OHIO UNIVERSITY

Using Campus VPN to Access Financial Systems

To access Oracle e-Business Suite, shared drives, and other online university resources, users are required to be connected Ohio University's secured network or connect through Campus VPN. Campus VPN creates an encrypted "tunnel" that protects your network traffic from being captured by unauthorized individuals. This guide outlines the required steps to install and connect to Campus VPN to allow authorized users to access university systems when off campus.

Multi-Factor Authentication: Off Campus Phone/Device Required

Important: Important: These steps must be completed while on campus.

If your default Multi-Factor Authentication (MFA) method is to call your office phone, you will need to install the Duo Mobile app on your personal device (this is the preferred method) or add an alternate phone number before you can use Campus VPN. Please refer to the Financial Systems Remote Access Multi-Factor Authentication Quick Reference Guide for instructions on how to add or change a device in MFA.

Install Campus VPN

Important: These steps must be completed while on campus.

Prior to beginning your work from an off-campus location, you will need to download Campus VPN and ensure that you are able to log in. You must be on campus to complete the initial download.

Visit https://help.ohio.edu/TDClient/30/Portal/Requests/ServiceDet?ID=97 and select the appropriate operating system for installation instructions.
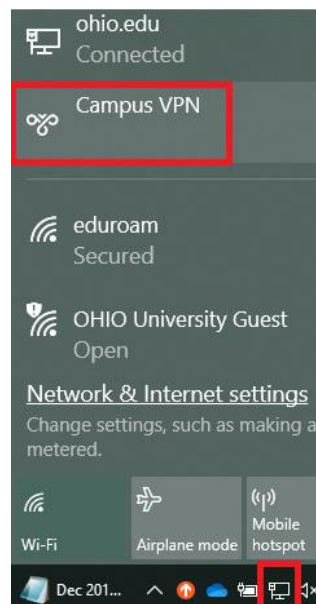
Log into Campus VPN

These steps can be completed while on campus or off campus.

After you have successfully downloaded Campus VPN, log into the application as needed by completing the steps below. Complete login instructions for each operating system can be found at https://help.ohio.edu/TDClient/30/Portal/Requests/ServiceDet?ID=9
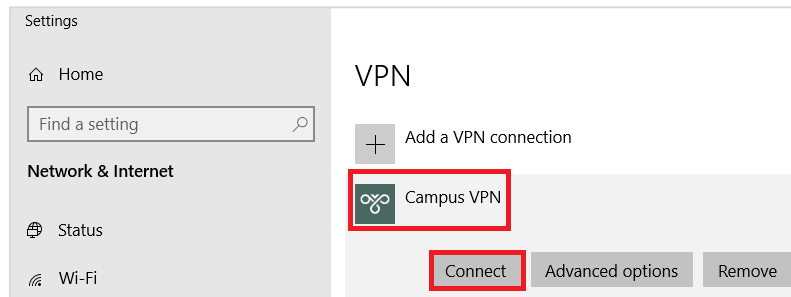
1. To launch Campus VPN, select the network icon in the lower right corner of your task bar

2. Select **Campus VPN** (or you may launch this from your shortcut if you saved it to your desktop)
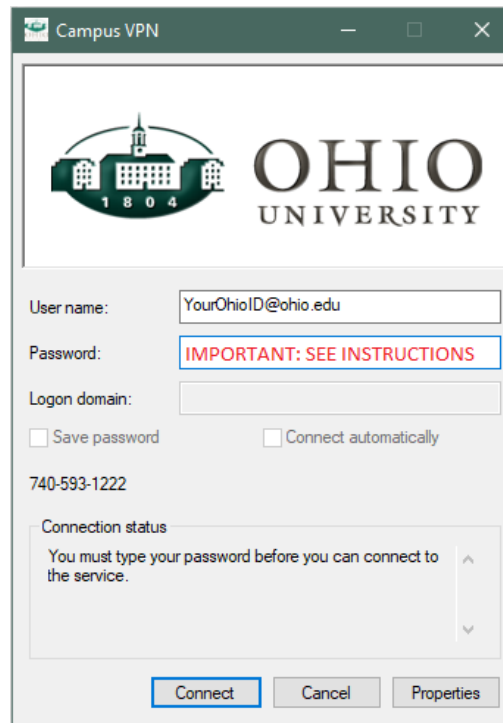
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3. Select the Campus VPN icon and then **Connect**

4. **The following window will open. Please read the instructions below to populate the user name and password fields.**

- **User Name:** Enter your full OHIO email address
- **Password:** The password you enter will depend on your Multi-Factor Authentication method.
  - If you have the Duo Mobile app installed, simply enter your OHIO password. No further information is needed.
  - If you are using an alternate MFA method such as phone call, text, etc., please refer to the following chart for instructions on how to enter your password.
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Password Instructions for Each Multi-Factor Authentication Method
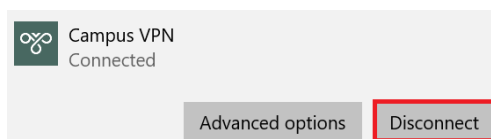
If this is your default MFA method	Then, enter the following in the password field	Password Example *(hunter9 is being used as the OHIO password in these examples below)*
Push notification through the Duo Mobile App	Your OHIO password	hunter9
SMS/Passcode through Text *(Note: Using this method involves a two-step process)*	1.) First enter Your OHIO password followed by a comma and the word **SMS**. *This will generate a list of codes that are immediately sent via text to your device.*	hunter9,sms
	2.) Next, enter your OHIO password followed by a comma and then one of the codes that was sent in the text	hunter9,12345 *(12345 represents the passcode that was sent via text. Replace this with one of the codes that you received in the text.)*
Primary Phone	Your OHIO password followed by a comma and then the word **phone**	hunter9,phone
Secondary Phone	Your OHIO password followed by a comma and then **phone2**	hunter9,phone2

After you have entered your user name and password, you will be prompted to approve the MFA request. If you do not approve the push notification (or respond to the phone request) within 19 seconds, the request will expire and Campus VPN will send another MFA request automatically.

Once you approve the request through MFA, you will be logged into Campus VPN and should be able to access Oracle e-Business Suite, shared network locations, and other financial systems.

Campus VPN Log Off

When you have completed your work, don't forget to log out. Go to the network icon in your task bar and select **Campus VPN** (or go through your shortcut if you have one saved), then select **Disconnect.**

Note: Your Campus VPN session will auto log out after 10 hours or anytime your computer goes to sleep.

FAQs

Campus VPN FAQs can be found at https://help.ohio.edu/TDClient/30/Portal/KB/ArticleDet?ID=258

If you have questions that are not addressed in these FAQs, please contact the IT Service Desk at 740-593-1222 or servicedesk@ohio.edu.