



IT DEPARTMENT

User manual  
VPN using MFA

# User manual

A guide on how to connect  
to ITU VPN with MFA

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**IT DEPARTMENT**

1

**Set-Up**  
Multi-Factor  
Authentication  
to VPN

# 1.1

Please follow the guide below to setup Microsoft Authenticator application to the VPN service.

VPN on private computer, approve by using Microsoft Authenticator app on your mobile device.

### REMOTE ACCESS

The VPN service is now available for students.

Before using the VPN service, it is necessary to set up [Multi-Factor Authentication](#).

You can connect to the VPN by installing a VPN client. You can install the VPN at any point and time by following the user manuals.

When using the VPN please ensure that your computer meets these 3 requirements:

1. An updated operating system
2. An updated anti-virus
3. A password on your computer

# 1.2

Open a web browser on your computer and go to this link:  
<https://go.itu.dk/mfasetup>

Login with your ITU email address and then click on Next.

See if the Default sign-in method is: Microsoft Authenticator - notification.

If it is 'Microsoft Authenticator - notification' skip step 1.3 and 1.4, continue to step 2.1.

The screenshot shows the 'My Sign-Ins' page for an IT University of Copenhagen account. The 'Security info' section is active, displaying the current default sign-in method as 'Microsoft Authenticator - notification'. A red box highlights this text, and a red arrow points to it from below. Below the default method, there is a table of other sign-in methods:

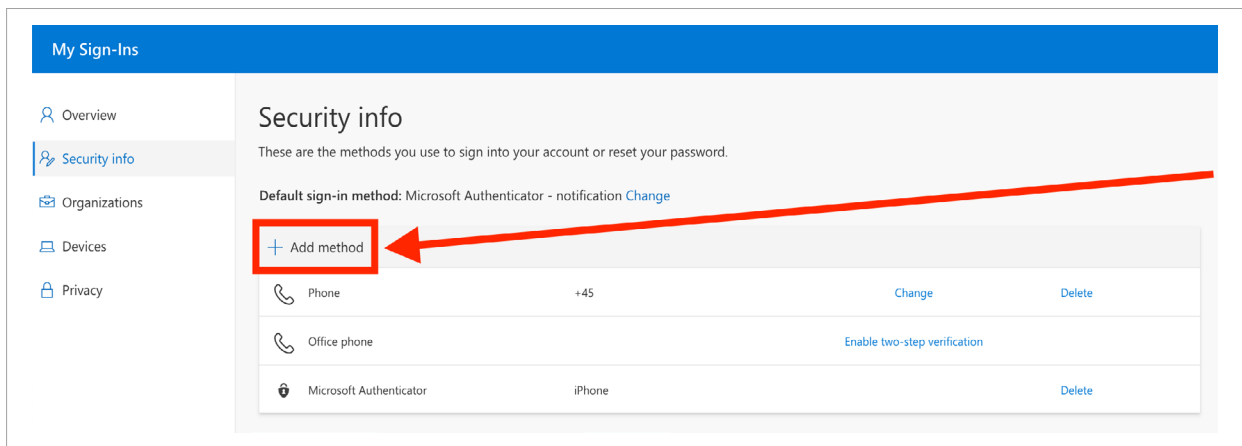
Method	Device	Change	Delete
+ Add method			
Phone		Change	Delete
Microsoft Authenticator	iPhone		Delete

At the bottom, there is a link for 'Lost device? Sign out everywhere'.

# 1.3

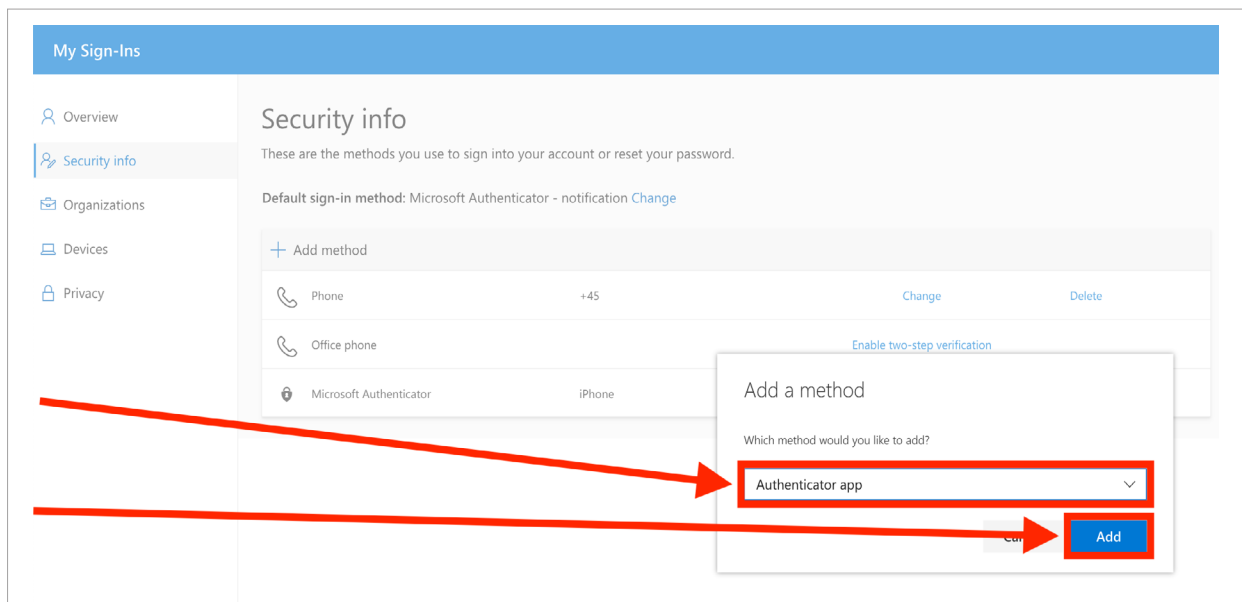
If the Default sign-in method is not set to: Microsoft Authenticator - notification.

Click on + Add method to setup



# 1.4

Choose **Authenticator app** and then click on **Add**. Follow the instructions on the screen.



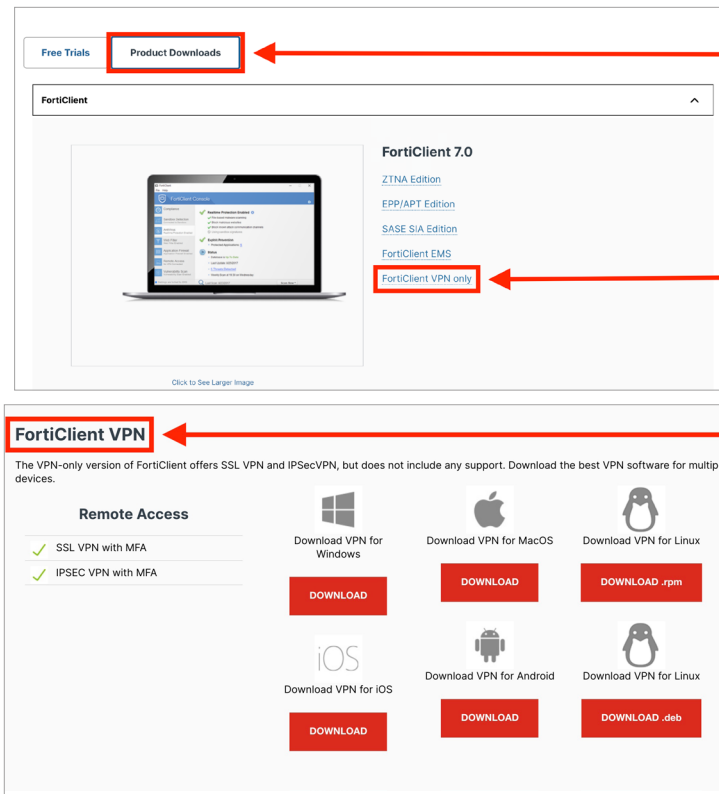
# 2

## Set-Up FortiClient VPN

## 2.1

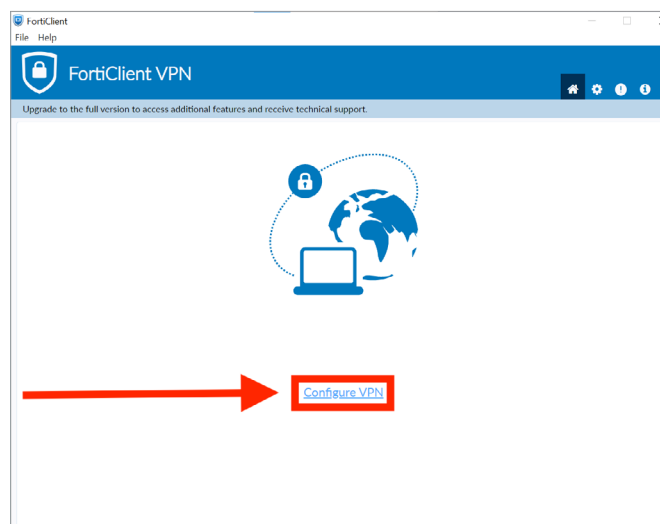
Please make sure you to download and install the free version named FortiClient VPN:  
<https://www.fortinet.com/support/product-downloads#vpn>

Warning: Do not download the paid version of FortiClient application  
(Paid version requires a license).



## 2.2

Open FortiClient VPN application and click Configure VPN.



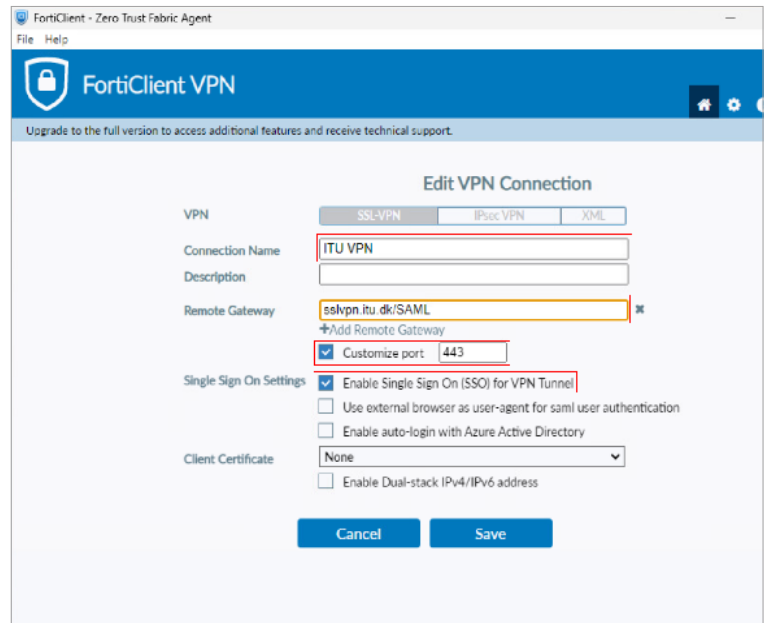
## 2.3

Fill out Connection Name:  
**ITU VPN**

Fill out Remote Gateway:  
**sslvpn.itu.dk/SAML**

- Customize port 443
- Enable SSO for VPN Tunnel

Click on Save.

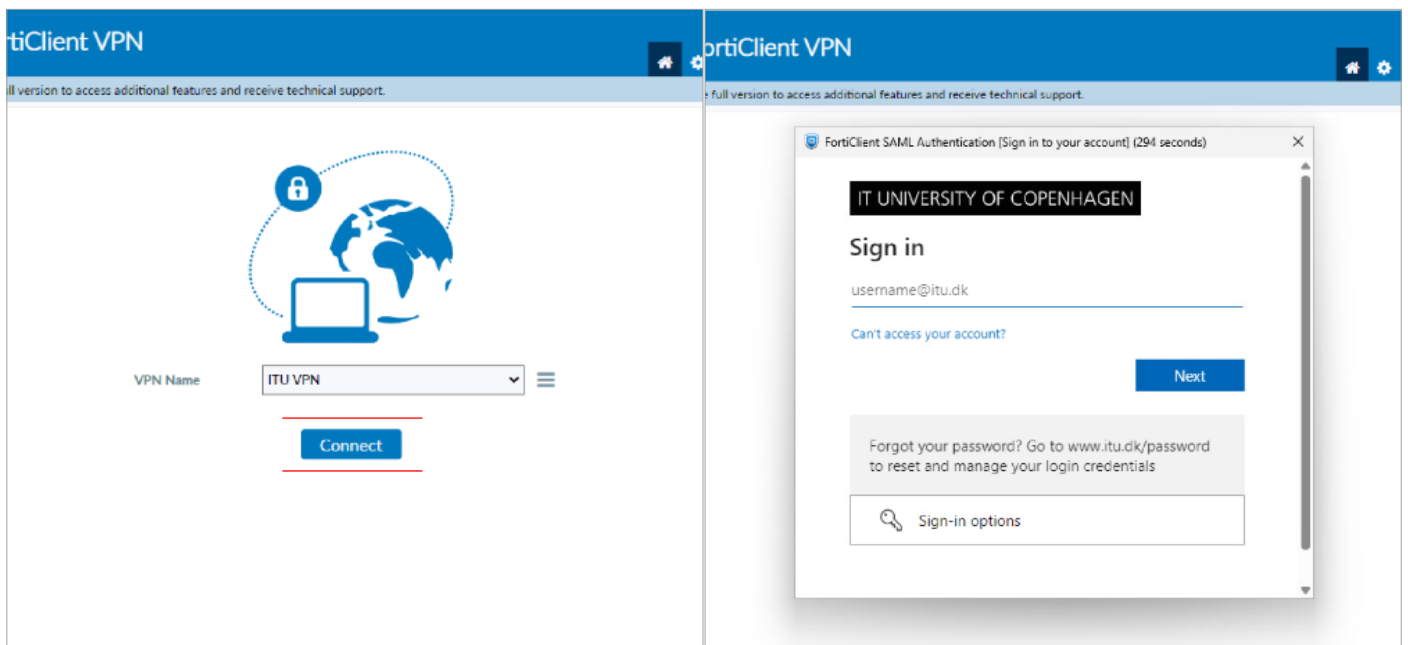


## 2.4

Click Connect and type your ITU login.

FortiClient VPN application will send a notification to your mobile phone, approve by using **Microsoft Authenticator app** on your mobile device.

You have exactly 300 seconds to approve or else you will get a Connection Error.



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