

In order to access the VPN without a PIV card, follow these steps.

1. In IE, Visit <https://remote.ito.hhs.gov>

2. Under User Name, type [firstname.lastname@hhs.gov](mailto:firstname.lastname@hhs.gov). If you have an email address specialized for your Op/Div, such as @acf.hhs.gov or @psc.hhs.gov, be sure to enter your username using the format above. Enter your HHS Network password under Password and click Sign In.

3. After entering your login credentials, a Check Point window asking if you want to trust the server may appear. Click Trust Server to proceed.

4. An SSL Network Extender window may appear letting you know you are about to open a secure channel. Click Yes to proceed.

5. A pop-up message will appear with information about how the SSL Network Extender will appear in the system tray in the lower right corner of your Windows screen. If you do not want this message to display again, remove the check mark next to Show this message next time and click OK.

6. If the VPN connection was successful, a message will appear indicating you are connected and can now use your usual applications. You can click on the Disconnect button to disconnect. Feel free to reply back in email or contact us at 866-699-4872 if you have any questions.