Using the UF VPN to access Student Affairs resources
*Updated 5/5/2020*

The UF VPN provides remote access to Student Affairs resources.
All Student Affairs employees using VPN should use the UF VPN with the /ufsastaff switch.

## How to connect to the UF VPN with /ufsastaff switch
- **On a computer (desktop/laptop)**
    1. Make sure that you have Cisco AnyConnect Secure Mobility Client downloaded. See below, for install instructions.
    2. Make sure you have UF Multi-Factor Authentication set to auto send a notification. [*see Page 2 of this doc*]
    3. Open the Cisco AnyConnect Secure Mobility Client
    4. In the box next to Connect button, enter **vpn.ufl.edu**
        - **NOTE:** you may need to clear this if it says DIVISION_VPN
    5. A sign-in window will open. Enter your GatorLink username (in the form of *gatorlinkID*@ufl.edu/ufsastaff) and password.
        - **NOTE**: The /ufsastaff switch does not have a space after the username and must be entered with username.
    6. Approve the login request with UF Multi-Factor Auth (MFA) via the Duo app or other approved method.
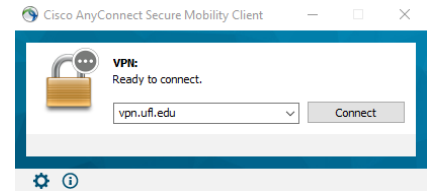
- **On a mobile device**
    1. Make sure that you have the Cisco AnyConnect app installed. See below for install instructions.
    2. Make sure you have UF Multi-Factor Authentication set to auto send a notification. [see next pg]
    3. Open the Cisco AnyConnect app, Go to Connections, Add a VPN Connection
    4. Enter the server address **vpn.ufl.edu**
    5. Allow the Cisco AnyConnect to add a VPN Configuration to your device
    6. Turn on the AnyConnect VPN
    7. Put in your GatorLink username (in the form of *gatorlinkID*@ufl.edu/ufsastaff) and password
        - **NOTE**: The /ufsastaff does not have a space after the username and must be entered to access work systems.
    8. Approve the login request with UF Multi-Factor Auth (MFA) via the Duo app or other approved method.
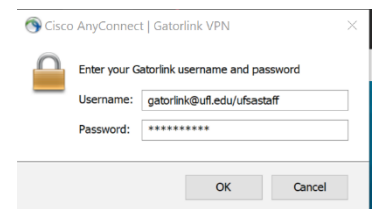
How to download the UF VPN client
- **On a UF-owned Student Affairs computer**
    1. Go to the Software Center
    2. Select Cisco AnyConnect Secure Mobility Client
    3. Select Install
- **On a personal computer**
    1. Navigate to https://net-services.ufl.edu/provided-services/vpn/clients/
    2. Download the appropriate software for your computer
    3. Restart your computer
- **On a mobile device**
    1. Go to the App Store or Google Play Store
    2. Search for the Cisco AnyConnect app
    3. Download or Get the app
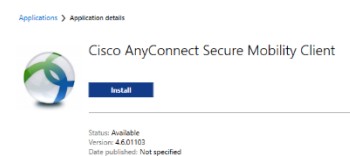
**Ensure Multi-Factor Authentication Sends Notification Automatically**

In some cases, when you setup Multi-Factor Auth, you may not have setup automatic push notification. Because the UF VPN requires MFA to connect, you will need to ensure you have push notifications set or you may not receive the push to your DUO app.

Follow these steps to check and change if needed:

1. Visit https://account.it.ufl.edu and choose Two-Factor Authentication Management.

2. Login and choose your MFA to authenticate.
3. Look for the When I Log In dropdown box and choose either "Send This Device a Duo Push" or "Automatically Call This Device."
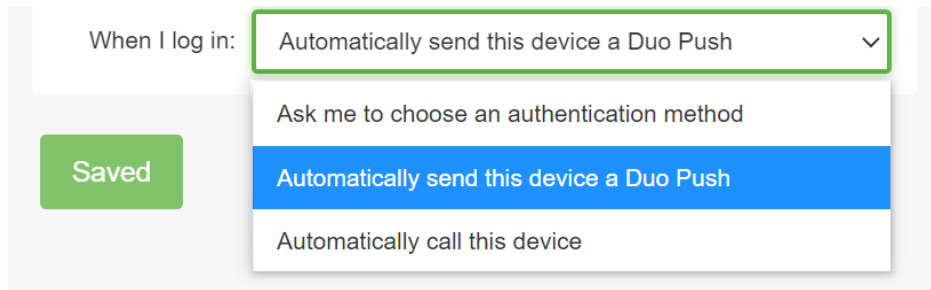
4. You are now setup to receive automatic notifications. This will also ensure you get proper notifications when accessing the UF VPN.