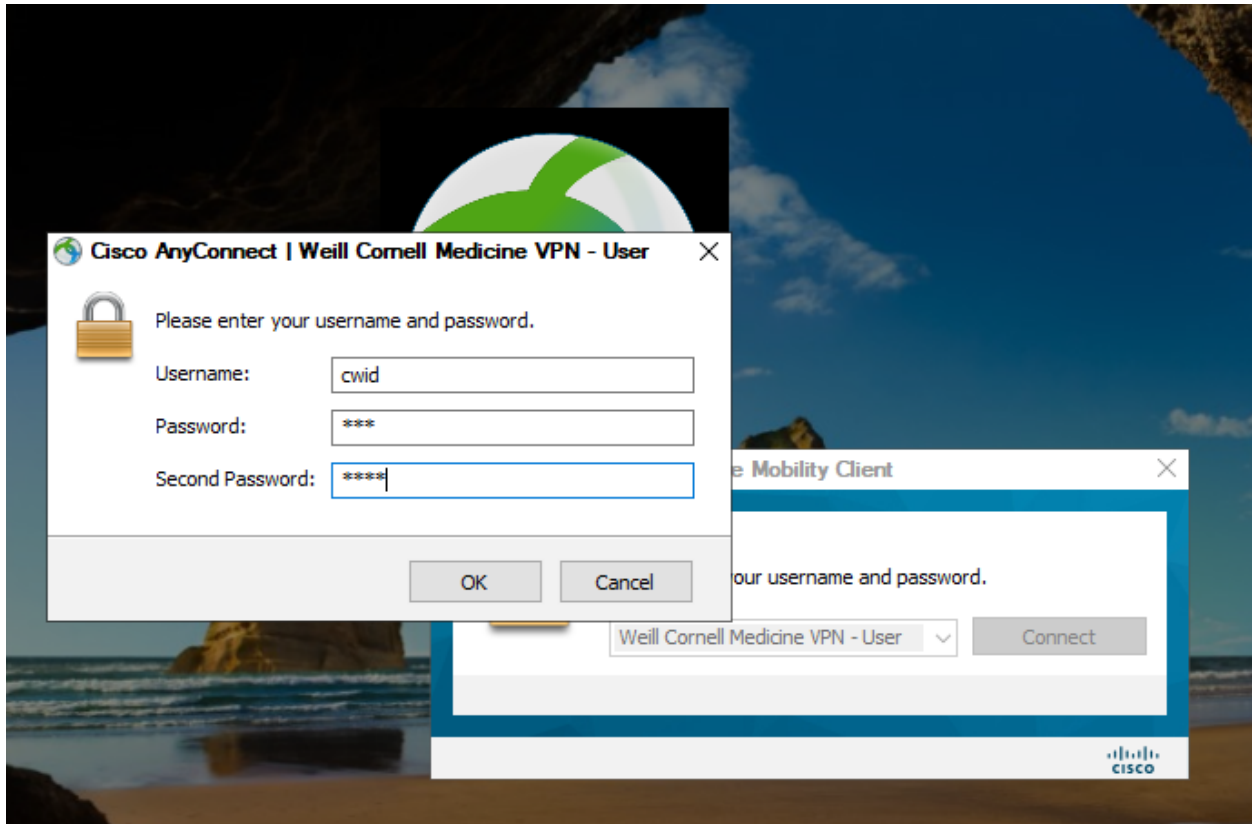
5) In the Username window, enter your CWID. In the first Password window, enter your WCM password.

The Second Password window is tied to Duo, and you have two options:

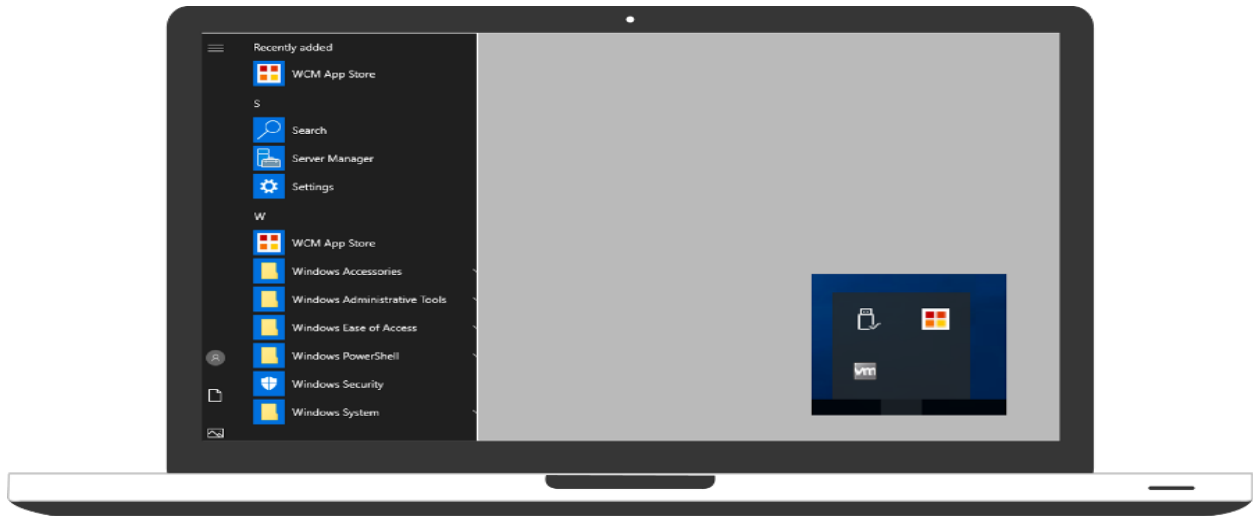
Option 1: Type the word "push" into the Second Password field. A Duo notification will automatically be sent to your device of choice (i.e., a mobile device, a tablet, or your landline). Verify your identity with the chosen method. Note that the Duo confirmation expires after about two minutes. If this happens, you need to log into AnyConnect again.

Option 2: Type a one-time Duo passcode into the Second Password field. (You need a mobile phone for this option.) To generate a passcode, open the Duo app on your mobile device or tablet. Select the Weill Cornell Medicine token, and tap the down arrow on the right of the screen. A six-digit passcode will display. Enter this code in the Second Password Field.

Click **OK**.



6) Your computer is now connected to AnyConnect VPN. You can now log into your computer with your WCM CWID and password.



Once you've logged into the computer for the first time, make sure you check out the **WCM App Store** to download any necessary business software, like Microsoft Office. You can find the WCM App Store in your installed applications list. Click on the WCM App Store icon (shown above) to launch the App Store.

2. Sign into OneDrive to access your files

If you are a current employee and have files saved to OneDrive, you can access them from your new laptop, and create a local folder with the files.

1. Sign into **O365.weill.cornell.edu** with your CWID and Password.
2. Select **OneDrive** from the app launcher.

For more help navigating OneDrive, including syncing files or making files saved in OneDrive available locally, view the [Microsoft 365 – Support and Training Wiki](https://wcmcprd.service-now.com/kb_view.do?sysparm_article=KB0014089) (https://wcmcprd.service-now.com/kb_view.do?sysparm_article=KB0014089) and click on the resources available for OneDrive.

3. Return your existing computer.

If you are currently using an ITS-tagged computer, follow the steps below depending on the type of computer you are using.

- 1) If you are using an **Evergreen** computer, return it to ITS.
- 2) If you are using a **personal** computer, it is yours to keep. You have a few different options:
 - a) Your computer can remain supported (i.e. tagged) and you can continue to use it as a work computer. This requires your department to continue to pay connect fees. Contact your Department Administrator to determine whether this is an option for you.
 - b) Your computer can be disconnected if you no longer need it as a work computer. Contact your Department Administrator to begin the process of disconnecting.
- 3) If your computer is **department-owned**, contact your Department Administrator.

Your DA will help you determine which steps to take next. (e.g. Return the computer to the ITS department, return the computer to your department, or keep the computer a personal device. This requires the permission of your DA, and requires you to disconnect.)