One Time Passcode VPN

Step 1. Remove All SSL VPN Certs

You must remove any SSL VPN certificate you have installed.

1. Open Internet Explorer

2. Open the Tools menu and select Internet Options...

3. Select the Content tab and then the Certificates button.

4. Highlight the certificate to remove and select Remove.
5. A warning message will usually pop up. Select Yes.

6. You have successfully removed the certificate.

7. For best results, close IE before continuing.

**Step 2. Passcode Delivery**

Passcodes can be delivered by voice call, text message, or smart phone app. A mobile number or smart phone is recommended. By default, most users only have their work number available to receive the passcodes.

If you only have your work number to receive the code, you need to know how to retrieve your voice messages remotely. You will also have to wait for the call to be made and the voice message to be left before you can retrieve the code. If you have a long personal greeting, you may not receive the code at all.

**Registering a smart phone (Optional)**

You can do this at any time from home or from work if you have internet access. This will not expose your phone number. A unique fingerprint of your device is made for this to work, but your number is not saved anywhere.

1. Open a browser on your laptop or workstation and access [https://signon.nh.gov/secureauth37/](https://signon.nh.gov/secureauth37/).
   You will see the QR Code Enrollment form.
2. Enter your username and Submit.
3. Choose a delivery method for the passcode.
4. Enter the passcode and Submit.
5. Enter your domain password and Submit.
6. Follow the instructions on the form.
   a. Install the SecureAuth Authenticate app on your smart phone.
   b. Use the app to scan the QR code.
c. Enter the passcode shown in the app and click Enable.

Now, when connecting to VPN, you can use the passcode shown on the smart phone app instead of having it delivered by voice or text.

**Update mobile number in Active Directory.** *(Optional)*

Be aware, once you publish your mobile phone number, it is visible to EVERYONE in the Granite Domain.

Important note if you are publishing your own personal mobile number. You could receive business calls on your phone if someone looks you up in the GAL.

1. Open a browser and open https://owa.nh.gov/owa/
2. Log into your account and select the Settings icon and click on Options.
3. Click on General and select My Account. Update Mobile Phone with the appropriate number. This can be any phone number you wish to receive voice or text messages.
Step 3. Connect to VPN
Connect with a browser or AnyConnect to https://vpn.nh.gov/graniteotp.

Browser
2. Enter your username and password.
3. You will see a window similar to the one below.
   a. If you have registered a smart phone, you will have the option to “Enter a time-based passcode”.
   b. You will also see the phone and text messages available for your domain account. If you choose this method, enter the number corresponding to the delivery you would like. In the window below, you would enter 1 for phone delivery, etc.

![Login Window](image)

AnyConnect
Most AnyConnect installs will have the below window pre-populated with NH Granite VPN or some such. Users should be able to select that text and enter the new URL. Until we go fully live users will have to enter this every time. Eventually the AnyConnect profile will include the new OTP URL in the dropdown list but this hasn’t been implemented yet.
After entering your username and password you should get a window similar to this. The client chooses how to receive their access pin.

Calls and texts are similar to the ones you may have received previously when enrolling for a digital certificate in the past.