

BANNER Installation

Before accessing Banner, the USNH web-based financial system, Contivity VPN Client and Adobe Acrobat Reader must be installed on the workstation.

- Launch Microsoft Internet Explorer
- Go to www.usnhgateway.org
- Click on the software downloads link located on the bottom left side of the screen
- Please note: If you don't have Adobe Acrobat Reader installed on your PC click the Adobe site link to download the application.
- Scroll down to VPN, choose which operating system you have (i.e. Windows 2000 (NT) desktops)
- Click print instructions; Contivity Client will start to download
- After installation is complete restart your workstation
- Double click Contivity VPN Client shortcut located on your desktop
- Under **Connection** select **03-SafeNet VPN-On USNH Campuses** with the pull down arrow
- Type **user name** and **password** then click connect
- You will be asked if you want to save changes made; select yes
- Go to www.usnhgateway.org/finance/html
- You may want to add this site to **Favorites**
- Please remember you can only have one active connection VPN on one workstation at a time.