## Setting Up Your VPN

The VPN screenshots in this guide may look different from those you'll see on your computer; but the key elements are the same.

- 1. If you don't already have the VPN software installed, <u>download it</u> from the Duke OIT Software site.
- 2. Once installed, look for this icon, or search "Cisco Anyconnect" on your computer.



3. Start the VPN software and enter **vpn.duke.edu** in the 1st dialog box that appears.



4. **IMPORTANT:** In the next dialog box, Fuqua users should choose Fuqua School of Business as your Group.

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|              | ()<br>()                       | sco               |         |     |
| Connect to:  | /pn.duke.edu                   |                   | •       | 00  |
| Group: Fue   | qua School of Bi               | isiness           |         | •   |
| NetID:       |                                |                   |         |     |
| Password:    |                                |                   |         |     |
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5. Duke users not affiliated with Fuqua should pick the VPN option most appropriate to their affiliation. Then click connect to connect to a VPN session.

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6. Multi-Factor Authentication (MFA): The next prompt is for your required MFA option. Most users have selected their mobile phone number as their MFA option. You'll see the last 4 digits of your chosen number in the Authentication Message box.

Enter the number of the **selection** that corresponds to your preference for MFA. **Don't** enter your phone number directly.

| Cisco AnyConnect Secure Mobility Client 🗕 + 😣  |   |
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| 🗞 Connection 🚯 Statistics 🔮 About  | Note: Push refers to the Duo Push app.  |
| Connection Statistics About  | Note: Push refers to the Duo Push app.<br>SMS will send you a text to complete your<br>authentication and connection.<br>Click continue to receive a prompt and<br>connect. |
| In the MFA option field, enter a passcode (Duo/YubiKey) or the number<br>of an option below:<br>1-Push to X-<br>2-Call to X-<br>3-Call to X-<br>4-SMS to X<br>Continue |   |

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