

VPN Access with DUO

The two-factor authentication that allows faculty and staff to gain access to the Whitworth VPN is changing from Google Authenticator to the program we currently use for our email: DUO.

VPN stands for “Virtual Private Network.” This process sets up a secure private connection from any off-campus network, giving you access to all Whitworth network resources – the same access you have if you were in your campus office. When you VPN into the Whitworth network, you will now receive the same DUO two-factor logon screen that you get when you access your email off-campus.

For staff and faculty to access the VPN, they will need to use either **Internet Explorer** or **FireFox** on a Windows PC. Mac/Apple users must use **Safari** as their browser to initiate the connection. **Also note that your PC *must* be current with an antivirus program installed.** For Apple/Mac users, we recommend Avast Free if you don’t have an antivirus already installed. Windows-based PC’s can utilize the built-in Windows Defender that comes with the Windows 10 OS.



Be sure and choose Internet Explorer:

Do not use Edge:

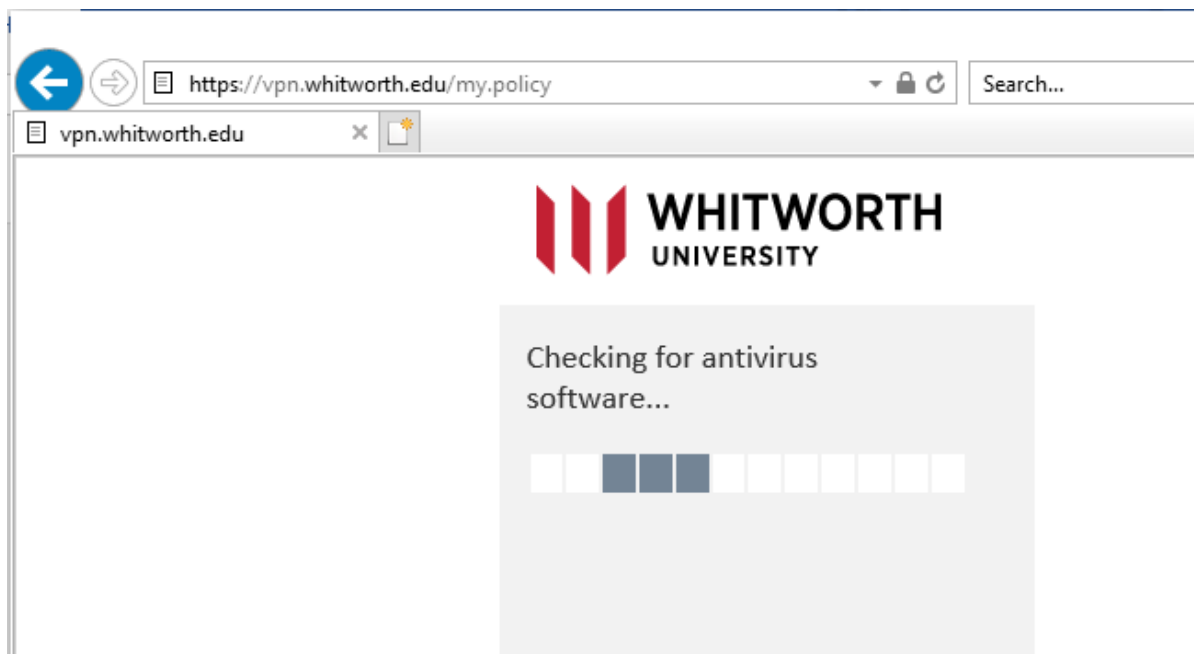


Internet Explorer can be found in Windows 10 through the search bar.


How to Access VPN

Enter the following URL in one of the browsers described above: <https://vpn.whitworth.edu>

The process begins by checking to make sure you have an antivirus installed:



If successful, you'll get the logon screen. Enter your Whitworth username and password.



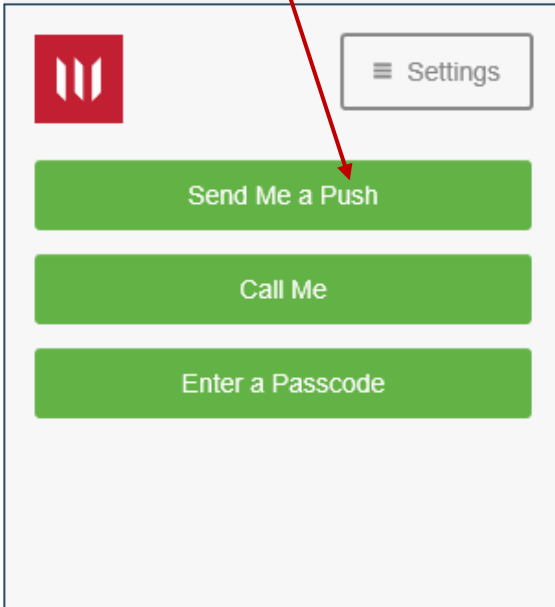
Two Factor Logon
for Whitworth University


Username

Password

Logon

You will then be prompted for your DUO two-factor authentication method. This will be the same process that you currently use when off-campus for access to your email, Blackboard and Pirate Port. We recommend the "Push" selection (no code is required when you choose this option).



 Settings

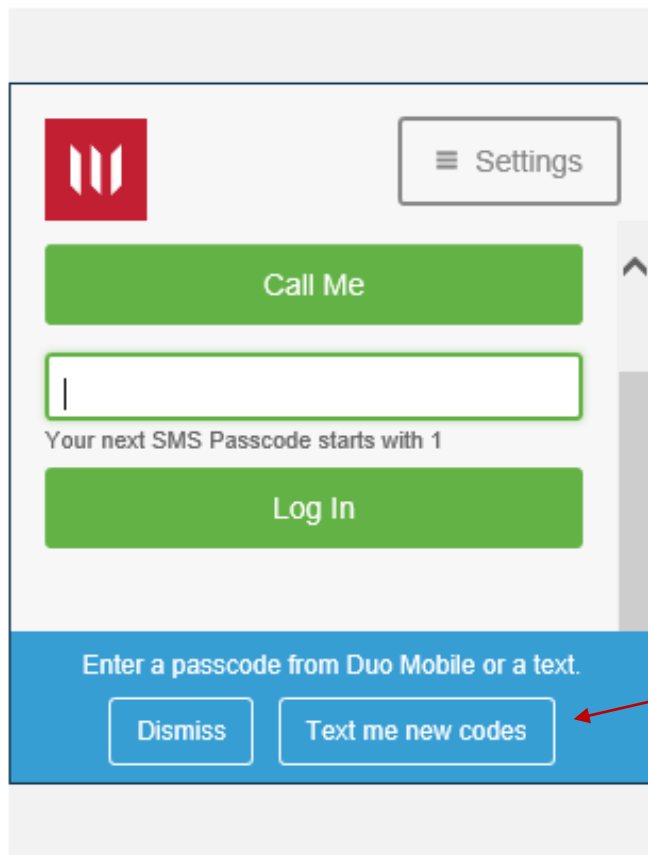
Send Me a Push

Call Me

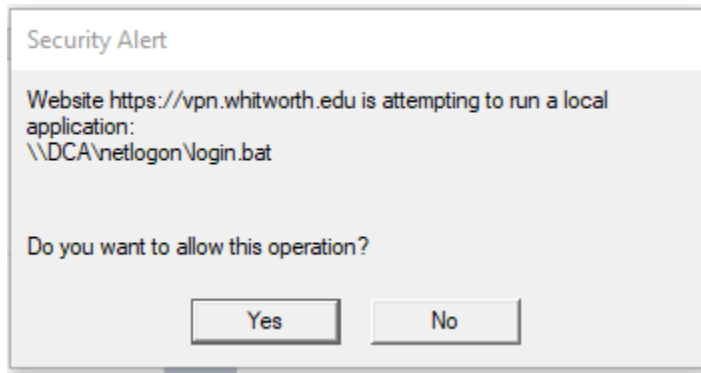
Enter a Passcode

If for any reason the push option doesn't work for you, you have several other alternatives. You can choose to have the process call you, send a code to the DUO Mobile app on your mobile phone, or select to have a regular text message sent.

If you select "Enter a Passcode," it will show you the below screen, where you can enter the code supplied by your DUO Mobile app, or you can choose to receive a text message by selecting "Text Me New Codes."



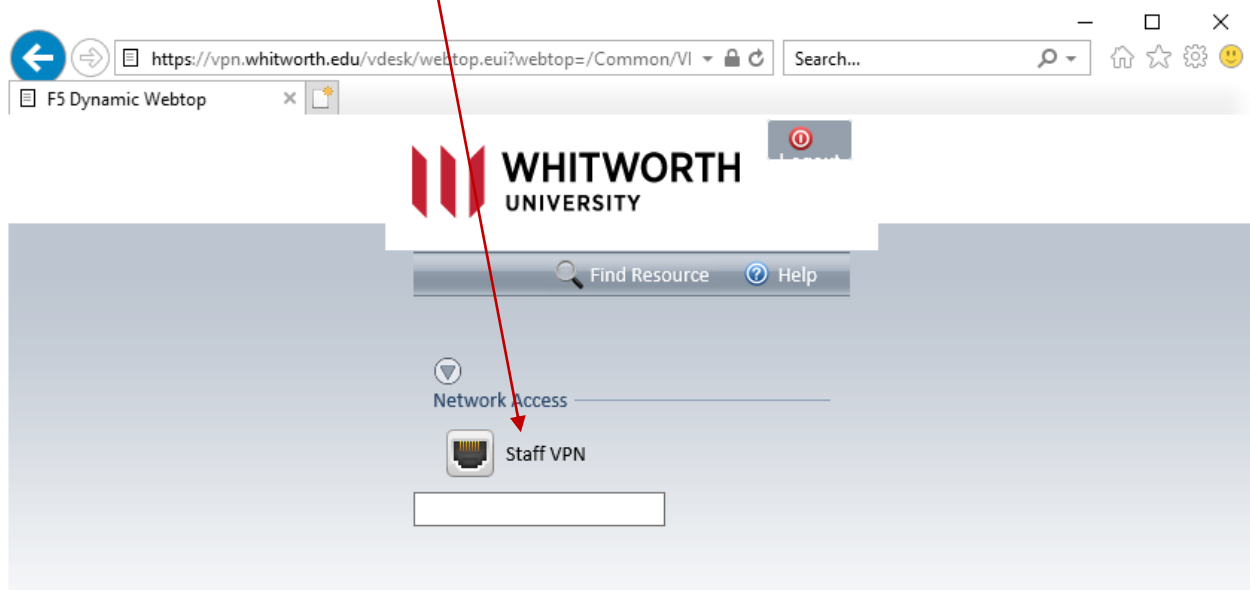
You may get prompted by your computer to allow some F5 applications to run. **Accept those.** You will get one more pop-up asking you to run a simple batch file (this on Windows PC's only).



To gain access to VPN, you must answer "Yes."

Once you are connected, you will see the following page in your web browser. **You must keep this browser window open to stay connected to the VPN.** A good practice is to minimize this web browser, without closing it, and open a new and different browser to accomplish your work needs.

You may need to click on the "Staff VPN" button if you are unable to access campus resources, such as your homedrive, colleague or other department shares.



Once connected, you can remote desktop into your work computer, access file shares, access Colleague environments, and utilize all other internal network resources that you are accustomed to using.

Please refer to other documents if you need help with remote accessing your office PC or mapping a drive resource (e.g. the campus L:\, department shares T:\ or your personal H:\ folder).