

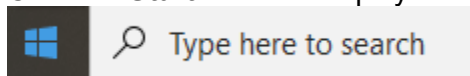
## Accessing VPN with Multi-Factor Authorization

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.

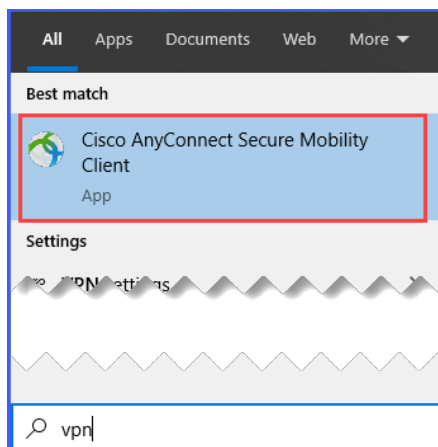
### How to Log in to VPN and Verify Your Identity

To access VPN:

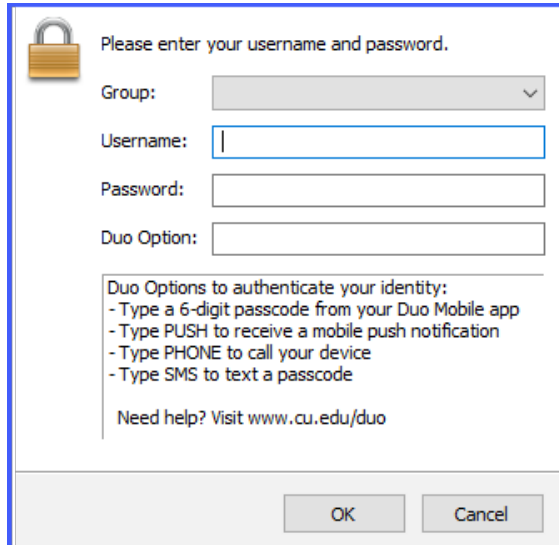
1. Click the **Start** menu to display the Search field.



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



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

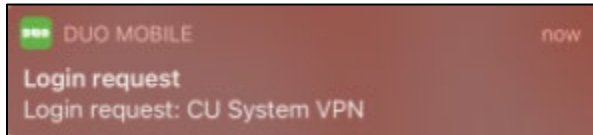


The screenshot shows a Duo authentication dialog box. At the top left is a padlock icon. The text reads: "Please enter your username and password." Below this are four input fields: "Group:" (a dropdown menu), "Username:" (a text box with a cursor), "Password:" (a text box), and "Duo Option:" (a text box). Below the input fields is a section titled "Duo Options to authenticate your identity:" with a list of options: "- Type a 6-digit passcode from your Duo Mobile app", "- Type PUSH to receive a mobile push notification", "- Type PHONE to call your device", and "- Type SMS to text a passcode". At the bottom of this section is the text "Need help? Visit [www.cu.edu/duo](http://www.cu.edu/duo)". At the very bottom of the dialog are two buttons: "OK" and "Cancel".

3. From the **Group** dropdown, select your VPN channel (vpn01.cu.edu or vpn02.cu.edu).
4. Type your CU username and password in the appropriate fields.
5. In the **Duo Option** field, type an authentication option:
  - Type a 6-digit passcode from the Duo Mobile app on your phone. The Duo App is the most secure way to authenticate your identity. To get a code, open the **Duo Mobile** app on your phone (or other device) and press **Refresh**.  
**Note:** You can get the Duo Mobile app from the [Apple Store](#) or [Google Play](#).
  - Type **push** to receive a mobile push notification on your phone.
  - Type **phone** to receive a call on your mobile phone.
  - Type **SMS** to receive a text containing a passcode.
6. Click **OK**. Depending on which option you chose, continue to one of the following sections for further instructions. For help, go to [www.cu.edu/duo](http://www.cu.edu/duo).

### Logging in using mobile push notification:

After typing push and clicking OK, 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 typing phone and clicking OK, the phone number you have on file in the employee portal will be called.

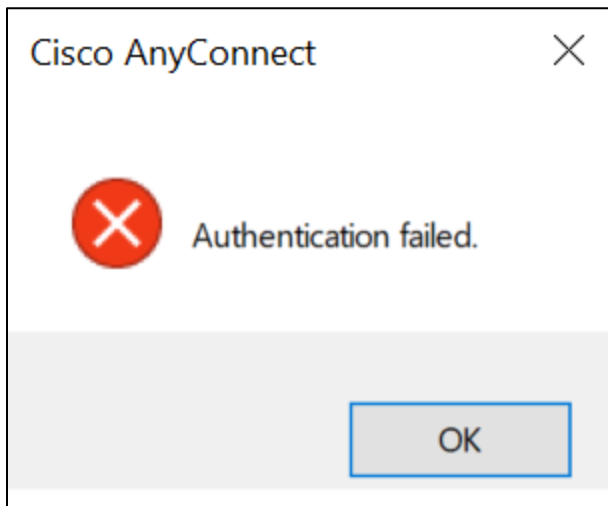
1. Answer the phone call and press any number on your phone. You are now logged into VPN.

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 typing SMS and clicking OK, a pop-up appears indicating that authentication has failed.



1. Click **OK**. A six-digit code will be texted to the phone number you have on file in the employee portal.
2. Re-enter your password.
2. In the **Duo Option** field, type the passcode and click **OK**. 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.