

A blurred background image of a modern office building with multiple floors, large windows, and balconies. The building is light-colored with dark window frames. The image is out of focus, creating a sense of depth and a professional atmosphere.

IT DEPARTMENT

User manual

VPN using MFA

# User manual

A guide on how to connect  
to ITU VPN with MFA

© IT Department at the IT University of Copenhagen  
Rued Langgaards Vej 7  
2300 Copenhagen S

All rights reserved.

Last updated September 2024.

**IT DEPARTMENT**

# 1

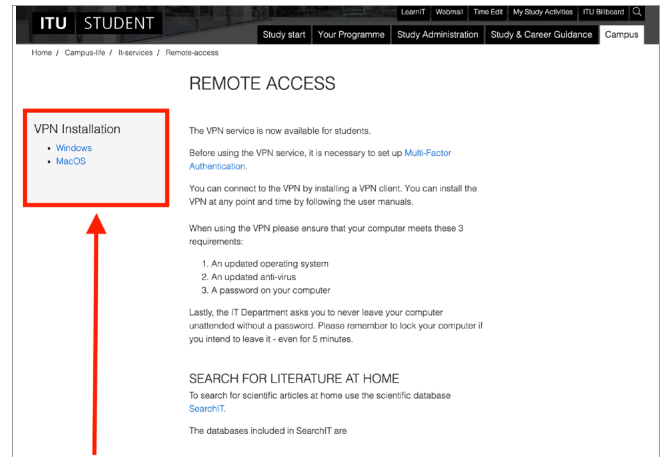
## **Set-Up** Multi-Factor Authentication to VPN

# 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.

<https://itustudent.itu.dk/campus-life/it-services/remote-access>



# 1.2

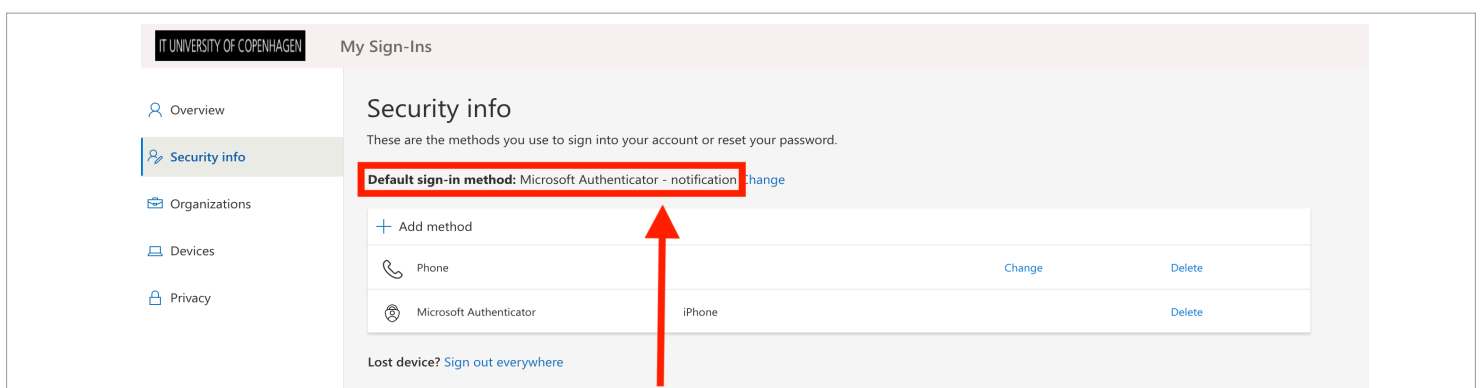
Open a web browser on your computer and go to this link:

<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.

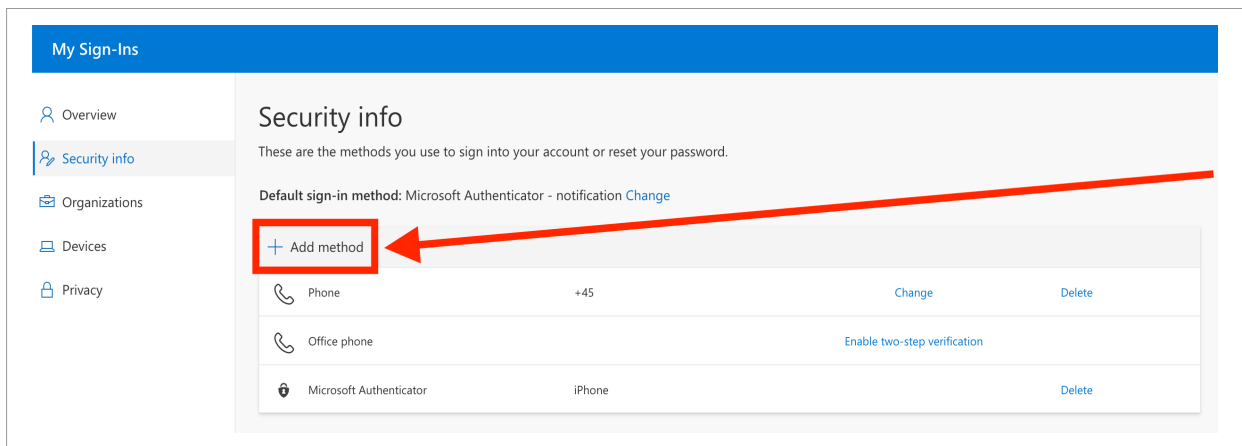
If it is 'Microsoft Authenticator - notification' skip step 1.2 and 1.3, continue to step 1.4. If it's not set to: 'Microsoft Authenticator - notification', setup in step 1.2.



# 1.3

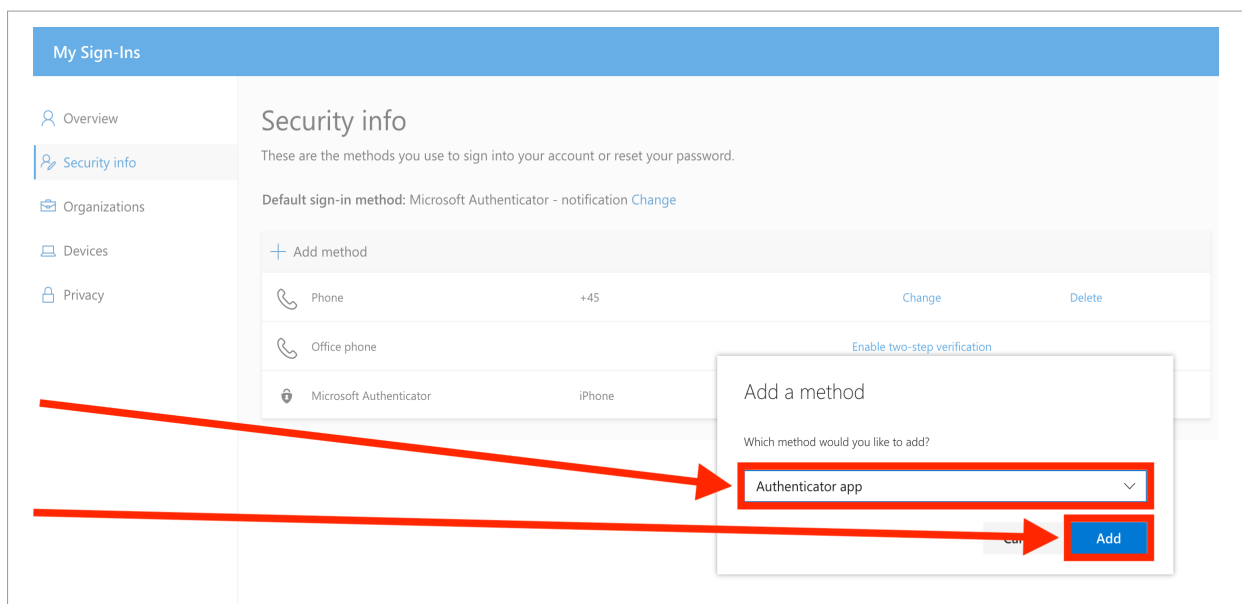
If the Default sign-in method is not set to: Microsoft Authenticator - notification.

Click on + Add method to setup



# 1.4

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



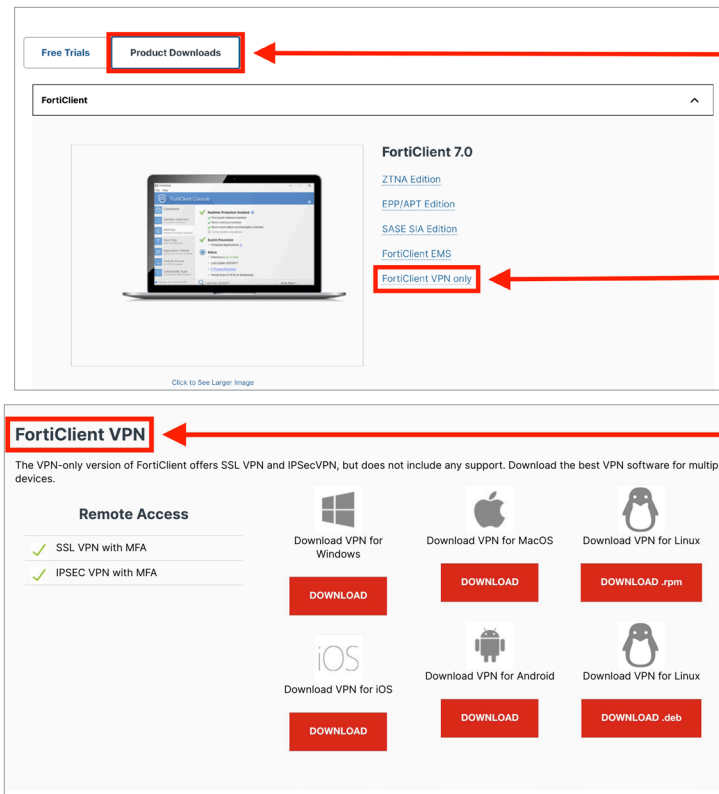
# 2

## Set-Up FortiClient VPN

# 2.1

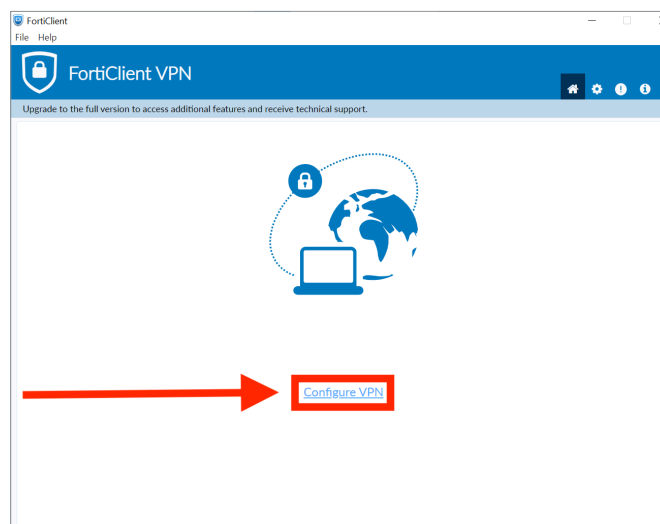
Please make sure you to download and install the free version named FortiClient VPN: <https://www.fortinet.com/support/product-downloads#vpn>

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.



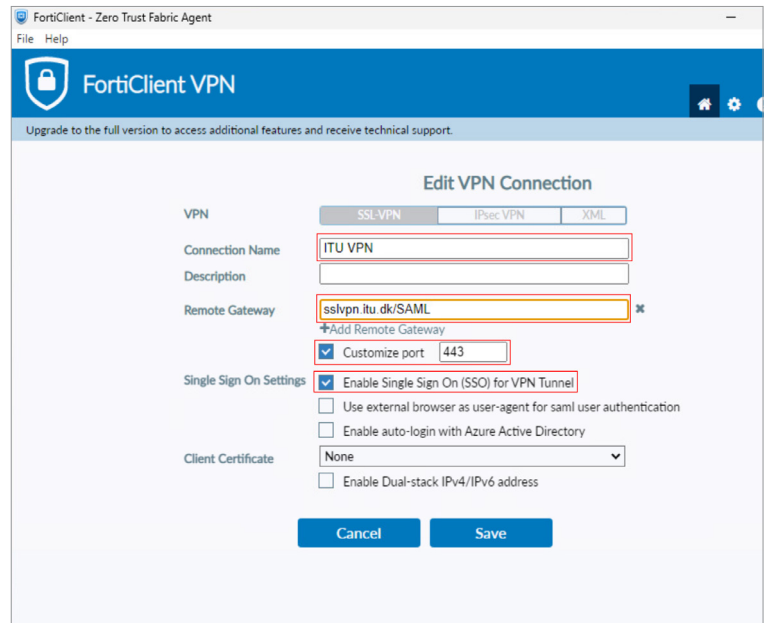
## 2.3

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.

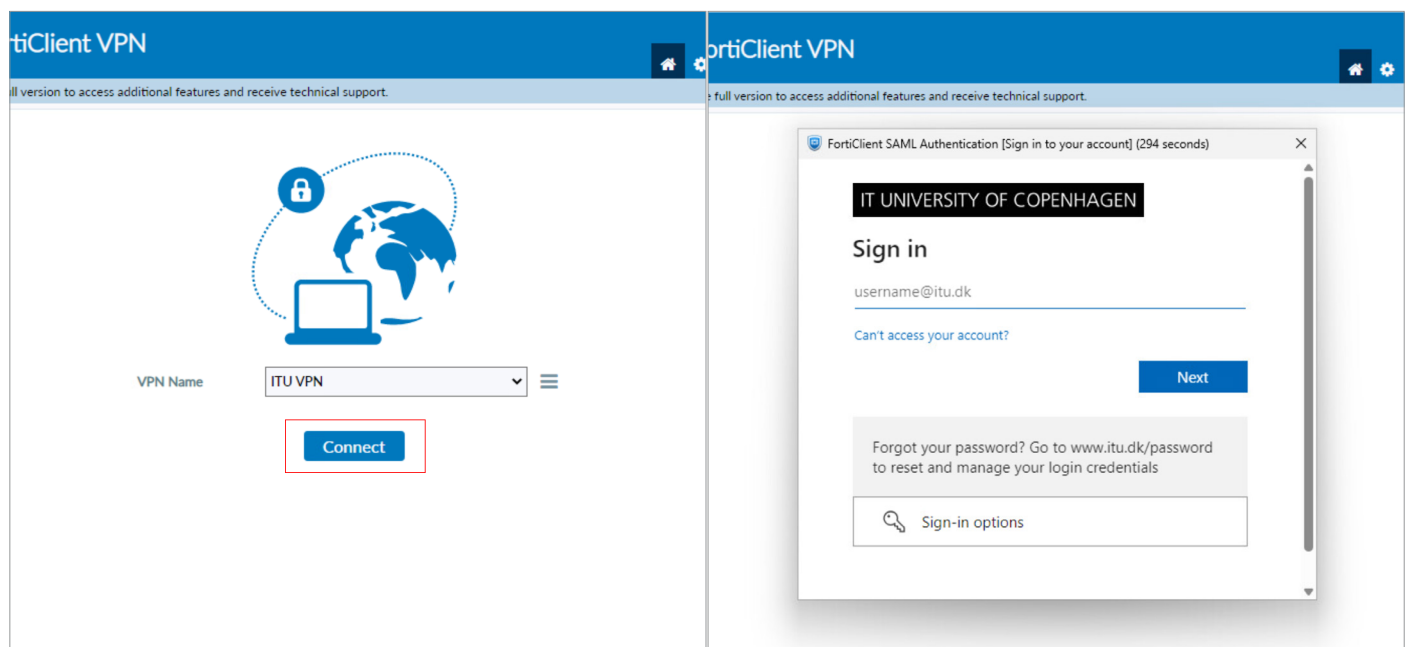


## 2.4

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.





# IT DEPARTMENT

IT University of Copenhagen  
Rued Langgaards Vej 7  
2300 Copenhagen S

Opening hours:  
Monday - Friday  
10 AM to 13 PM  
Wing 2C

[it@itu.dk](mailto:it@itu.dk)