

STEP 1: Verify you have the Sophos Connect software installed on your laptop (or other machine being used for remote access). Look for this icon on your desktop:



If you don't have this ICON, then download and install our current supported version of *Sophos Connect* from <https://southbrunswicknj.gov/internal-use-only-sbaqvmsydvj8lwwj8hfd/remote-access-resources/>

STEP 2: Open any web browser and navigate to <https://accvpn.sbtnj.net:8443>

Log in with your network username (do not include @sbtnj.net or @sbpdnj.net), password, and enter the provided CAPTCHA code.

Click the Login button

The image is a screenshot of the Sophos User Portal login page. The page is split into two main sections. On the left, there is a dark grey sidebar containing the Sophos logo at the top. Below the logo are four input fields: 'Username', 'Password', 'CAPTCHA', and 'Enter the CAPTCHA code'. The CAPTCHA field shows a blue image with the code '8KKK74'. Below these fields is a blue 'Login' button. At the bottom left of the sidebar, there is a copyright notice: '© 2026 Sophos Ltd.'. On the right, there is a large blue area with a white outline of a person's head and shoulders in the center. Below the outline, the text 'USER PORTAL' is written in white capital letters.

Next you will be provided with a QR code to set up 2 factor authentication.

STEP 3: Scan the QR code in any 2 factor authentication application on your mobile device (the DUO app is recommended by IT)

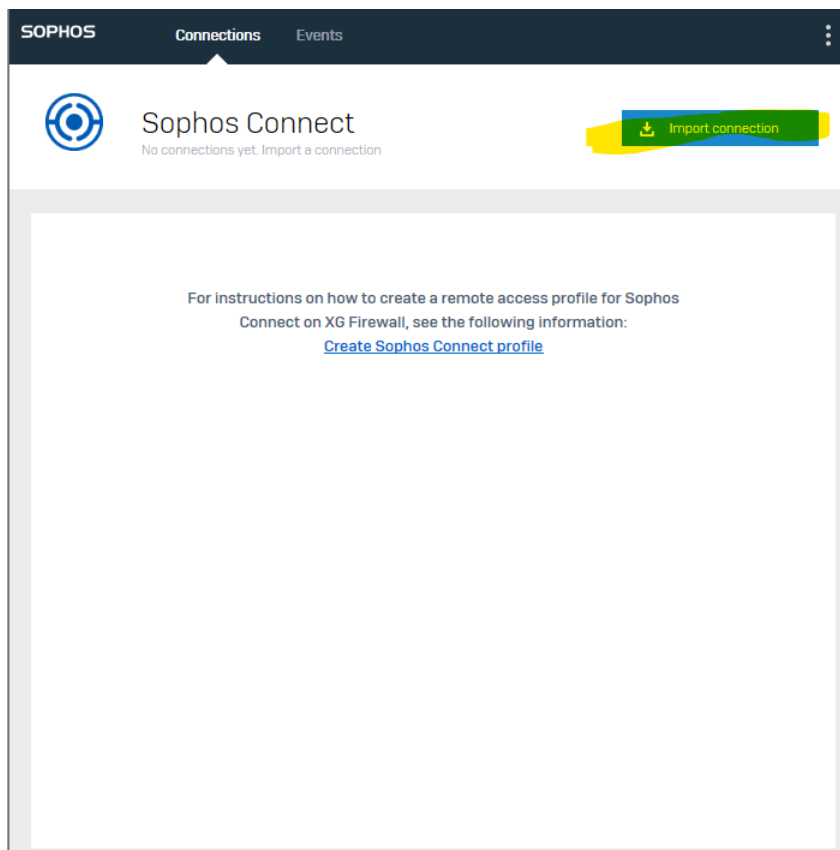
Once the authentication is set up, you do not need to log into this site again and can close the internet browser.

STEP 4: Open the Sophos Connect application on your laptop.

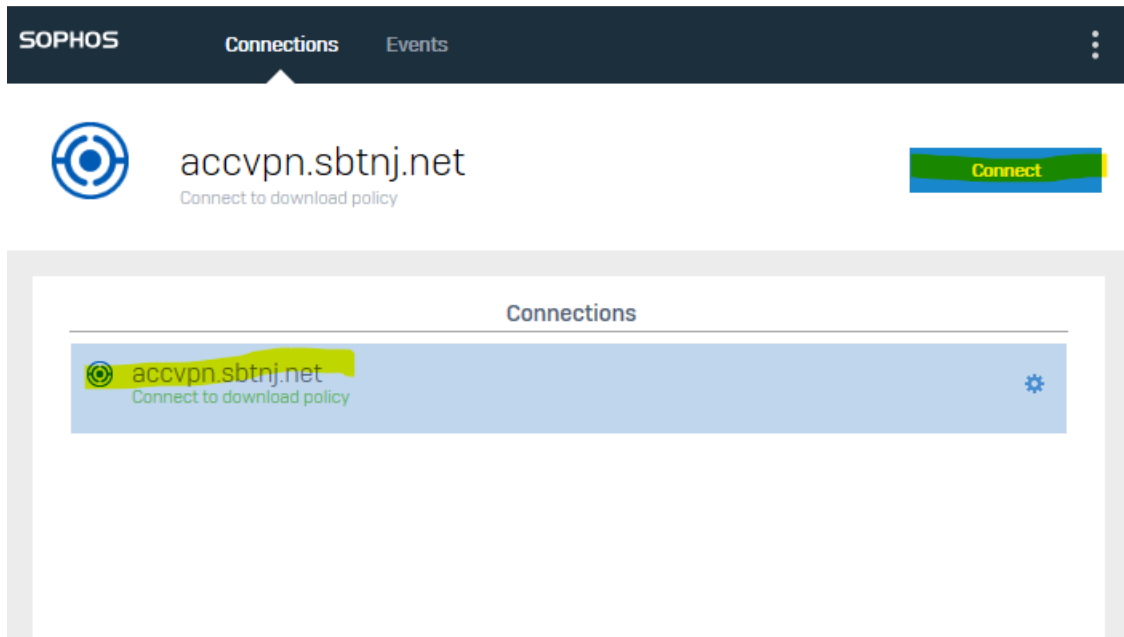
By default, the software will launch to the system tray, however you can reopen the software by double clicking the *Sophos Connect* icon on the desktop.



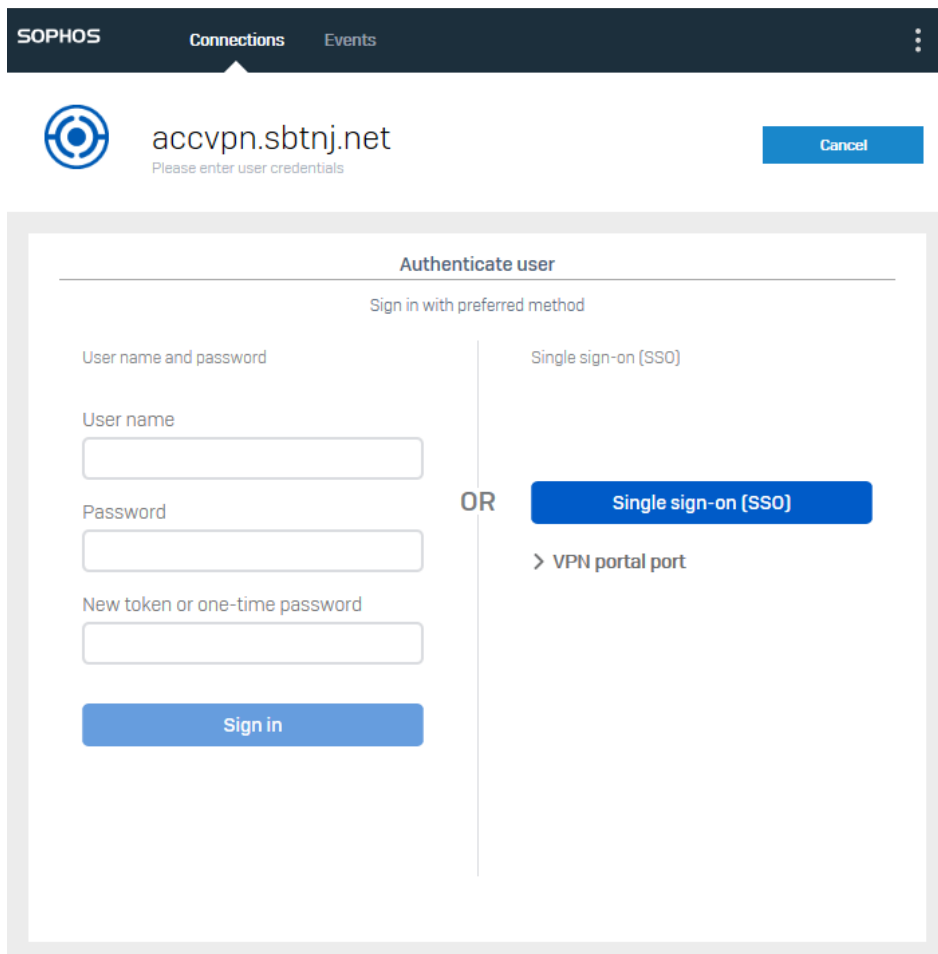
If you have no connections, click the *Import Connection* button and import the *accvpn_remote_connect_(current version date).pro* file from the local Downloads folder. If you do not have the .pro file in the local Downloads folder, you can download it from this site <https://southbrunswicknj.gov/internal-use-only-sbaqvmsydvj8lwwj8hfd/remote-access-resources/>



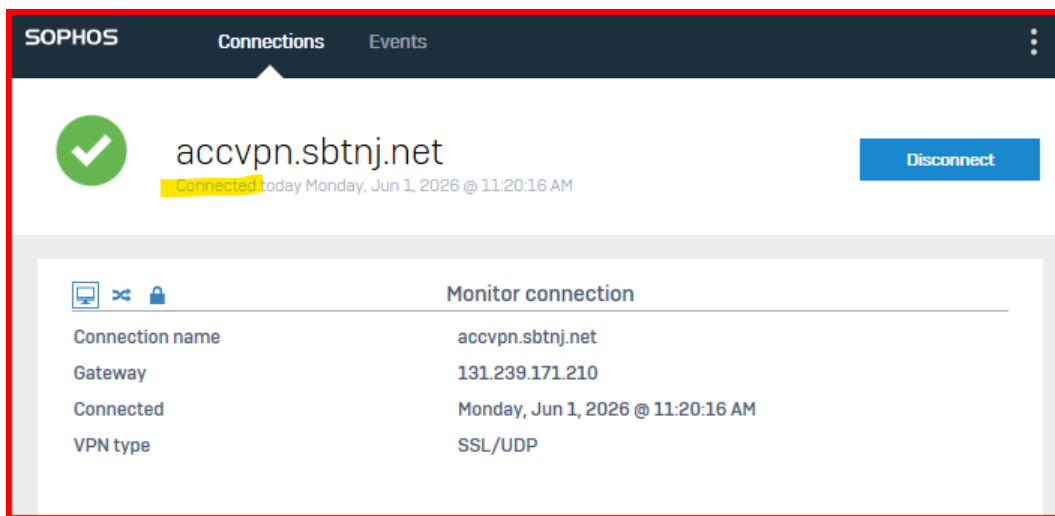
STEP 5: Once the connection is imported, highlight the *accvpn.sbtnj.net* connection and click the *Connect* button



Enter username (do not include @sbtnj.net or @sbpdnj.net), network password, and the 2FA code from the authenticator app on your mobile device.



You should see a green check mark indicating successful connection to the VPN.



STEP 6 (WHEN DONE): Click the *Disconnect* button to end your connection to the VPN.

If you reboot your machine, the next time you wish to connect with VPN, you'll start above at STEP 4.