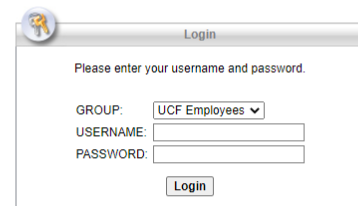


# Instructions for accessing Intake forms remotely

1) Navigate to <https://Secure.vpn.ucf.edu>

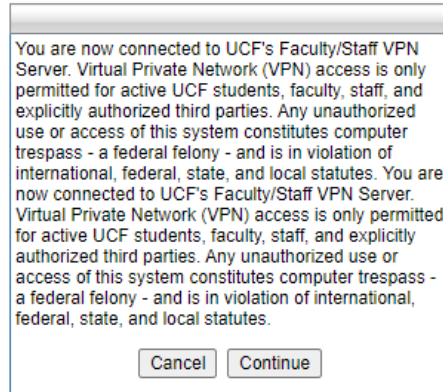
A screenshot of a login form titled "Login". The form contains the following fields and elements:

- A message: "Please enter your username and password."
- A "GROUP:" dropdown menu with "UCF Employees" selected.
- A "USERNAME:" text input field.
- A "PASSWORD:" text input field.
- A "Login" button.

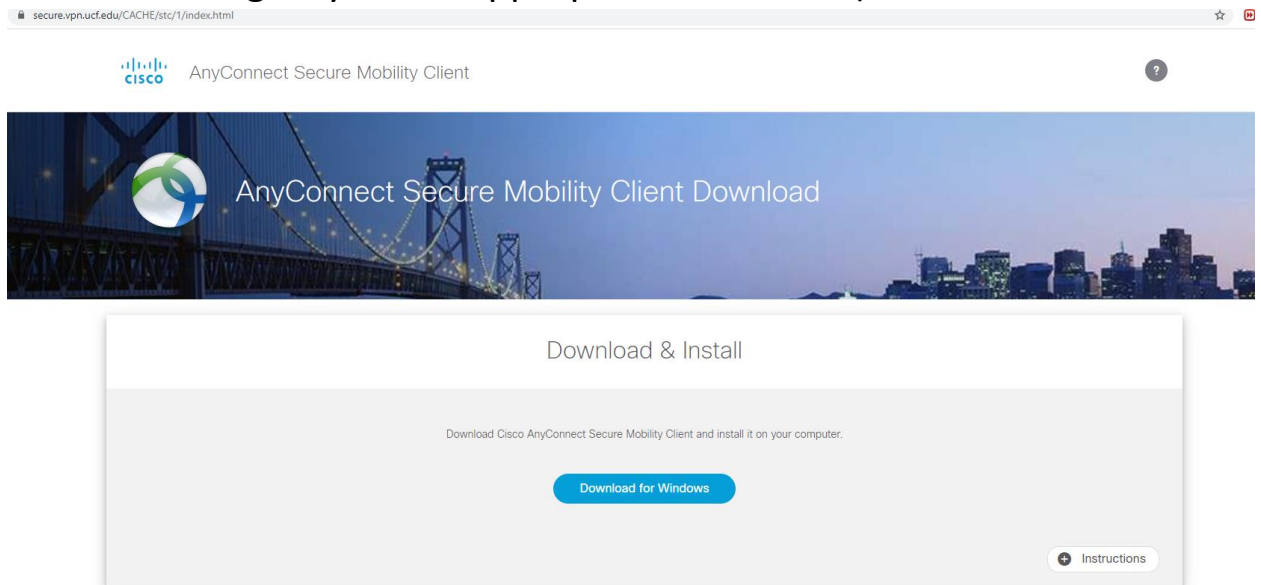
2) Change Group to "UCF Students"

3) Log in using your NID for the username and your NID password for password

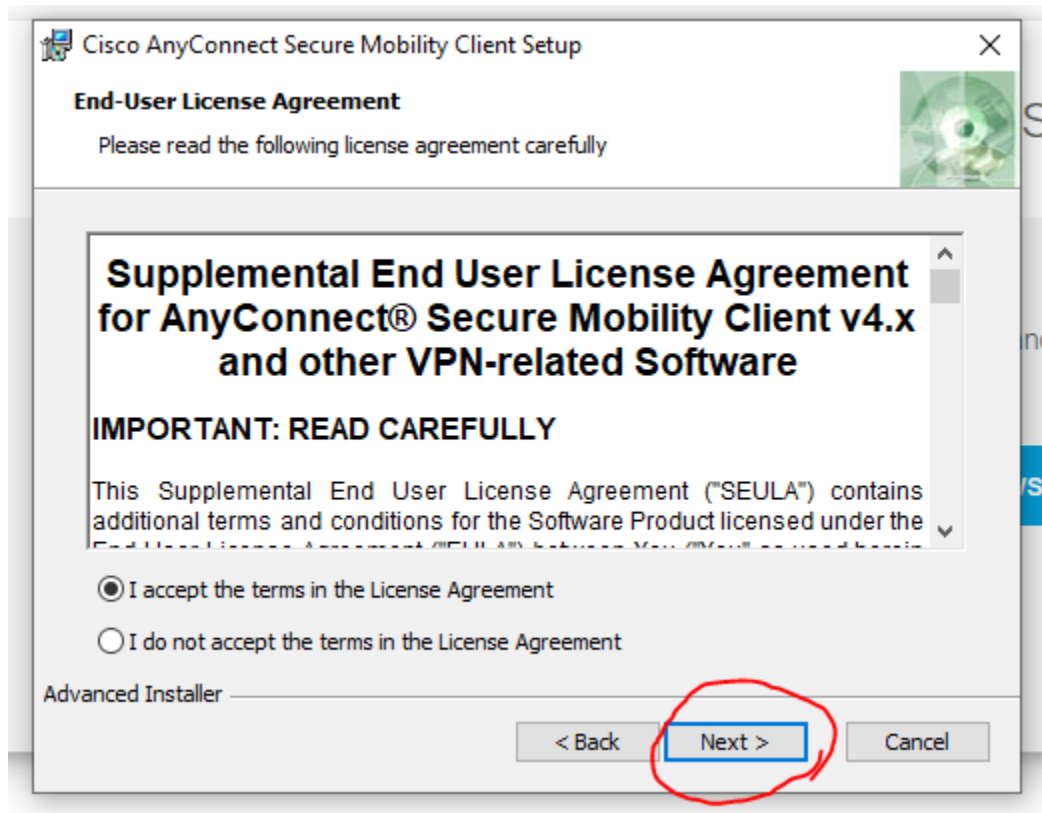
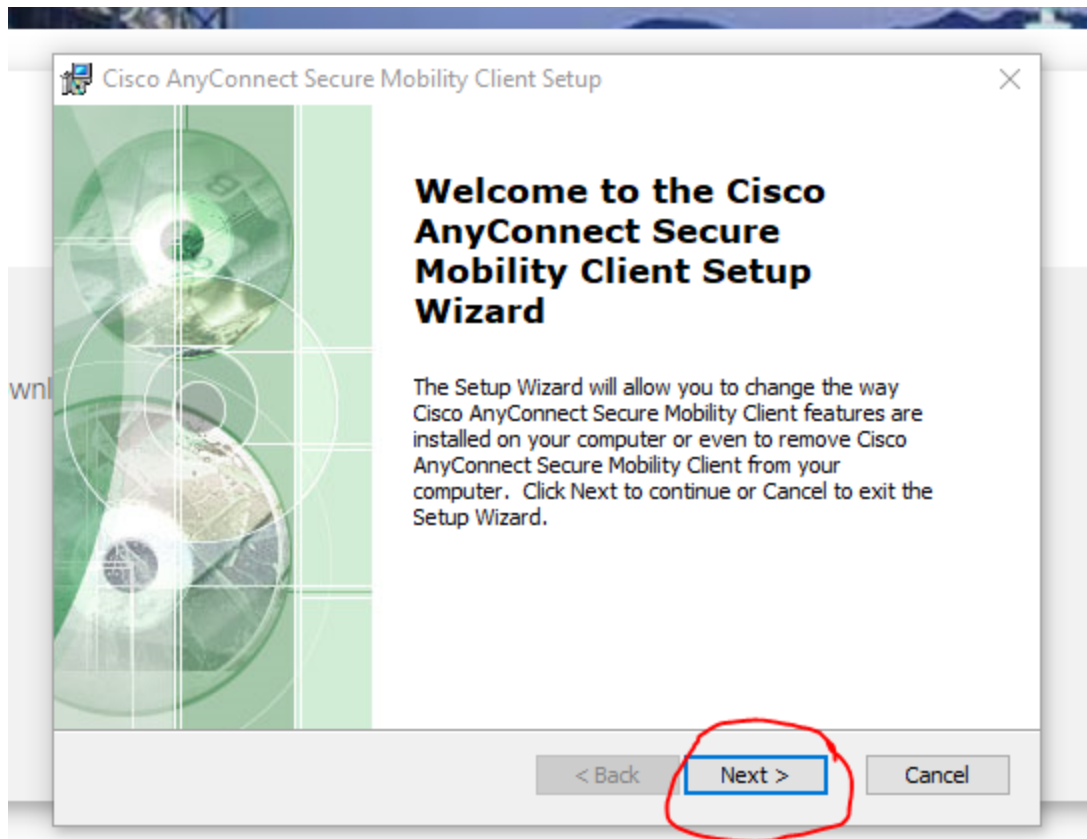
4) On the next screen that comes up after logging in click continue

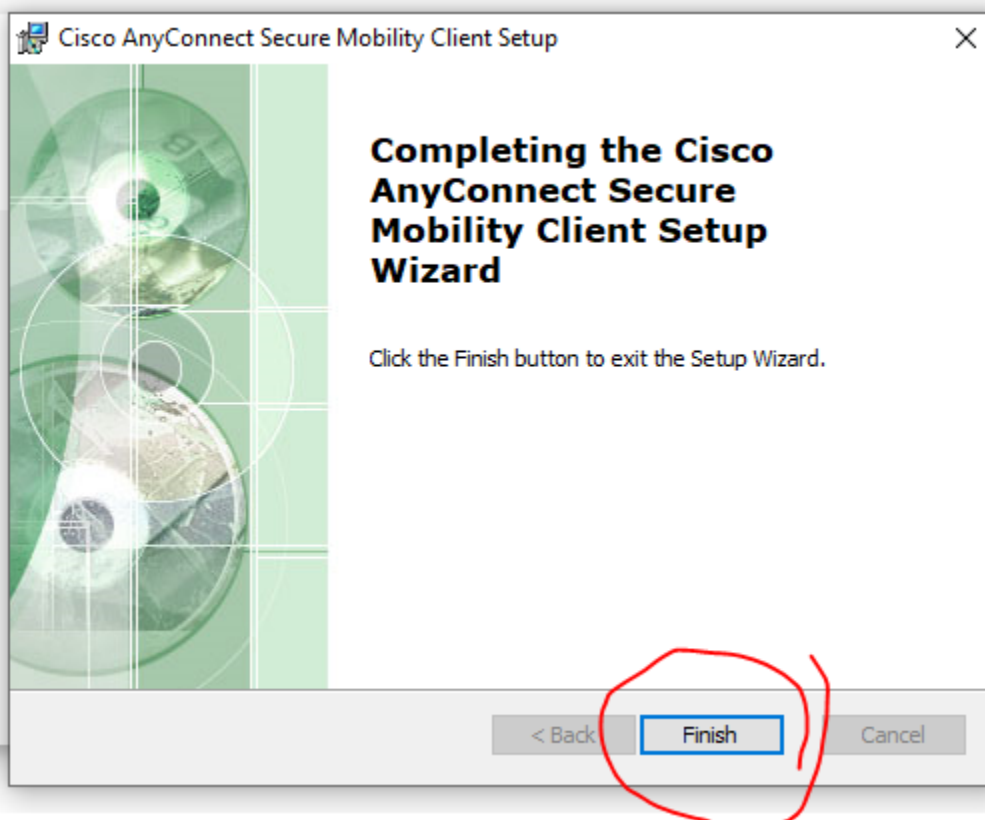
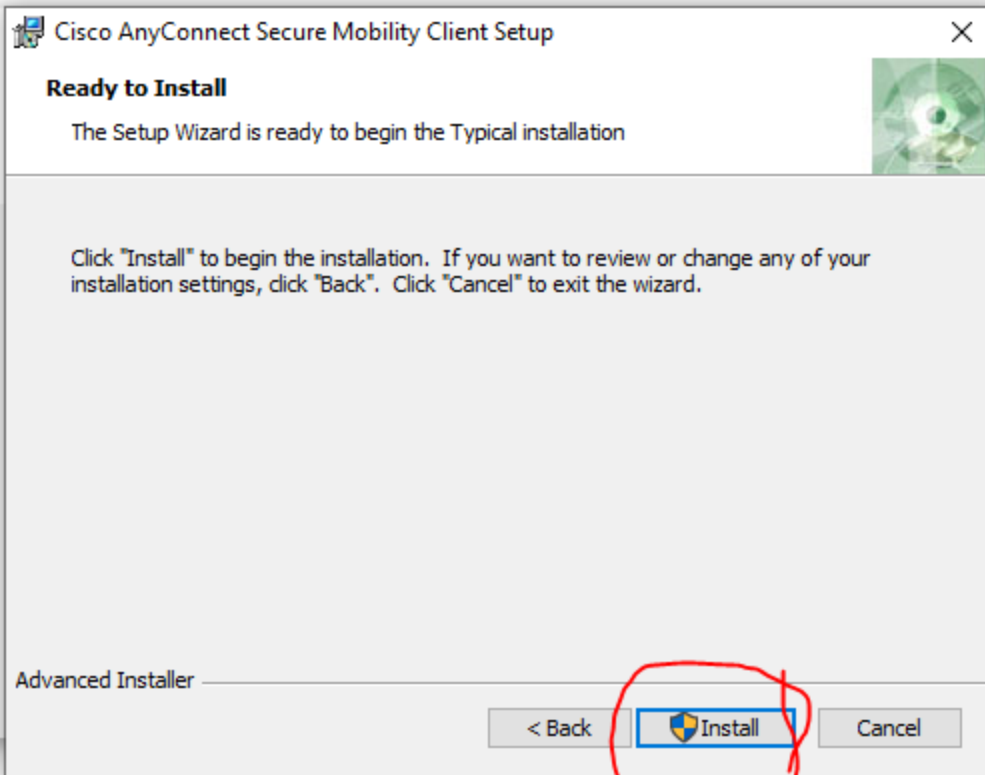


5) Next click download. (It will recognize if you are using MAC or windows and give you the appropriate download)

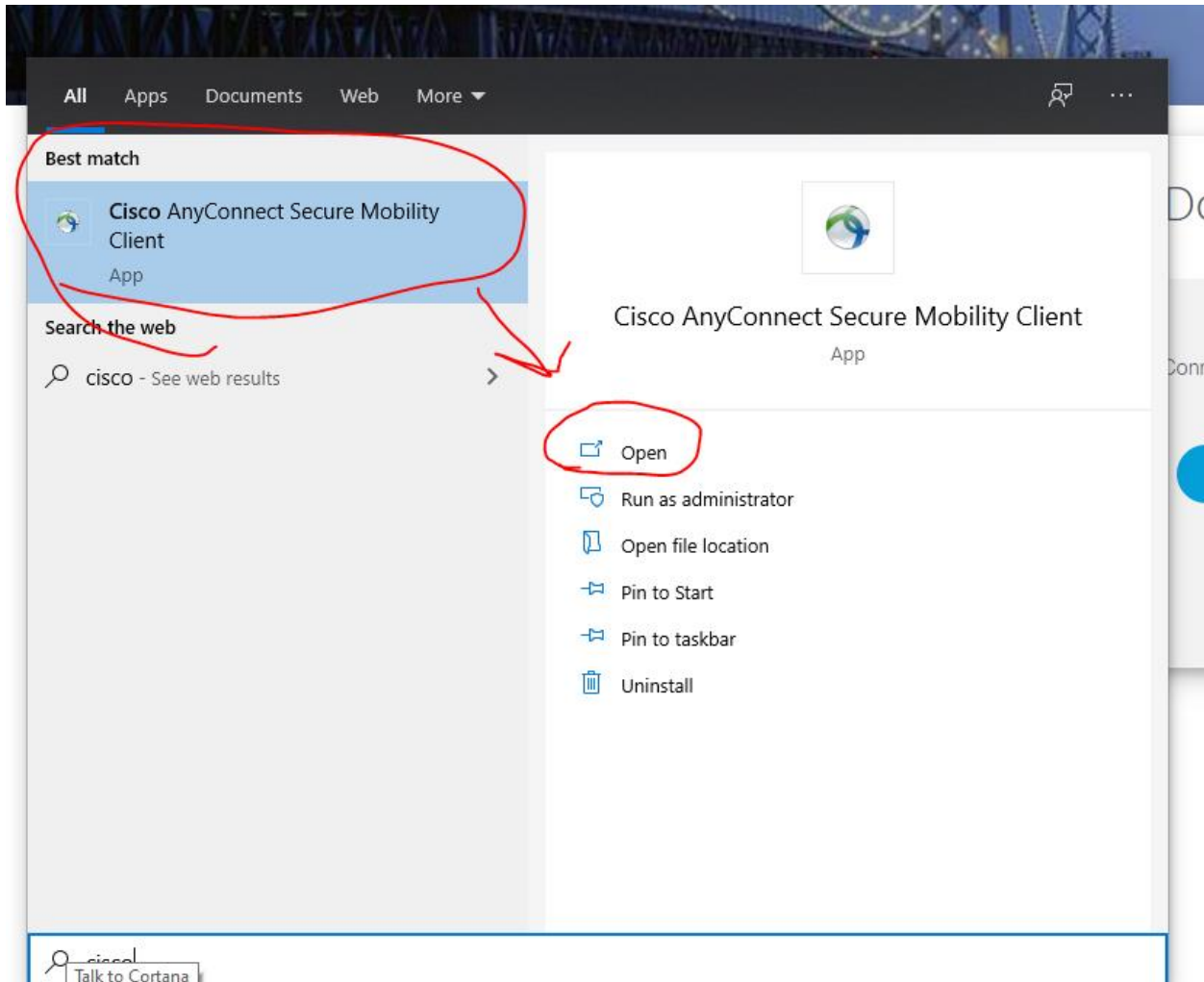


6) After downloading run through the prompts to install

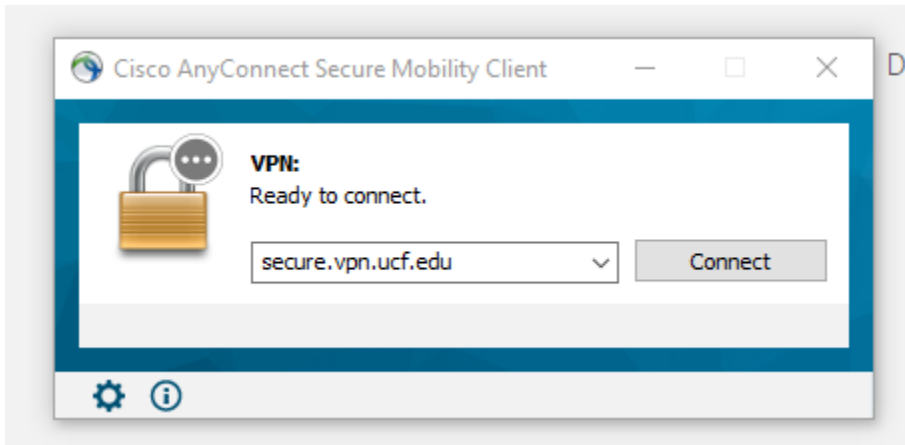




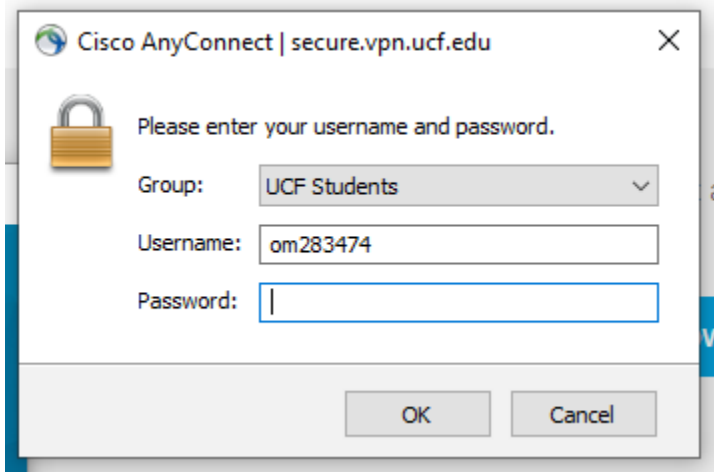
7) After the install finishes, open “Cisco AnyConnect Secure Mobility Client” from your start menu.



8) In the blank space enter “secure.vpn.ucf.edu”

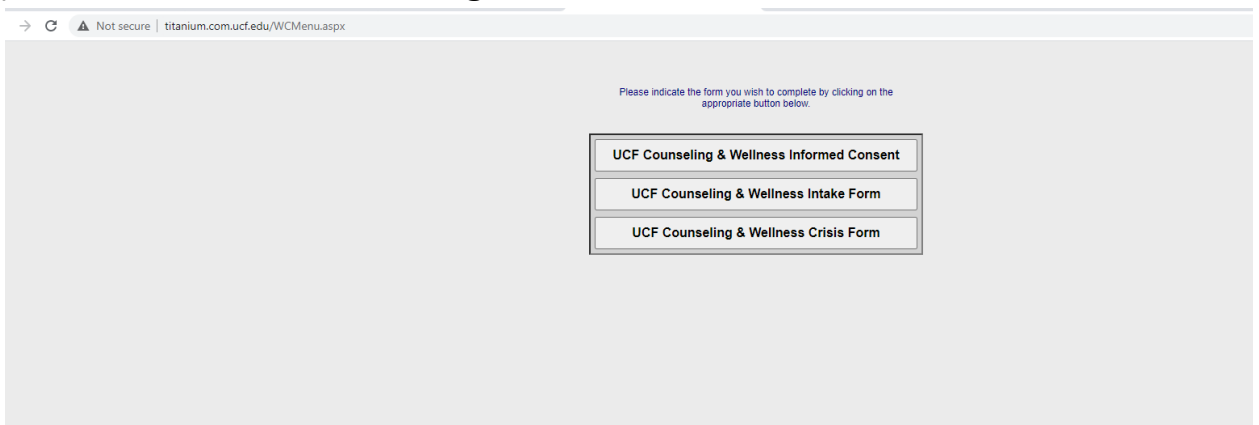


9) In the pop up change group to “UCF Students”



10) Sign in using your NID and NID password

11) Once connected navigate to titanium.com.ucf.edu



12) Select “UCF Counseling & Wellness Intake Form