

Remote Access Guide for DoT (former VicRoads) Staff



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1 What is Pulse Secure?

Pulse Secure is the current VPN client used by DoT's staff members to securely access the DoT systems remotely.

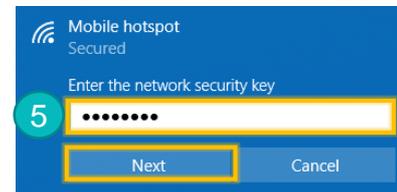
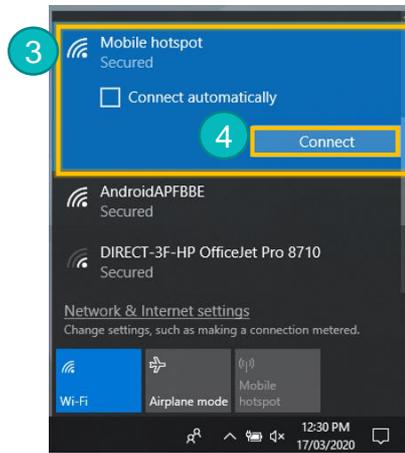
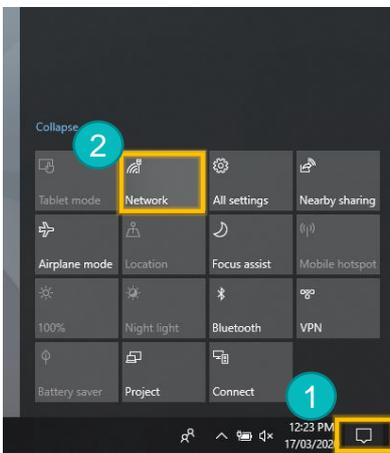
2 What are the requirements to access Pulse Secure?

In order to connect to the Pulse Secure VPN for remote access you will require:

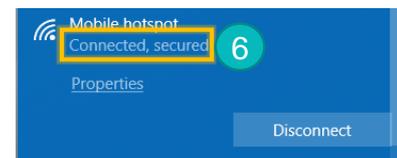
- An internet connection
- Registered for Multi Factor Authentication (MFA)
- A mobile device (to receive your SMS verification code)
- A DoT laptop or Hybrid device (laptop/tablet)

3 How to connect to an internet connection?

1. Go to the **notification centre** on the bottom right of your screen
2. Select **Network**
3. Locate your **Wi-Fi connection**
4. Click **connect**
5. Enter your **Wi-Fi Password** for verification and click **next**



6. Connection established



4 How to set up a Multi Factor Authentication (MFA)?

Click on the following link to begin setup

<https://amfa.vicroads.vic.gov.au/multifactorauth/login.aspx>



Version 7.1.2
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Multi-Factor Authentication User Log In

Language: en: English
Help

Username

1 wajiha

Password

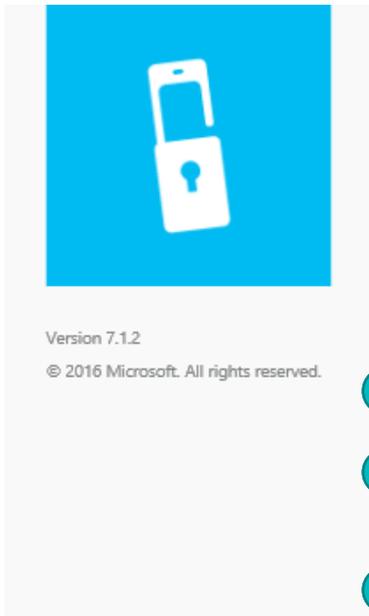
2

3 Log In

1. Enter your **ROADS User ID**
2. Enter your **ROADS login Password**
3. Click **Log In**



You will then be logged into the Multi-Factor Authentication User Setup page



Multi-Factor Authentication User Setup

To enable Multi-Factor Authentication for your account, please specify the phone number you will use to authenticate. To complete this step, Multi-Factor Authentication will send a one-time passcode in a text message to the number you entered. When prompted, enter the one-time passcode to authenticate.

Method
 1 Text Message ▾

Phone
 2 Australia +61 ▾ 04 3

4 Text Me Now to Authenticate Cancel

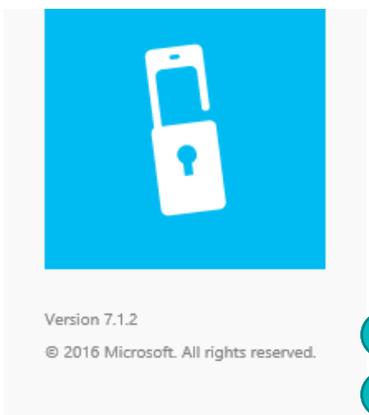
1. Select **Text Message** from the Method drop down menu

2. Select **Australia +61** from the Phone drop down menu

3. Add your **mobile number** in the following field

4. Click on the **Text Me Now to Authenticate** button

5. You will receive a **text** with your **verification code**:

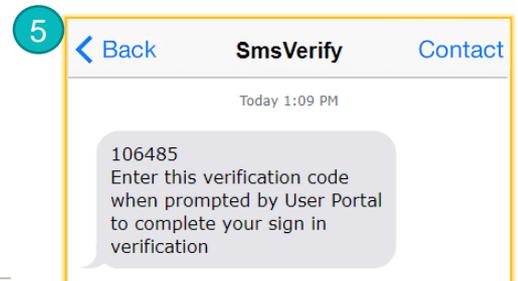


One-Time Passcode

To complete your verification, enter the one-time passcode you receive via text message.

One-Time Passcode
 6 ●●●●●●

7 Authenticate Cancel



6. Enter **verification code**

7. Click **Authenticate**

Multi Factor Authentication Setup is now complete

Welcome

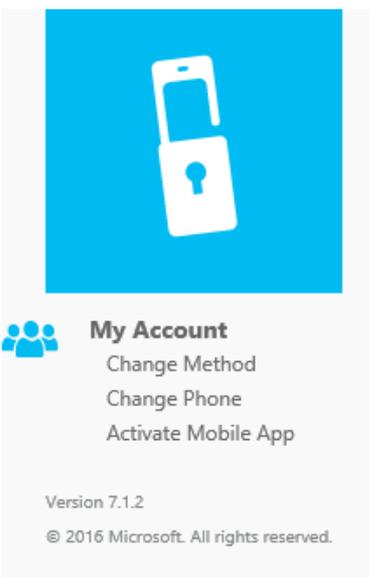
Account Configuration Complete

Your account has been configured to use Multi-Factor Authentication.

When you sign on, you will continue to use the same username and password. Before your verification is complete, you will receive a text message with a one-time passcode. Enter this passcode when prompted by the application. If you don't enter the correct passcode, the sign on will be denied.

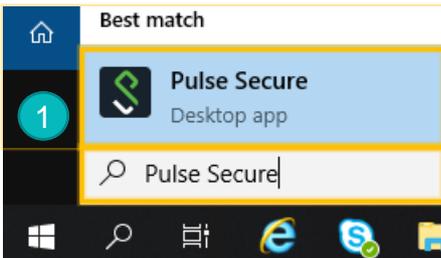
Return to the Multi-Factor Authentication portal at any time to change your phone number.

Manage your Multi-Factor Authentication account by selecting an option below. Select the Help icon (top right) for assistance.

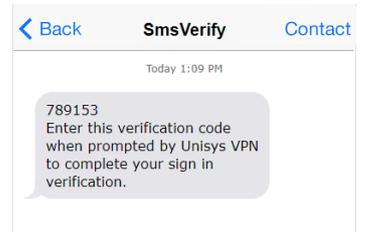


5 How to connect to Pulse Secure?

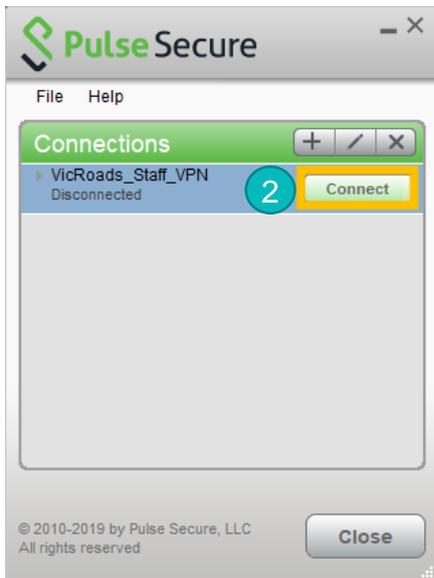
1. From Start menu search and launch 'Pulse Secure'



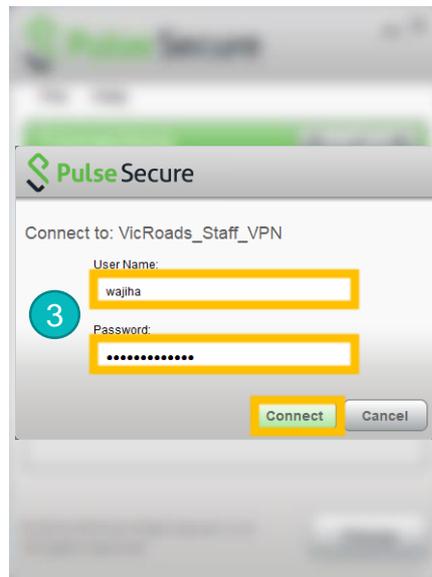
Have your mobile phone handy, so you can receive Verification code:



2. Select the 'VicRoads_Staff_VPN' to Connect *



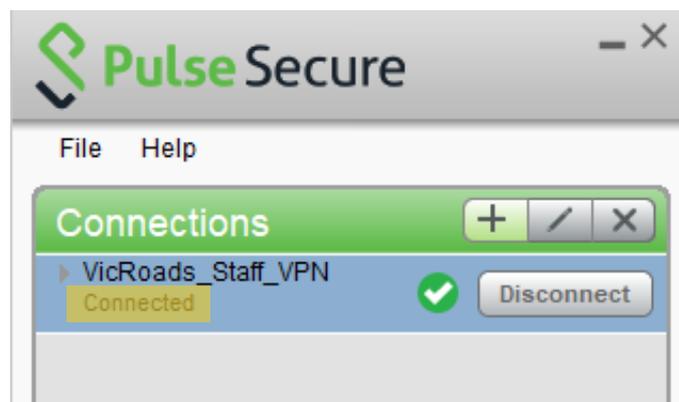
3. Enter your **ROADS User ID** and **Password** and click **Connect**



4. Enter the **verification code** in the response box and Select **Connect**



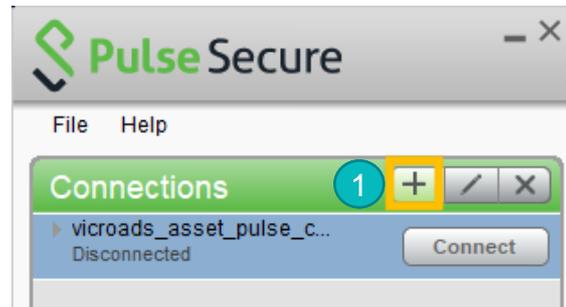
You are now successfully connected to Pulse Secure (VPN Client)



*** If the 'VicRoads_Staff_VPN' connection is missing in your Pulse Secure client please refer to the next page on instructions on 'How to add/update VPN connection if missing?'**

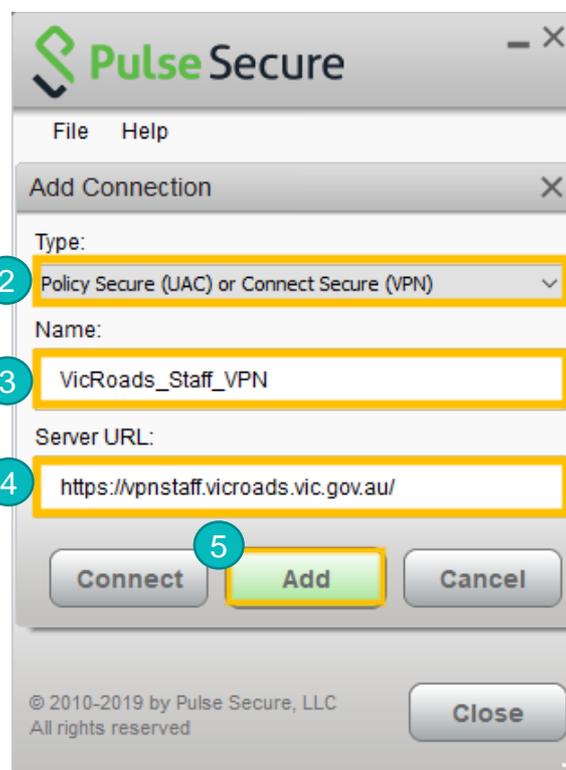
6 How to add/update VPN connection if missing?

1. To add the new Pulse Secure connection (if missing) Click +



2. Ensure the policy type selected is 'Policy Secure (UAC) or Connect Secure (VPN)' from the drop down menu

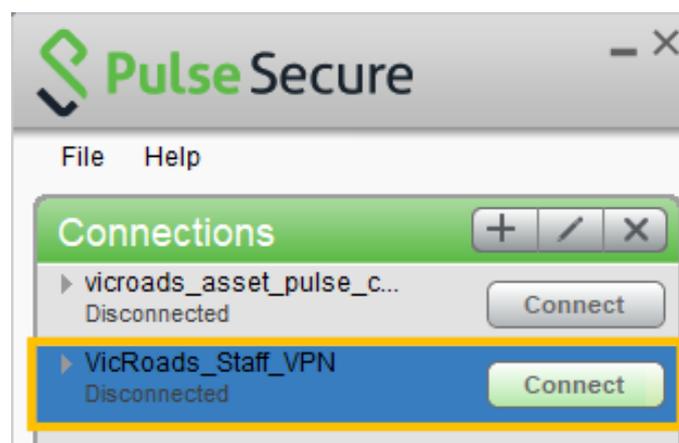
3. In the 'Name field' type 'VicRoads_Staff_VPN'



4. In the 'Server URL' field type as below:
<https://vpnstaff.vicroads.vic.gov.au/>

5. Click Add

You have now successfully added the right connection to Pulse Secure



Please refer to the previous page on instructions on 'How to connect to Pulse Secure?' using the ['VicRoads Staff VPN' connection](#)