

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.

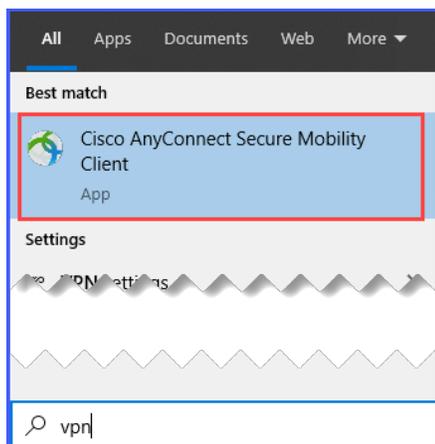
How to Log in to VPN and Verify Your Identity

To access VPN:

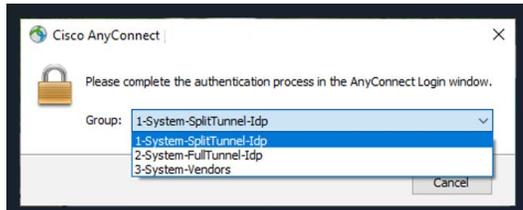
1. Click the **Start** menu to display the Search field.



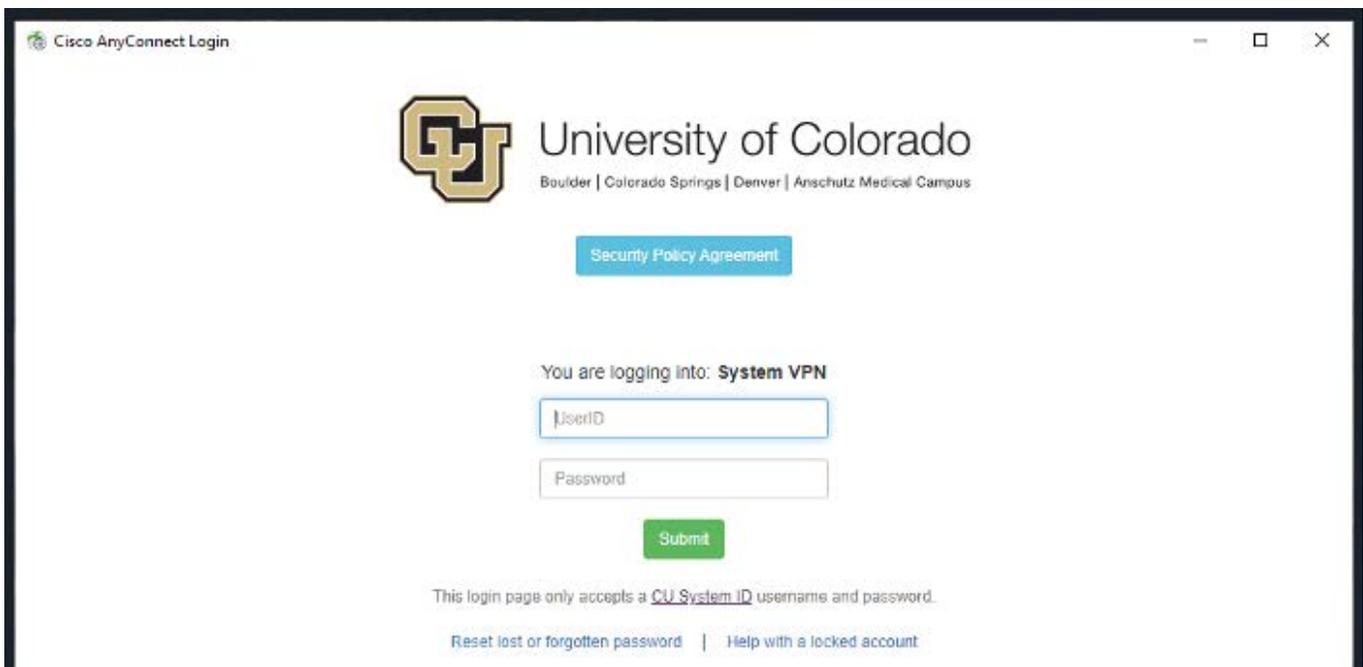
2. Type **VPN** and select **Cisco AnyConnect Secure Mobility Client**.



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



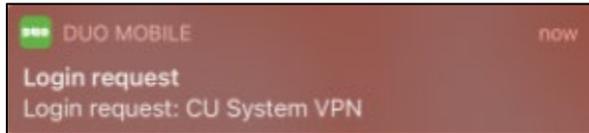
3. From the **Group** dropdown, select your VPN channel (1-System-SplitTunnel-Idp, 2-System-FullTunnel-Idp, and 3-System-Vendors).
4. You will be redirected to a webpage to login through Ping. Type your CU username and password in the appropriate fields.



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

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.