UC Flex Off-Campus Access Instructions

**For issues with the VPN, please contact UCIT Help Desk at 556-HELP or helpdesk@uc.edu**

Additional information regarding the VPN – click [here](#). Additional information on VPN for a Mac – click [here](#).

1. Go to the [UC homepage](#) and under UC Tools in the top banner click on UC VPN. **Note:** UC Flex/ESS can be accessed from UC Tools as well.

2. Log in to the [VPN](#) using the same credentials as your UC Flex/ESS login.

**Please read before continuing step by step instructions**

Be sure you leave the VPN page and browser open once logging in.

**Tip:** minimize the VPN browser and open a new browser to access the website you need. **PLEASE NOTE:** closing the VPN browser will log you out of the network.

For UC Flex login screen: type [www.ucflex.uc.edu](http://www.ucflex.uc.edu) into the address field OR go back to [UC homepage](#) and under UC Tools, click on UC Flex/ESS (see above).

For CQ5 Author login screen: type [www.author.uc.edu](http://www.author.uc.edu) into the address field of your Firefox browser or go to [www.uc.edu/cms](http://www.uc.edu/cms) for CQ5 login button.
3. Click on Start.

   The following message will appear. Please wait...

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   Please wait...

   Launching Network Connect. This may take from a few seconds to a couple of minutes, depending on your bandwidth.

4. Once you are connected to the Network VPN, the following VPN icon 🍀 will be visible at the bottom of your screen (in the tray).
5. Open a new browser page to access the UC Flex login screen by either typing [www.ucflex.uc.edu](http://www.ucflex.uc.edu) into the address field OR go back to the [UC homepage](http://www.uc.edu) and under [UC Tools](http://www.uc.edu), click on [UC Flex/ESS](http://www.uc.edu). **Closing the VPN browser will log you out of the network.**

*Note:* there is no direct link to UC Flex from the VPN page (see below screen shot).

**Attention CQ5 Authors:** open a new browser page to access CQ5 login screen by either typing [www.author.uc.edu](http://www.author.uc.edu) into the address field of your Firefox browser or go to [www.uc.edu/cms](http://www.uc.edu/cms) for CQ5 login button.

6. **Congrats!** You are ready to access UC Flex/ESS and/or work off campus while protected within UC’s network.

**If you are still being redirected to the message page regarding VPN,** try typing [www.ucflex.uc.edu](http://www.ucflex.uc.edu) into the **Browse** field on the VPN page (see below). Then click on **Browse** button.

*Note:* this should open the UC Flex login page in the same window.

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**Additional Resources:**

For additional information regarding the VPN – click [here](http://www.uc.edu). For additional information on VPN for a Mac – click [here](http://www.uc.edu).

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