

C-UM-SubcontractorVPN_Project_EN_Archives



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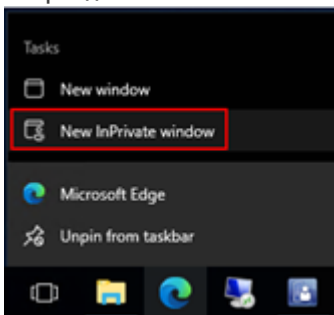
Object: Connect to the VPN and Access Project Files (Subcontractors)

Description

This guide explains how to change your initial password, install the VPN client, and access your project files on the network.

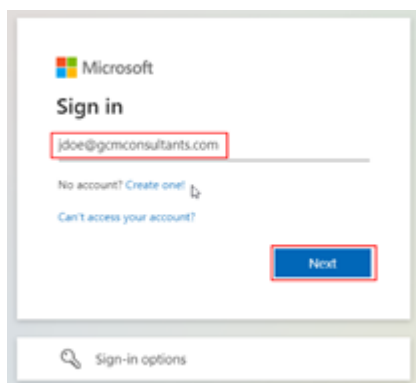
Steps

1. Open an internet browser in "InPrivate" mode and go to the following link:
<https://account.activedirectory.windowsazure.com/ChangePassword.aspx>



2. Authenticate with the username and password provided to you by the IT department.
GCM Consultants

Sign in with your organizational account



3. Change your password. The new password must be at least 14 characters long and meet the criteria listed in the [Notes](#) section below.

Change password

User ID
jdoe@gcmconsultants.com

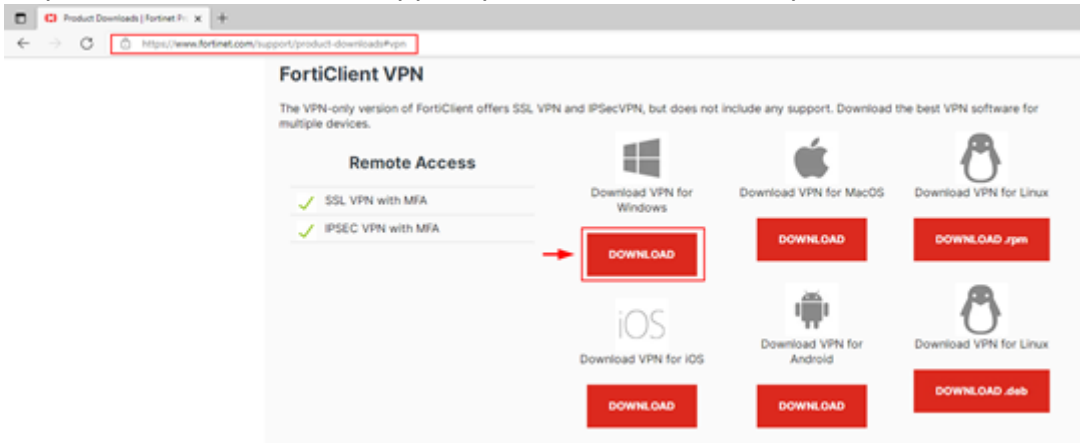
Old password
[password field]

Create new password
[password field]

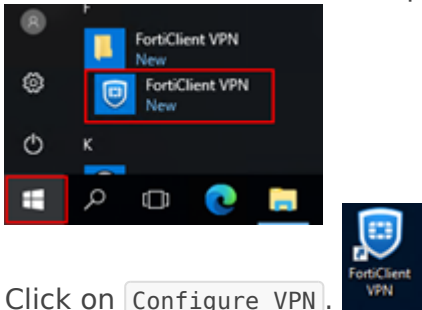
Confirm new password
[password field]

Submit Cancel

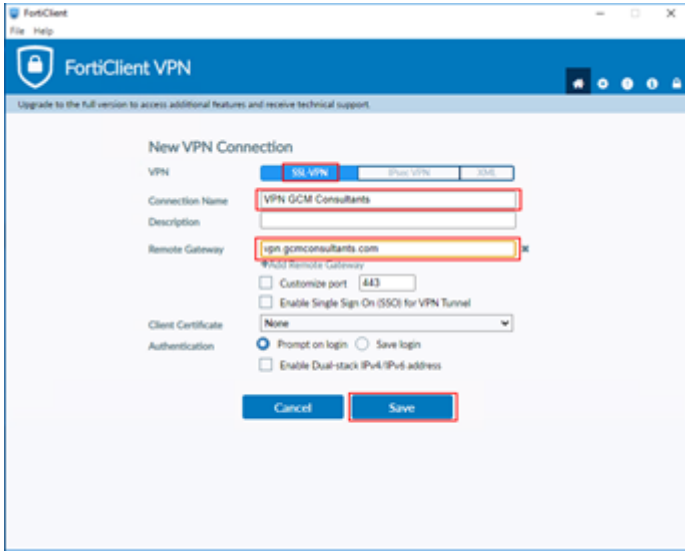
- 4. Download the FortiClient VPN client from the following website:
<https://www.fortinet.com/support/product-downloads#vpn>



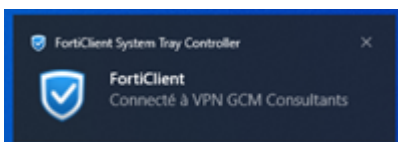
- 5. Install the FortiClient VPN client by following the instructions on the screen.
- 6. Launch the FortiClient VPN application from the Start Menu or the desktop icon.



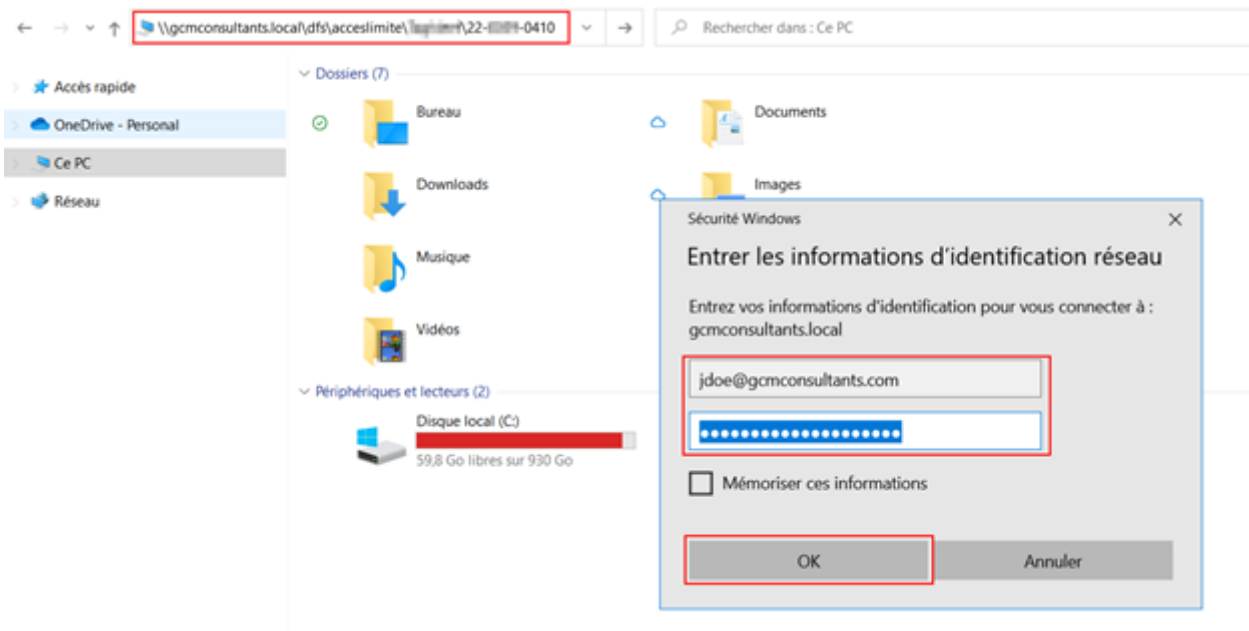
- 7. Click on `Configure VPN`.



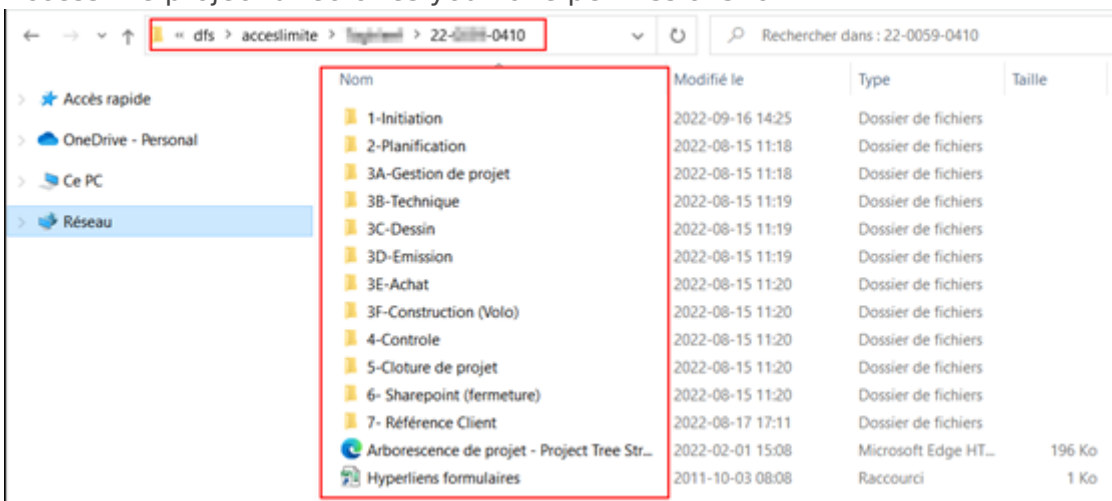
8. Complete the fields with the information below and click **Save** :
 - **VPN (type):** SSL-VPN
 - **Connection Name:** VPN GCM Consultants
 - **Remote Gateway:** vpn.gcmconsultants.com
9. Connect to the VPN using your GCM credentials.



10. Open Windows Explorer while connected to the VPN to access the project files.
11. Use your GCM credentials to authenticate if prompted.



12. Access the project directories you have permissions for.



Notes

- Your new password must contain characters from at least three of the following four categories:
 - Uppercase characters (A to Z)
 - Lowercase characters (a to z)
 - Numbers (0 to 9)
 - Non-alphabetic characters (e.g., !, \$, #, %)
- Do not forget to disconnect from the VPN at the end of your day.

Revision #1

Created 2026-06-03 11:45:19 UTC by Ouellette, Marc-André maouellette@gcmconsultants.com

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