How to use ArchPass

How do I use Duo to log into the VPN through my VPN client?

These instructions show examples from a computer running Windows. However the log-in process should be the same for a Mac.

Logging in to the 01 Default VPN group

Step 1. Open your Cisco AnyConnect Client. On a computer running Windows, the client will be under all programs. On a Mac, it will be in your Applications folder.

Once you have opened the Cisco Client, you will see the connection screen.

You will need to have your Duo-enrolled device available.

Step 2. Click “Connect” when you are ready to proceed to the login screen.

If you need to use the VPN for general use, select the 01 Default from the drop-down menu on the log-in screen.

You should only select 02 Restricted if you need access to a system that holds sensitive or restricted data, such as Social Security numbers, financial data or health data. Do not use 02 Restricted unless you have been authorized to use it by UGA’s Office of Information Security.
Step 3. To access the 01 Default VPN, do the following:

1. Be sure you have selected the correct group: 01 Default
2. Enter your UGA MyID in the Username field
3. Enter your UGA MyID Password in the password field
4. Enter your preferred method to verify your ID with Duo in the Second Password field. We recommend using the Push method, if you have a smartphone.
5. Click OK to log in
Pro tip: If you are using the Duo app on a mobile device, have your app open and ready to use before you click OK.

Step 4. While you are logged in on a laptop or desktop computer the Cisco icon with a small lock will appear in your notification area. Disconnect from the VPN when you are done with your session, click on the Cisco icon to open the connection screen.

Step 5. Click the disconnect button to end your VPN session.

**How do I use Duo to log into the VPN with the Cisco AnyConnect app on my phone or tablet?**

Step 1. Download the Cisco AnyConnect app from the appropriate app store. If you already have the Cisco AnyConnect app installed move on to step 3.

Step 2. Install the app

Step 3. Locate the Cisco AnyConnect app icon on your phone. (We are using an iPhone, but the instructions also apply to Android.)
Step 4. Tap the icon to open the app

Step 5. Allow the app to load
Step 6. Once the app opens, you will see the VPN connection screen. If you have already set up the Cisco AnyConnect client on your phone, go to Step 13.
Step 7. Slide the button to begin set up on the “Add VPN Connection” screen.
Step 8. Type in a description in the Description field if you like. We recommend “UGA” or “Work”

Step 9. Type “remote.uga.edu” in the Server Address Field.
Step 10. Click the “Done” button.

Step 11. Once you have clicked the “Done” button, you will be taken to the “VPN Connections” screen where you can see the connections you have enabled. In our example the connection we described as “Uga” appears as enabled.
Step 12. Tap AnyConnect to go back to the AnyConnect VPN screen.
Step 13. On the AnyConnect VPN screen you see your VPN listed under “Connections”. Slide the button to log in to your VPN.

Step 14. Tap to select Group 01 Default for general VPN access.

You should only select 02 Restricted if you need access to a system that holds sensitive or restricted data, such as Social Security numbers, financial data or health data. Do not use 02 Restricted unless you have been authorized to use it by UGA’s Office of Information Security.
Step 15. On the Authentication screen:

1. Confirm you have selected the correct group
2. Type your UGA MyID in the Username field
3. Type your UGA MyID password in the password field
4. Press the “Next” button to reveal the rest of the login screen
Step 16: Enter your preferred authentication method in the Second Password field.

We recommend using push on your mobile device for speed and convenience. SMS codes and phone authentication also work well. Generating a passcode in Duo mobile may require you to leave the Cisco app – which means having to type your MyID password a second time.
Step 17. Tap the Done button.

Step 18. Acknowledge your Push notification, enter your Duo passcode or acknowledge your phone call.

Step 19. Cisco AnyConnect will log you in.
Step 20. When you are done using the Cisco AnyConnect client, log out by sliding the button to the left. Please confirm you have disconnected before closing your app.
I’m traveling and do not have access to Wi-Fi or cell coverage: What Duo authentication method can I use to access the VPN?

If you have a smartphone, you can generate a passcode through the Duo app without a Wi-Fi connection or cellular coverage.
Step 1. Open the Duo Mobile App.
Step 2. Touch the green key icon next to the University of Georgia. The Duo mobile app will generate a passcode.
Step 3. Type the provided passcode into the passcode or second password field in the VPN client.

Don’t have a smartphone? Before you leave an area with cell coverage, you can use the SMS text authentication option to generate a bank of 10 passcodes to take with you. Each set of 10 passcodes is good for 30 days.
Step 1. Connect to the Cisco AnyConnect connection screen on your laptop or desktop.
Step 2. Log in as normal, but choose SMS as your authentication method

1. Select your VPN group
2. Enter your UGA MyID in the Username field
3. Enter your UGA MyID Password in the password field
4. Enter ‘sms’ in the Second Password field.
5. Click OK to log in
Step 3. Receive a set of 10 SMS passcodes via text message. You may use each passcode one time only. The passcodes expire after 30 days.

Supported Devices

Here is a list of all the supported devices and authentication options available for each:

<table>
<thead>
<tr>
<th>Supported Devices</th>
<th>Push notification through Duo app</th>
<th>Passcode through Duo app</th>
<th>SMS Text</th>
<th>Phone Call</th>
</tr>
</thead>
<tbody>
<tr>
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