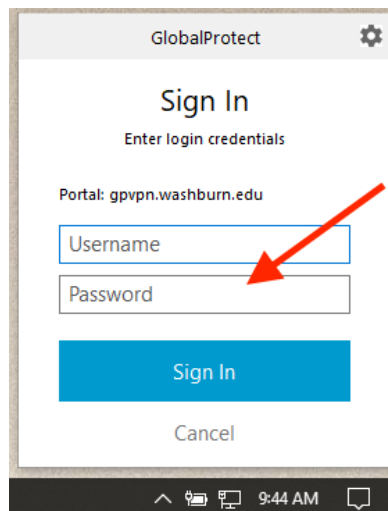


How to Log Into VPN Using a Duo Hardware Token/FOB



- 1) If you haven't already, register for **Duo** and install **GlobalProtect VPN** client by following directions here: <https://washburn.edu/its/vpn.html>
- 2) When logging into the **GlobalProtect VPN** client, enter your Washburn email (firstname.lastname@washburn.edu) into the **Username** field as you normally would.
- 3) In the **Password** field, enter your password, a comma, then the passcode generated on your token by pressing the green button.

*Examples: "mypass123,123456" or "mypass123,728292" – **without the quotes, no spaces.***



- 4) Hit the **Enter** button or click on **Sign In**.

If you have any questions, please contact ITS User Services at 785-670-3000 or email support@washburn.edu.