# How To:
## Use the Cisco AnyConnect VPN
## to connect remotely from your MPC device

Don't have your MPC device? Use **My Virtual Desktop** with a home or public PC. (guide on page 3)

If you need to access MPC resources from a location without the Marathon network (such as a hotel, or in the field on a cellular connection) you can use **Cisco AnyConnect** to connect your Marathon computer from anywhere with an internet connection. Once connected, your computer can access websites, files, and other applications, as if you were sitting in the office at your desk.

## Connect Using AnyConnect:

1.) Ensure you're **Connected to the Internet**

2.) Launch AnyConnect using one of these options:
   a. **Type "AnyConnect" in the Search Windows** box, and select the **Cisco AnyConnect Secure Mobility Client**
   b. In the **Windows Tray**, click the **AnyConnect** icon

3.) In the AnyConnect Client, ensure the dropdown says **Marathon** and click **Connect**.
   a. If the dropdown shows something other than MPC (Default), see the *Additional VPN Profiles* section of the appendix.

> *You may have noticed that you didn't have to enter a username and password…. That's right! Most users no longer need to when connecting with AnyConnect!*

4.) It may take **between 20 and 30 seconds** to establish a connection. Don't worry – this is normal! The app will automatically minimize, and **you may see several pop-ups in the lower-right corner of the screen**.

5.) Once you see the **Network access allowed Pop-up**, the AnyConnect icon in the tray will change to a green checkmark and you can now access your files, apps, and internal websites as if you were at your desk!
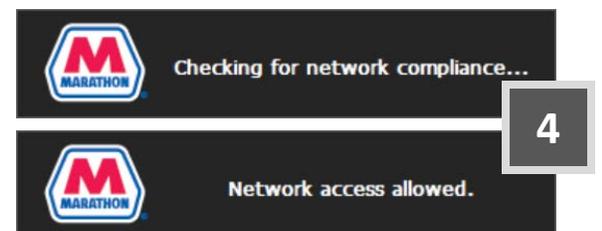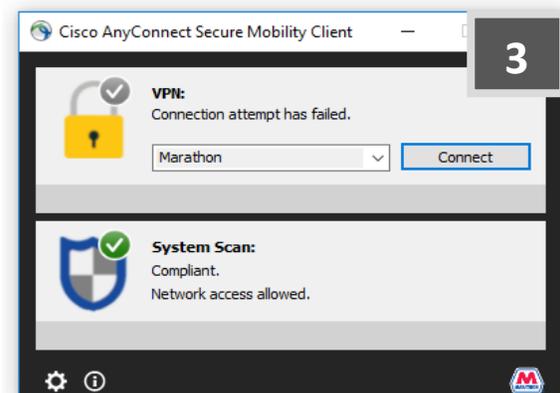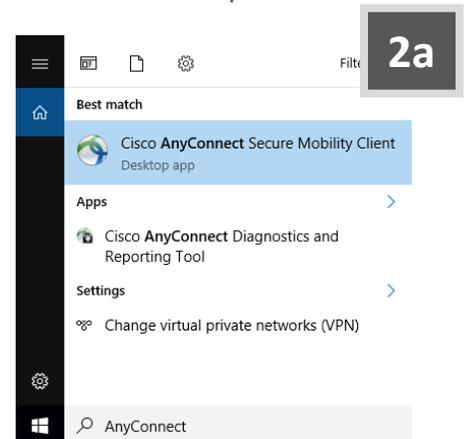
## Questions or Concerns?
Please contact the **MPC Service Desk** for questions, concerns, or additional connectivity assistance.

# Appendix

**Additional VPN Profiles**

In lieu of (or sometimes in addition to) the *MPC (Default)* profile, some users may be required to use one of the additional connection profiles described below. If you require a profile other than the default, please submit a ticket to the MPC Service Desk.

### *MPC (Always-On)*

The Always-On profile will automatically establish a secure connection to the Marathon Corporate Network whenever a public internet connection (including cellular) is available. Note, when using Always-On, the VPN cannot be manually disabled (The device is *always-on* the corporate network).

*This profile is typically deployed to field / operations employees that transition frequently between corporate and non-corporate network connections.*

### *MPC (PCI / 2FA)*

The PCI / 2FA profile is used when additional security is required. After hitting connect, you will be prompted to enter PIC, Password, and an RSA passcode to establish a connection.

*This VPN profile is REQUIRED for employees that work with PCI systems, as well as other employees with elevated access levels to some systems.*

# Frequently Asked Questions

**Q: Does AnyConnect replace another tool?**
A: AnyConnect replaces two previous tools – CorporateConnect and NetConnect.

**Q: Are there any new features I should know about?**
A: Yes! In addition to the new Always-On profile described above:
- Most users will now be able to connect without having to enter a username/password.
- AnyConnect will automatically pause if you connect your device back to the corporate network, so you don't need to manually disconnect.
- If your connection drops while using AnyConnect, it will automatically attempt to reconnect (for up to 30 minutes) when the connection is restored.

**Q: I'm receiving an error when trying to connect. What should I do?**
A: Contact the MPC Service Desk for assistance. They are knowledgeable on the process to get you back up and running as quickly as possible!

**Q: How do I disconnect from the VPN if I don't need to be on the corporate network?**
A: You can disconnect from the client by right-clicking the same icon in your system tray and choosing Disconnect from the menu. Alternatively, you can re-open AnyConnect and click the "Disconnect" button. *Note that if you are using the Always-On profile, you cannot disconnect!*

# How To: Use My Virtual Desktop
### to connect remotely from any device

## Connect Using My Virtual Desktop:

1.) In any browser, navigate to
https:\\myapps.marathonpetroleum.com

2.) At the login page:
   a. **Enter your Username, Password, and PIN + Hardware Token or Soft Token**
   b. Click **Log On**

3.) Ignore the options to install, instead **Click Log on**

4.) A list of available Virtual Desktops will be shown.
   a. **Click My Virtual Desktop Windows 10** to use a standard company virtual desktop.

   Or, to access other available applications:
   b. **Click the Apps tab** at the bottom of the page. Then, **Expand the menu** on the left side of the page and select an application.
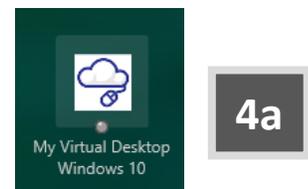
## Tips for My Virtual Desktop
- After 72 hours of inactivity, you will be automatically logged off.
- The Black Tab at the top offers additional controls
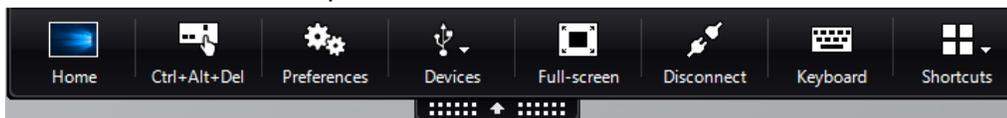


- Making the virtual desktop full screen (button in the black tab) can help you organize which PC you are working in.

## Questions or Concerns?
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