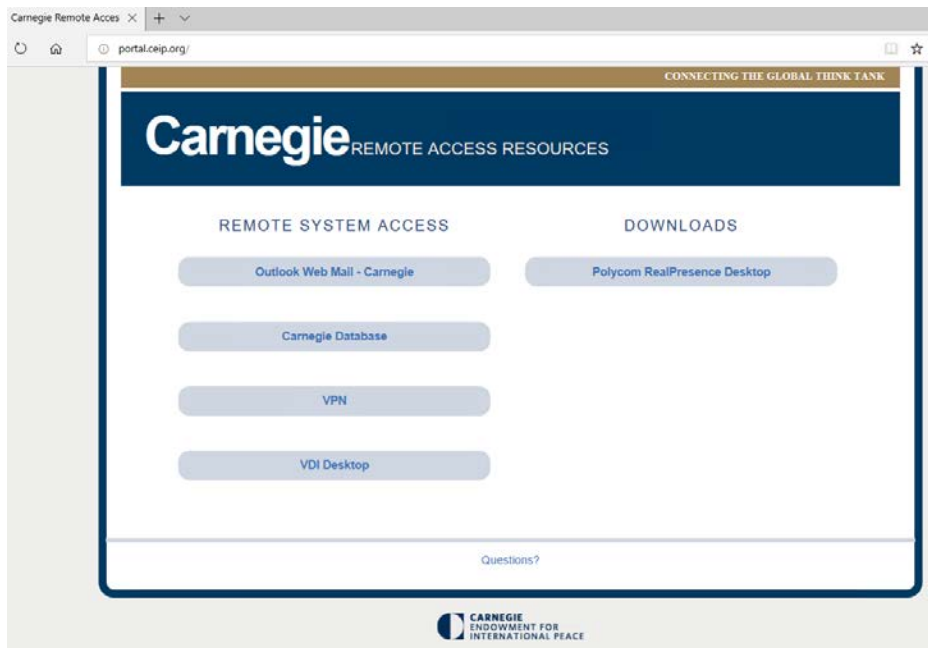


# Carnegie VPN Access

- Open up your favorite browser and in the address bar, type in <http://portal.ceip.org> . Hit Enter.



- Click on the VPN tab
- Enter your credentials then click login.
- After clicking login, the Duo 2FA system will attempt to contact you on the primary device list in your Duo profile. Prior to logging in you realize you do not have the primary device handy and you have registered another device, not problem. Before clicking login, do the following:
  - After the last character in your password type a comma (,) and either push2 (2<sup>nd</sup> registered device), push3 (3<sup>rd</sup> registered devices), or phone1 (receive a phone call on a landline) and then press enter. The Duo 2FA system will contact you on that device.

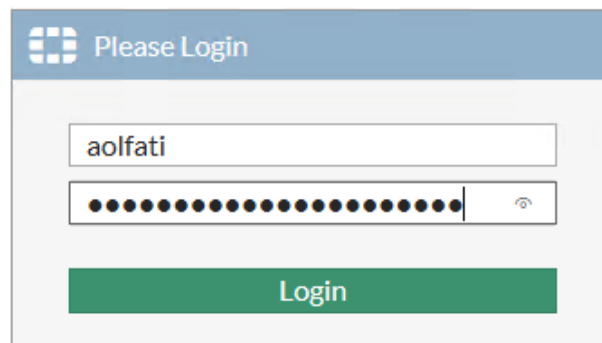
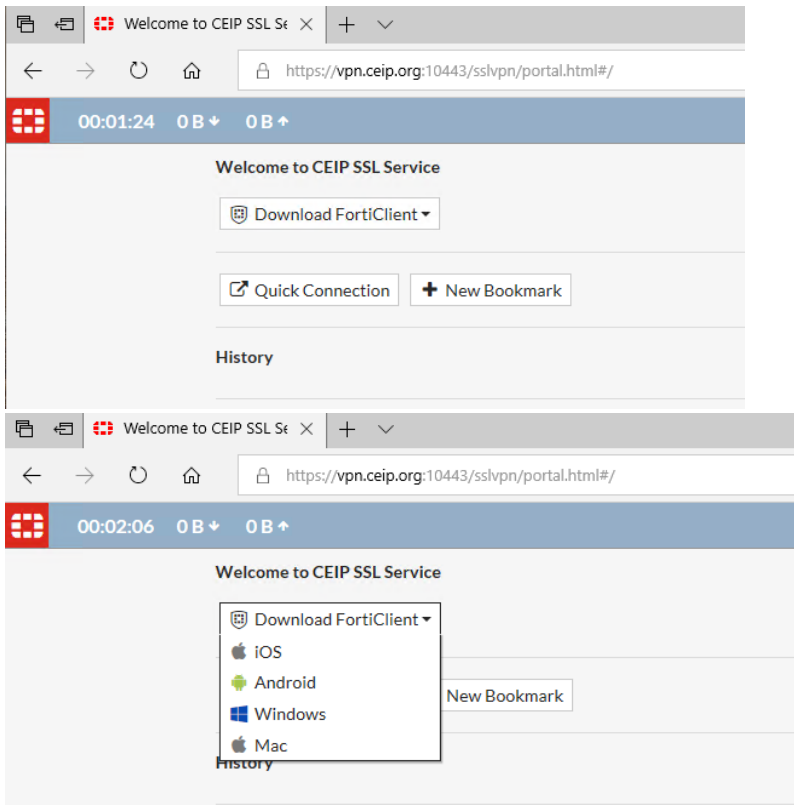
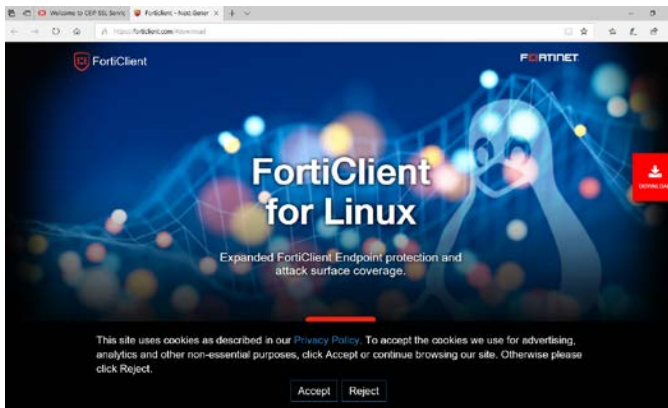


Figure 1 - Login screen

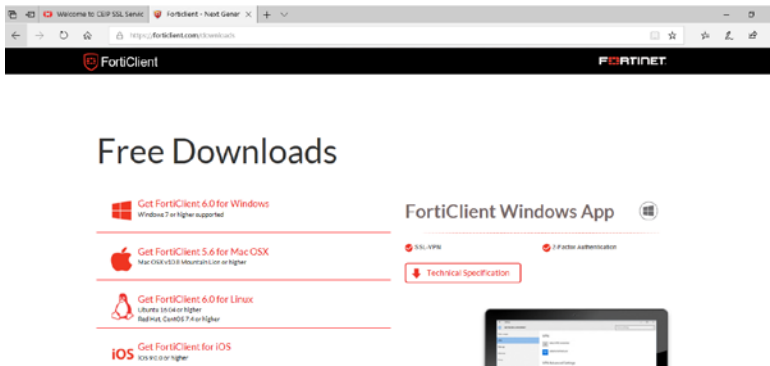
- Dropdown the “Download FortiClient” and select the correct version.



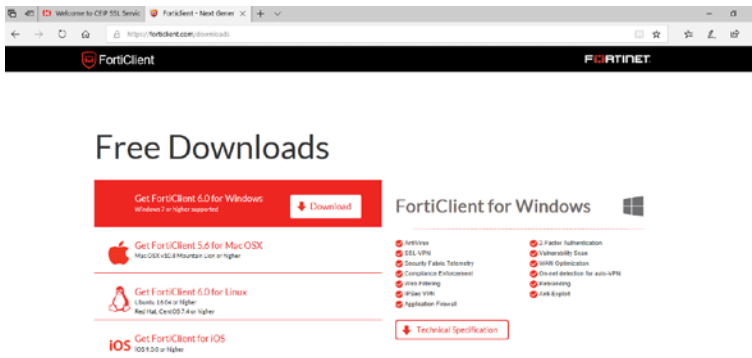
- You will be redirect to the FortiClient download page.



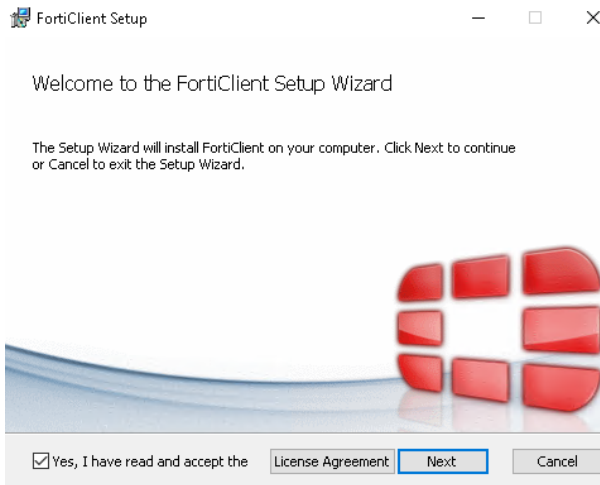
- Choose the OS version that applies to your particular computer.



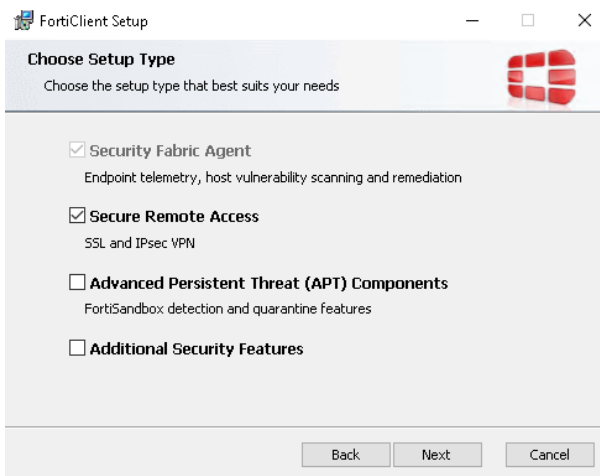
- Click on the downloaded and save it to your computer.



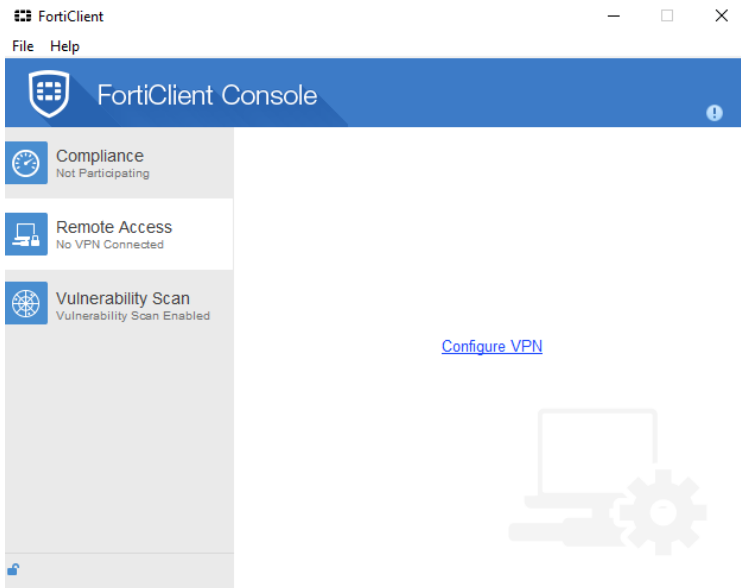
- Now install the downloaded file on your computer. The following photos represent Windows OS installation.



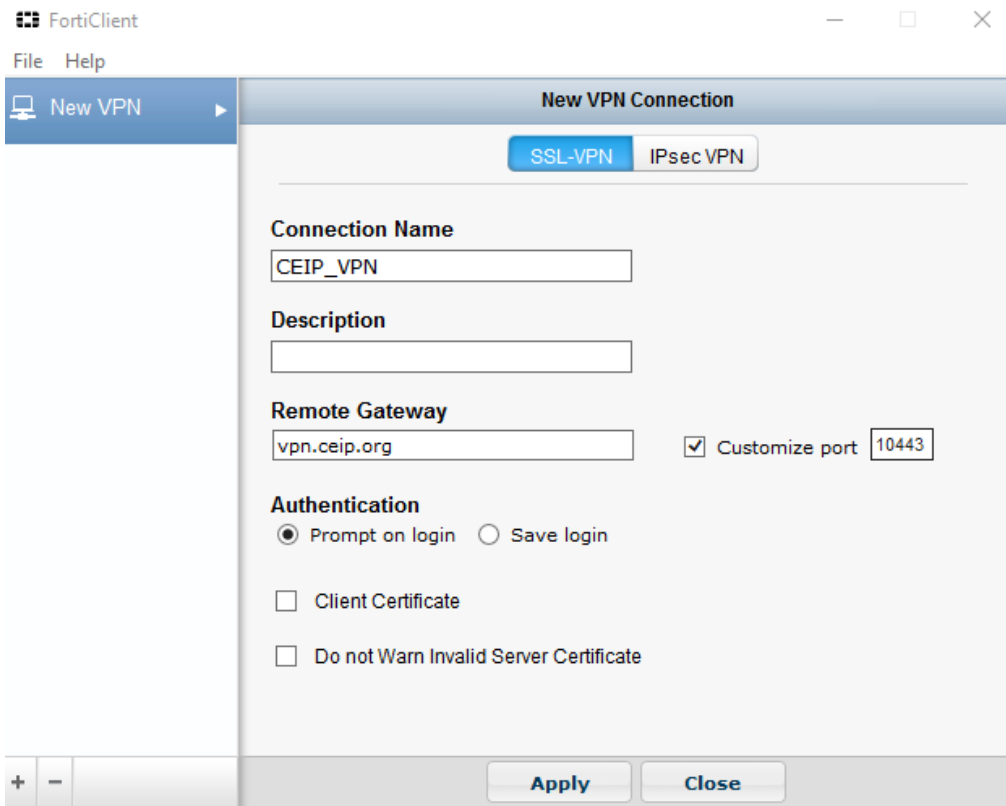
- Check Secure Remote Access (SSL and IPsec VPN)

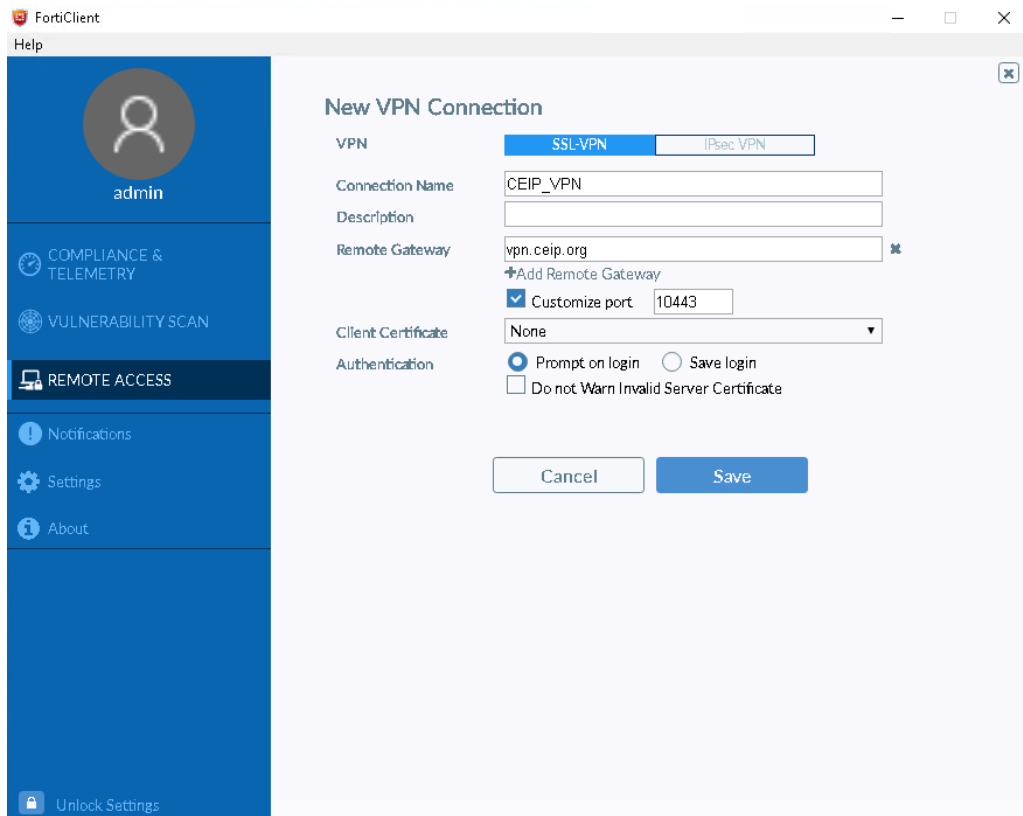


- Open the FortiClient application and you will see the below



- Click on “Configure VPN” and then fill out the boxes based on the following picture, click “Apply”/”Save” button and then “Close” button.





- Now use your credentials to login.
- Right click on the green shield in system tray of your computer.
- Select “Connect to CEIP\_VPN”. The connect window will appear (Figure 2).

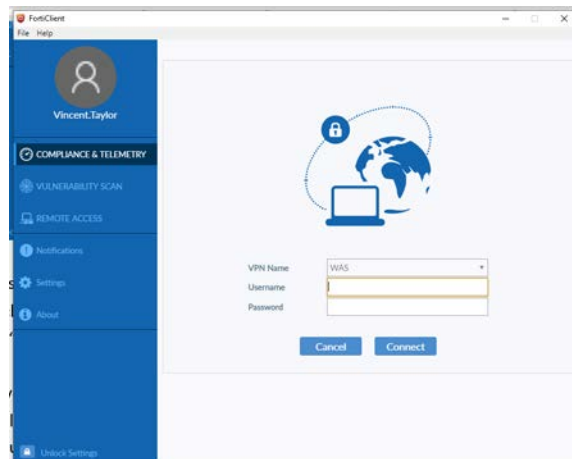


Figure 2 - Connection Window

- Enter your credentials then click connect.
- After clicking connect, the Duo 2FA system will attempt to contact you on the primary device list in your Duo profile. Prior to logging in you realize you do not have the primary device handy and you have registered another device, not problem. Before clicking connect, do the following:
  - After the last character in your password type a comma (,) and either push2 (2<sup>nd</sup> registered device), push3 (3<sup>rd</sup> registered devices), or phone1 (receive a phone call on a landline) and then press enter. The Duo 2FA system will contact you on that device. **Note: You will not see the comma (,) or what you type after the comma. Just know it is there.**