IT DEPARTMENT

User manual

VPN using MFA

User manual

A guide on how to connect to ITU VPN with MFA

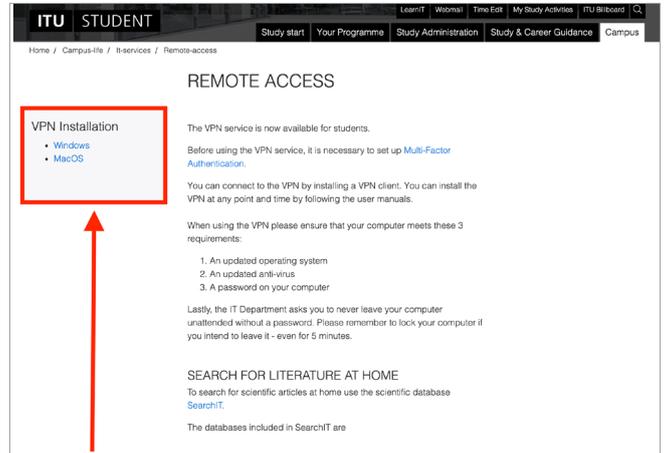Last updated March 2026.

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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

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.

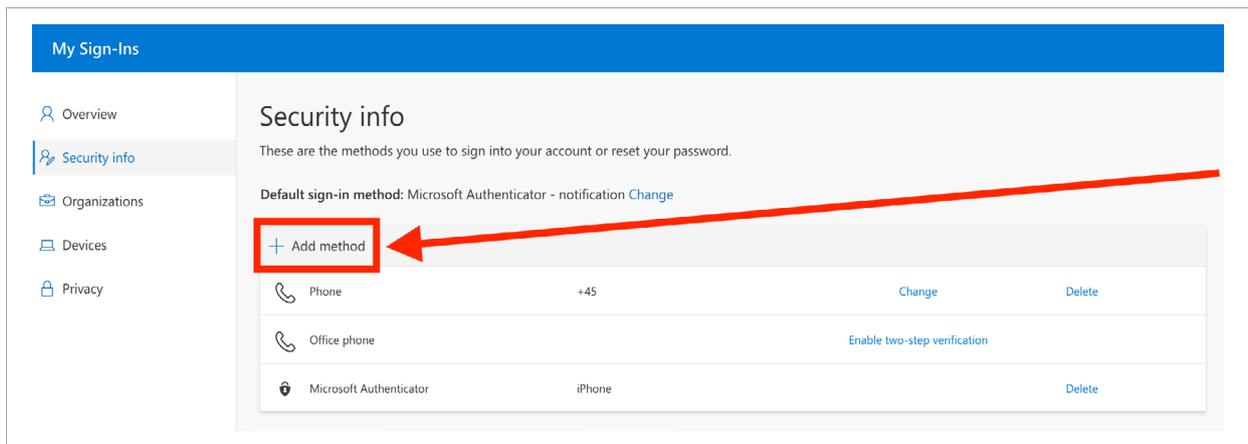See if the Default sign-in method is: Microsoft Authenticator - notification.

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.
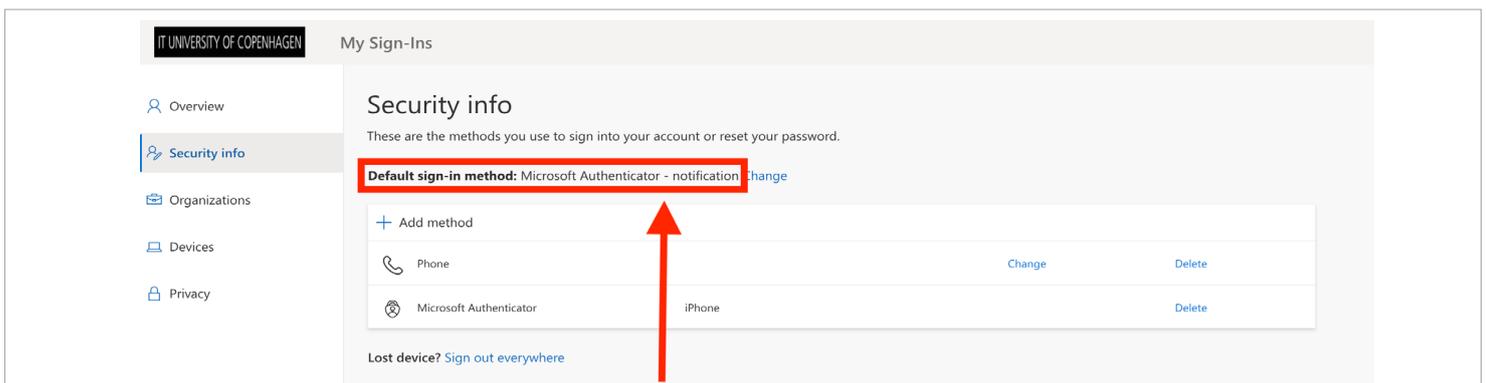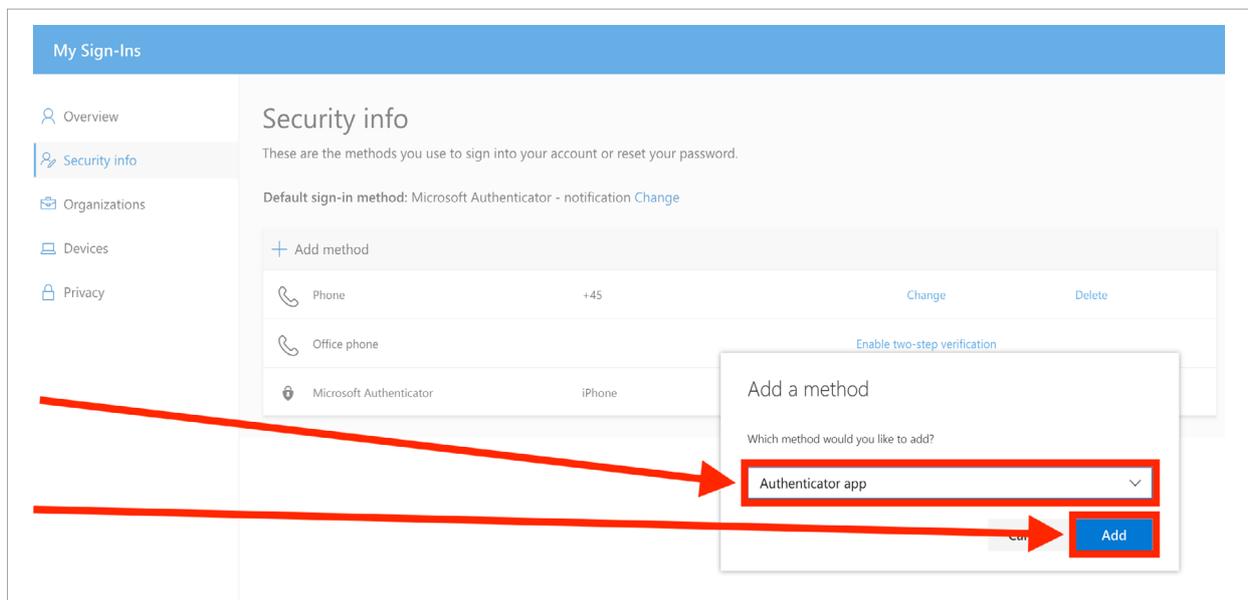
1.3

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

Click on + Add method to setup

1.4

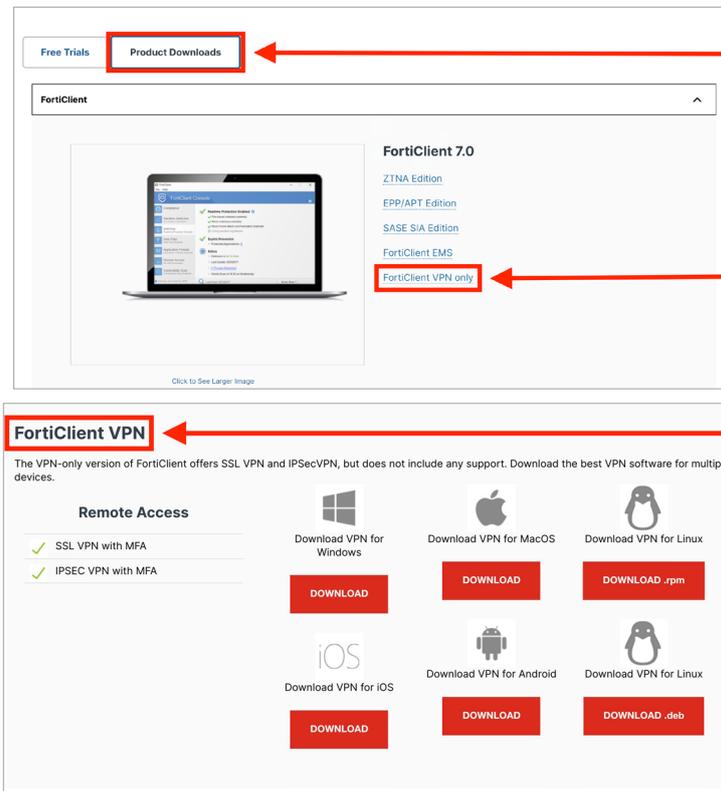Choose **Authenticator app** and then click on **Add**. Follow the instructions on the screen.
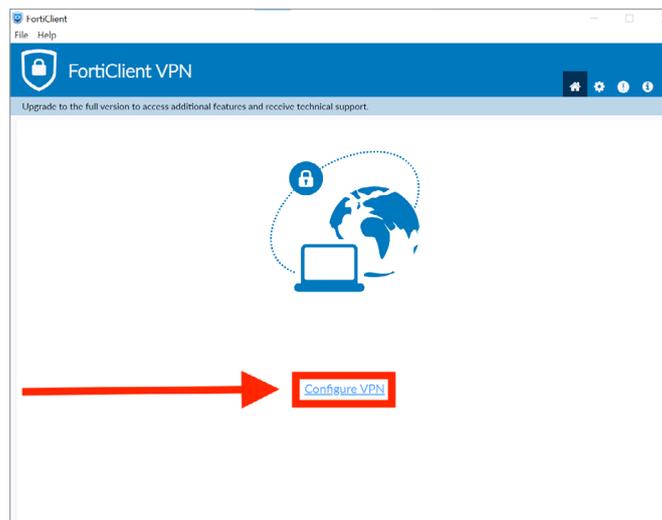
2 Set-Up FortiClient VPN

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

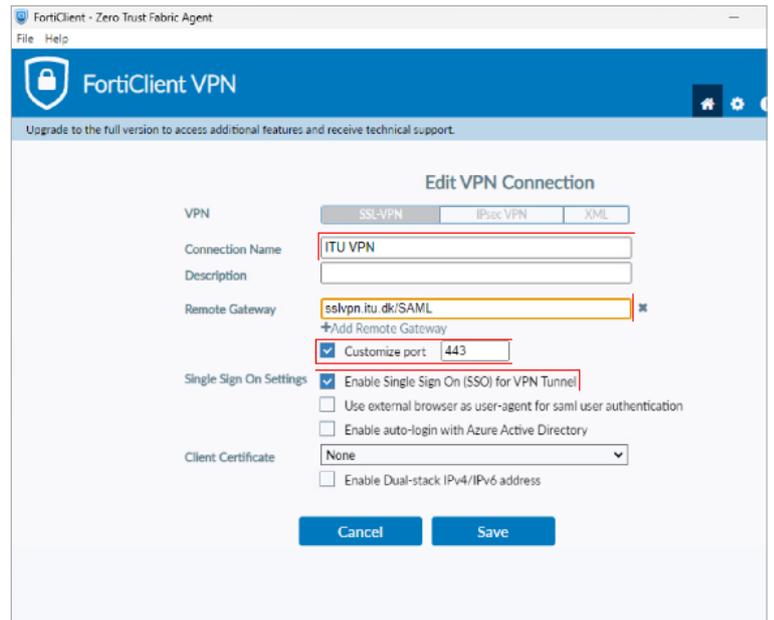Open FortiClient VPN application and click Configure VPN.

2.3

Fill out Connection Name:
ITU VPN

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

- Customize port 443
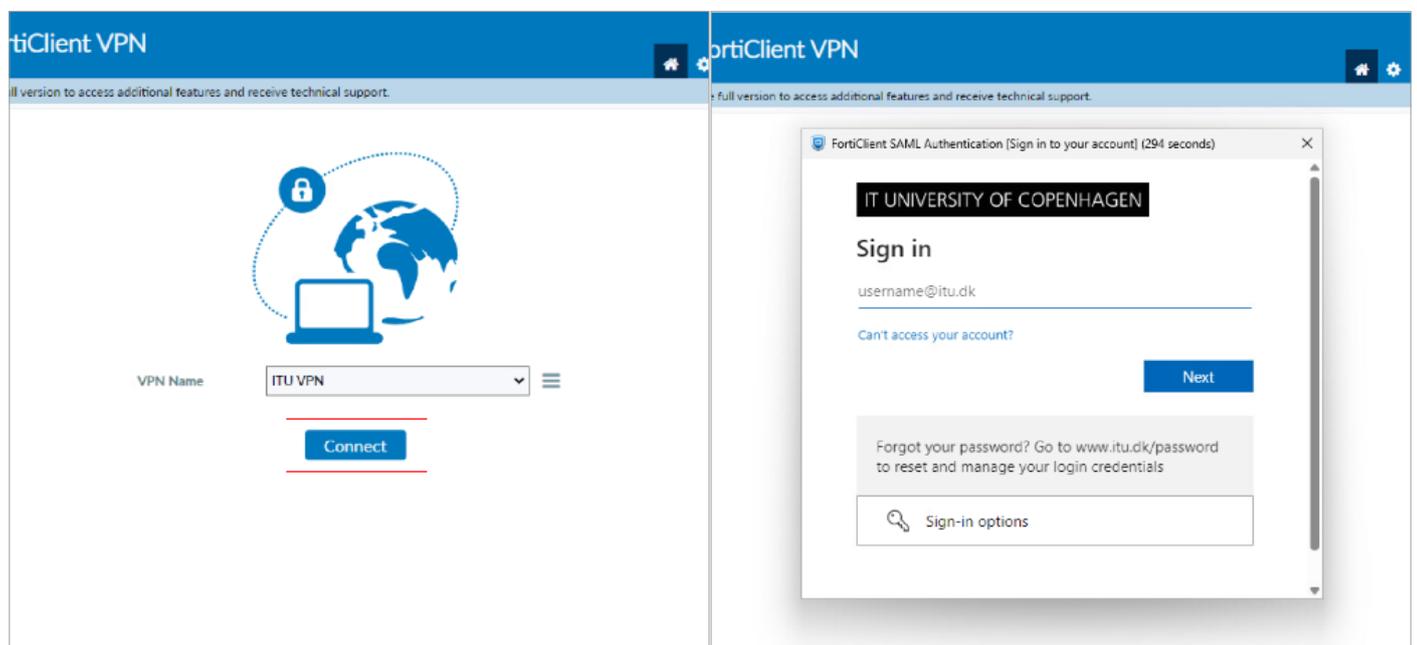- Enable SSO for VPN Tunnel

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 secondsv to approve or else you will get a Connection Error.

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