

C-UM-SubcontractorVPN_Project_EN



COURRIEL | support@gcmconsultants.com
URGENCES | 514.351.8643
EMERGENCY

Object: Connect to the VPN and Access Project Files

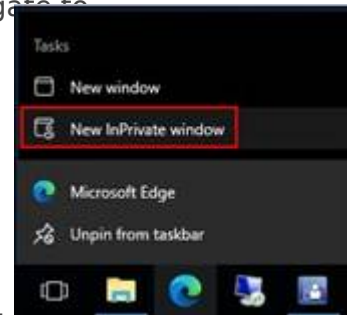
Description

This guide explains how to set up your account, install the VPN client, and access project files for the first time.

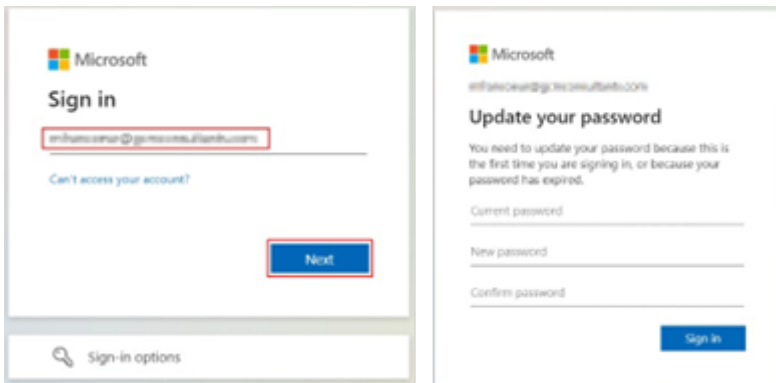
Steps

1. Open a web browser in "InPrivate" or "Incognito" mode and navigate to

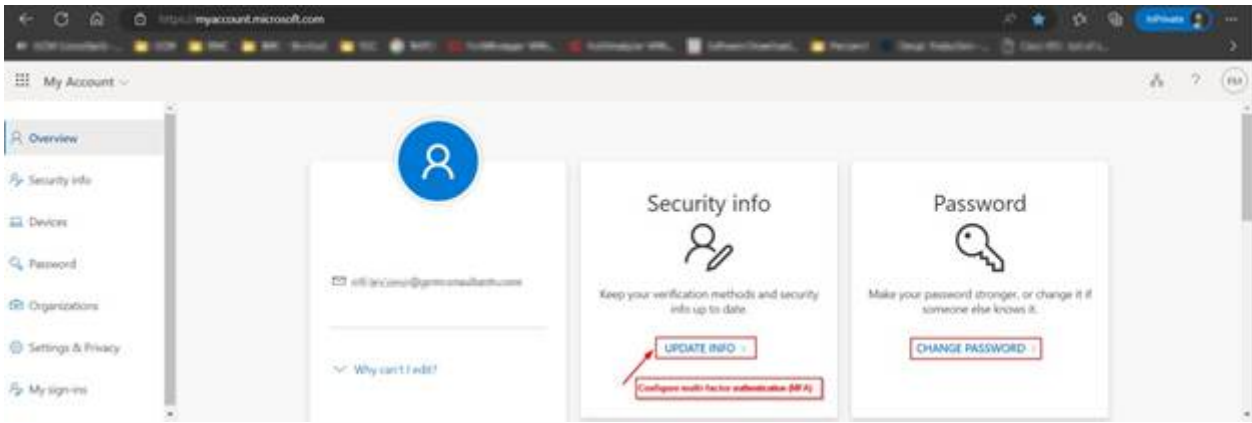
<https://myaccount.microsoft.com>.



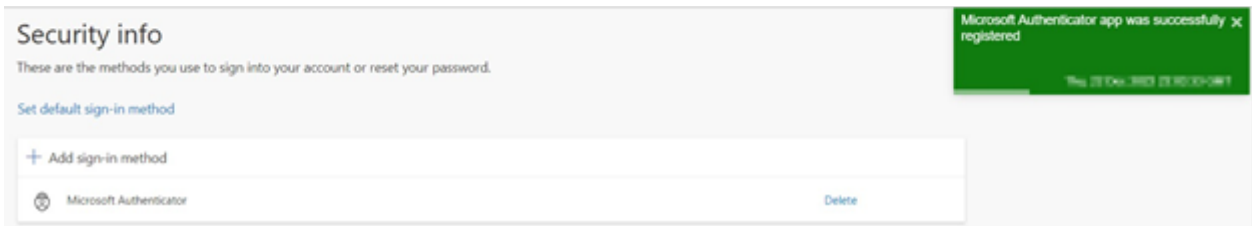
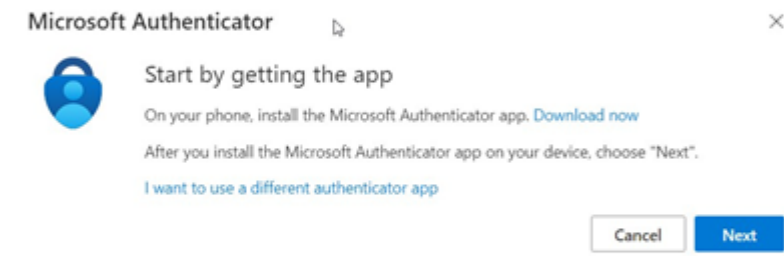
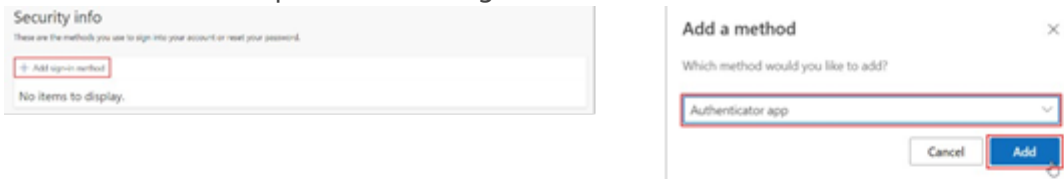
2. Authenticate with the credentials provided by the IT Department.



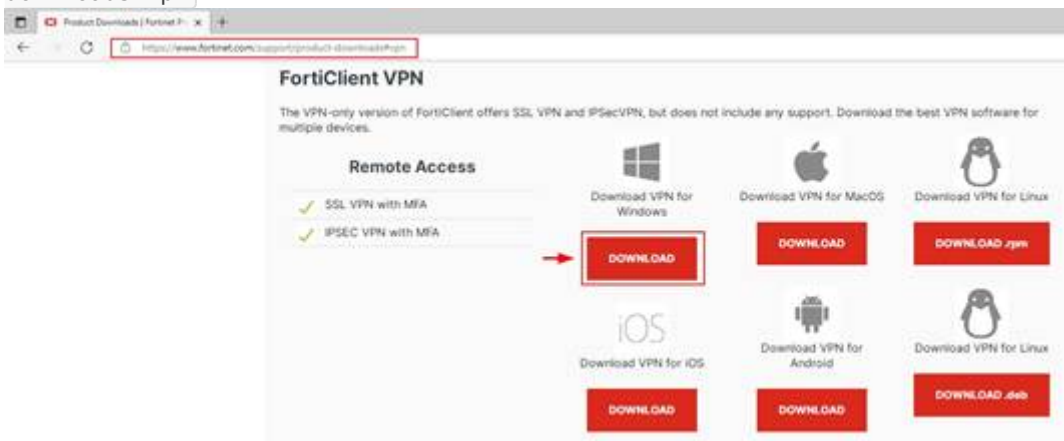
3. Change your password when prompted. It must be at least 14 characters and use three of the four character types (uppercase, lowercase, numbers, symbols).
4. Click **UPDATE INFO** in the Security Info tab to configure Multi-Factor Authentication (MFA).



5. Add a sign-in method by selecting **Authenticator App** and follow the on-screen instructions to complete the configuration.

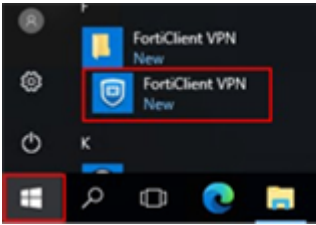


6. Download the **FortiClient VPN** client from <https://www.fortinet.com/support/product-downloads#vpn>.



7. Install the **FortiClient VPN** client by following the on-screen instructions.

8. Launch the **FortiClient VPN** application from the Start Menu or your desktop.



9. Click **Configure VPN**, complete the information as shown below, and click **Save**.

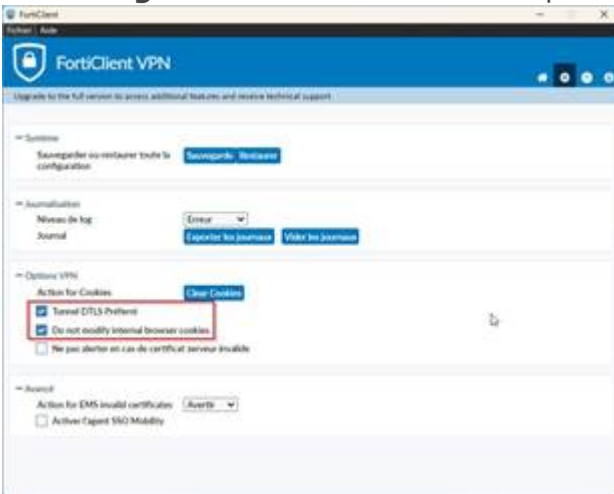


- VPN (type): **SSL-VPN**
- Connection Name: **GCM Consultants**
- Remote Gateway: `vpn.gcmconsultants.com/sso`
- Enable: **Single Sign-On (SSO) for VPN Tunnel**
- Enable: **Use external browser as user-agent for SAML user authentication**



10. Click the **lock icon** to access more options.

11. Click the **gear icon** and set the VPN Option to **Preferred DTLS Tunnel**.



12. Return to the main screen and click the **SAML Login** button to connect to the VPN.



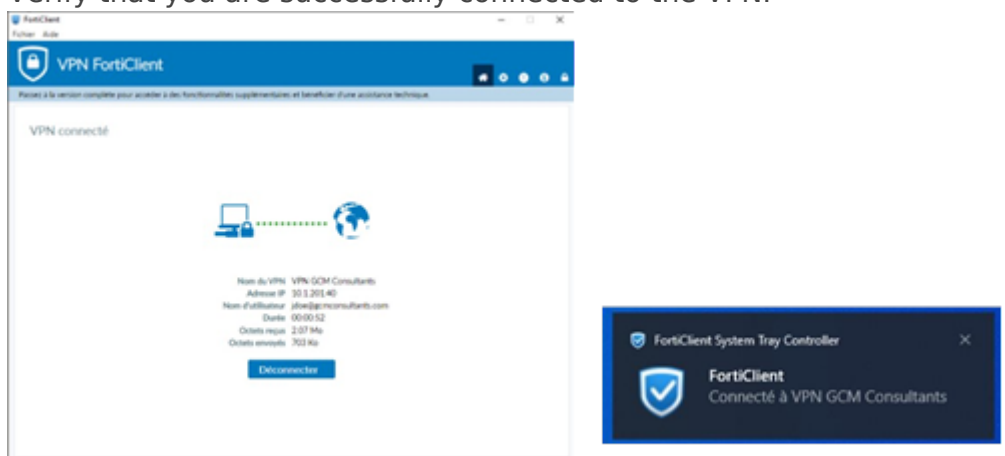
13. Authenticate with y



-in request from your Microsoft

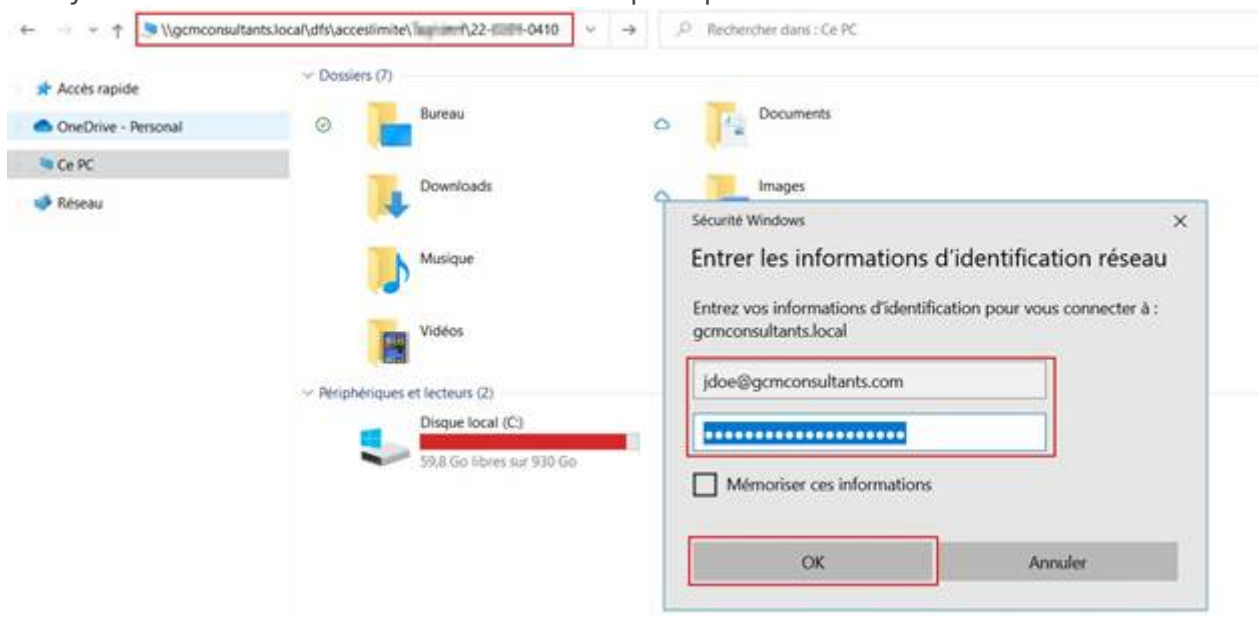
Authenticator app.

14. Verify that you are successfully connected to the VPN.



15. Open Windows Explorer to access project files while connected to the VPN.

16. Use your GCM credentials to authenticate if prompted.



17. Access your available project directories.

| Nom | Modifié le | Type | Taille |
|--|------------------|----------------------|--------|
| 1-Initiation | 2022-09-16 14:25 | Dossier de fichiers | |
| 2-Planification | 2022-08-15 11:18 | Dossier de fichiers | |
| 3A-Gestion de projet | 2022-08-15 11:18 | Dossier de fichiers | |
| 3B-Technique | 2022-08-15 11:19 | Dossier de fichiers | |
| 3C-Dessin | 2022-08-15 11:19 | Dossier de fichiers | |
| 3D-Emission | 2022-08-15 11:19 | Dossier de fichiers | |
| 3E-Achat | 2022-08-15 11:20 | Dossier de fichiers | |
| 3F-Construction (Volo) | 2022-08-15 11:20 | Dossier de fichiers | |
| 4-Contrôle | 2022-08-15 11:20 | Dossier de fichiers | |
| 5-Cloture de projet | 2022-08-15 11:20 | Dossier de fichiers | |
| 6- Sharepoint (fermeture) | 2022-08-15 11:20 | Dossier de fichiers | |
| 7- Référence Client | 2022-08-17 17:11 | Dossier de fichiers | |
| Arborescence de projet - Project Tree Str... | 2022-02-01 15:08 | Microsoft Edge HT... | 196 Ko |
| Hyperliens formulaires | 2011-10-03 08:08 | Raccourci | 1 Ko |

Notes

- Remember to disconnect from the VPN at the end of your workday.

Revision #1

Created 2026-06-03 12:46:13 UTC by Ouellette, Marc-André maouellette@gcmconsultants.com

Updated 2026-06-03 12:46:13 UTC by Ouellette, Marc-André maouellette@gcmconsultants.com