VPN INSTRUCTIONS

University-provided Equipment Only

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Please note that these instructions only apply to CSU-provided equipment, which should have FortiClient software already installed. If you don't have FortiClient installed, please contact helpdesk@csu.edu.

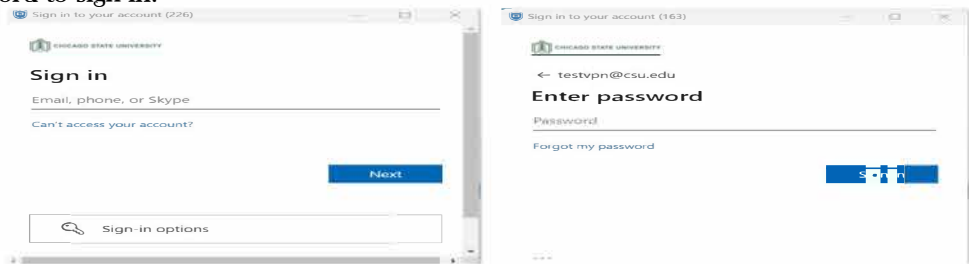▪▪▪

1. Navigate to the task bar on the lower right of your screen, next to the time/date, and right-click on the FortiClient icon, which is a blue shield.
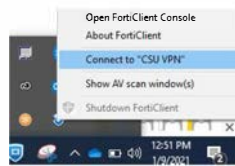

2. Select the option Connect to "CSU VPN"
3. To login click "SAML Login" button.
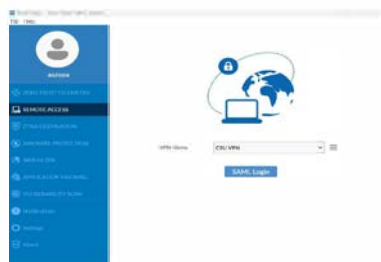
4. Enter your full CSU email address on the next screen (for example testvpn@csu.edu), click next and enter your password to sign in.


5. When logging in for the first time (if not logging in for the first time, skip to step 12), you will need to install and configure an authentication app on your cell phone. We recommend and provide instructions for using Microsoft Authenticator on your phone, but you have the option to use a different authentication app. Click next on this screen.

VPN Access
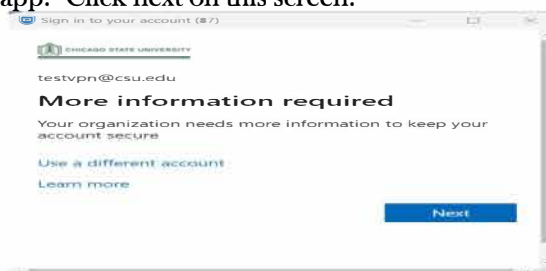
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6. After installing Microsoft Authenticator, open the app on your phone, and follow the prompt to add an account. If it does not prompt you, click the plus "+" button, and choose " Work or school account option". Then select the Scan QR code option.   On your PC, click next.
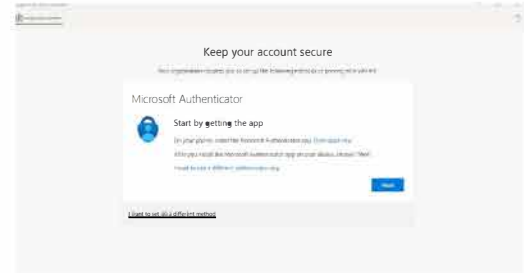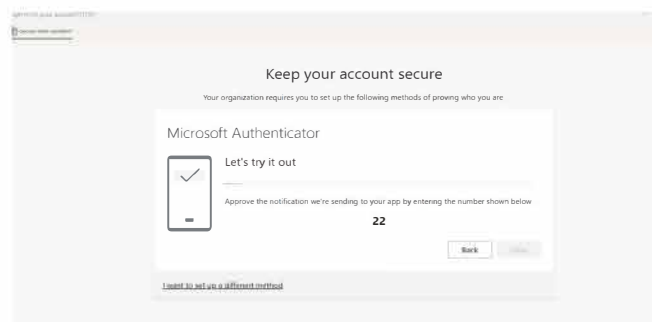
7. Scan QR code displayed by the VPN client with your phone using Microsoft Authenticator app and click next.

8.   Click next.
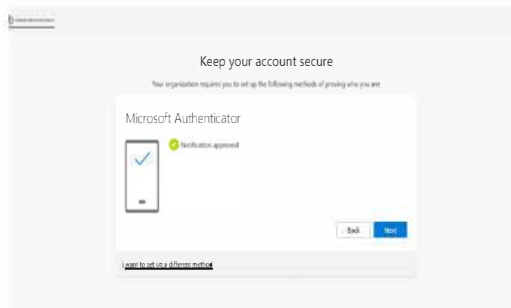
9. On your phone, you should be prompted by your authenticator app to enter a code displayed by VPN client on your PC. Enter the code displayed by VPN client on your PC into the authenticator app on your phone.
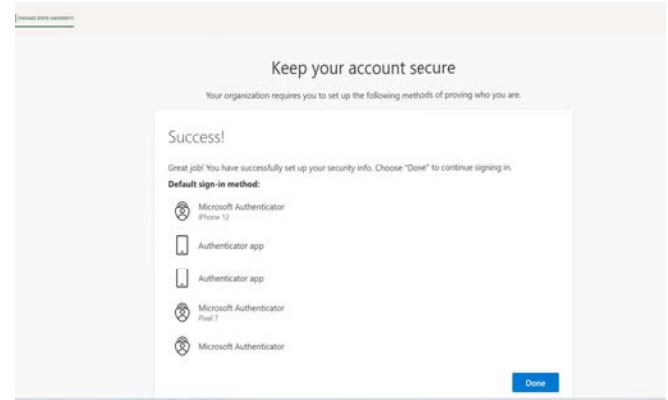
NOTE: Please report any issues to helpdesk@csu.edu or call 773-995-3963.

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10. After successful registration, VPN client will display this screen: Click done.

11. Repeat steps 1 to 4 again to connect to test the VPN connection.

12. Enter the code displayed by VPN client on your PC into the authenticator app on your phone.