### Accessing VPN with Multi-Factor Authorization

The university requires multi-factor authentication (MFA) to verify your identity before accessing any Office 365 application, including Outlook and Teams. MFA provides a layer of protection against an unauthorized person gaining access to your information, even if they have your password.

#### How to Log in to VPN and Verify Your Identity

To access VPN:

1. Click the Start menu to display the Search field.



2. Type VPN and select Cisco AnyConnect Secure Mobility Client.

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A pop-up appears from which you can authenticate your identity.

S Cisco AnyConnect					
Ple	ease o	omplete the authentication process in the An	yConnect Login window.		
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- 3. From the **Group** dropdown, select your VPN channel (1-System-SplitTunnelldp, 2-System-FullTunnel-ldp, and 3-System-Vendors).
- 4. You will be redirected to a webpage to login through Ping. Type your CU username and password in the appropriate fields.

🍓 Cisco AnyConnect Login			×
Ģ	Boulder   Colorado Springs   Denver   Anschutz Medical Campus		
	Security Policy Agreement		
	You are logging into: System VPN		
	Password		
	Submit		
This logi	n page only accepts a <u>CU System ID</u> username and password.		
Reset	lost or forgotten password   Help with a locked account		

 Click Submit. Depending on which option you chose, continue to one of the following sections for further instructions. For help, go to <u>www.cu.edu/duo</u>.

#### Logging in using mobile push notification:

After clicking Submit, you will receive a popup notification on your phone.



- 1. On your phone, select the notification to open it.
- 2. Select Approve to accept. You are now logged into VPN.



#### Logging in using a phone call:

After clicking Submit, the phone number you have on file in the employee portal will be called.

1. Answer the phone call and press any number on your phone. You are now logged into VPN.

Need to update your phone number in the portal? Refer to instructions online.

**Note:** If you are having difficulty using the authentication system due to an out-of-date phone number, please contact your department's payroll liaison for assistance.

#### Logging in using a texted passcode:

After clicking Submit, a pop-up appears with a six-digit passcode

- 1. Enter the six-digit passcode into the DUO app when prompted.
- 2. Click OK. You are now logged into the VPN.

Need to update your phone number in the portal? Refer to instructions online.

**Note:** If you are having difficulty using the authentication system due to an out-of-date

phone number, please contact your department's payroll liaison for assistance.