

# C-UM-VPNLegacyMFA\_EN\_IMCOMPLET



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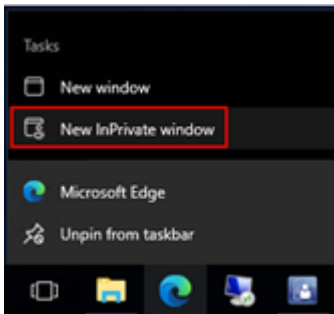
## Object: VPN Connection and File Access for Subcontractors

### Description

This guide explains how to change your initial password, install the VPN client, and access your project files.

### Steps

1. Open an Internet browser in "InPrivate" mode and navigate to the following link:  
<https://account.activedirectory.windowsazure.com/ChangePassword.aspx>



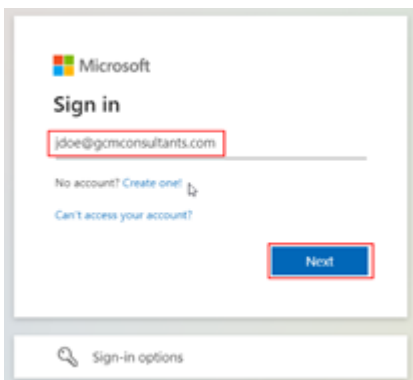
2. Authenticate with the username and password provided by the IT department.

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Sign in with your organizational account

[Sign in](#)



3. Change your password according to the following criteria:
- Minimum length of 14 characters.
  - Must contain characters from at least three of the following four categories:
    - Upper case characters (A-Z)
    - Lower case characters (a-z)
    - Numbers (0-9)
    - Non-alphabetic characters (e.g., !, \$, #, %)

### Change password

User ID  
jdoe@gcmconsultants.com

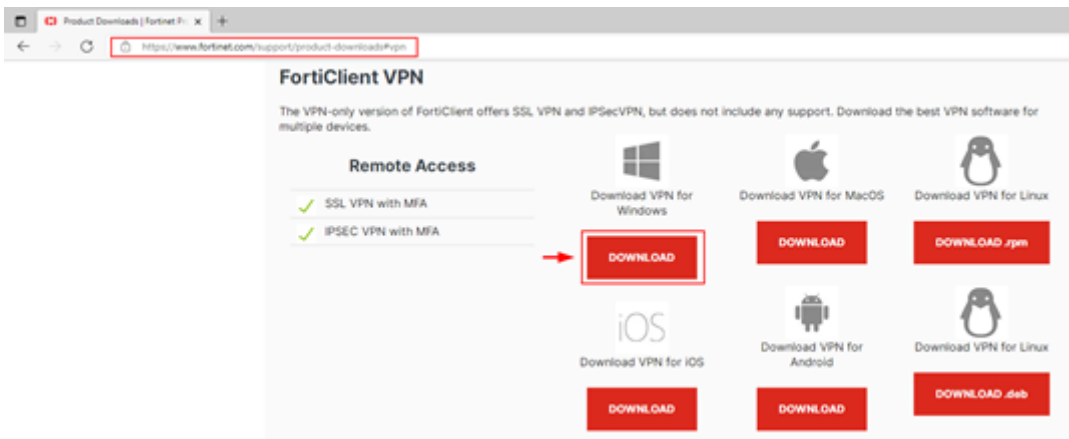
Old password  
[Redacted]

Create new password  
[Redacted]

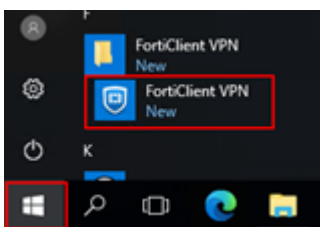
Confirm new password  
[Redacted]

Submit Cancel

4. Download the FortiClient VPN client from the following website:



<https://www.fortinet.com/support/product-downloads#vpn> 5. Install the FortiClient VPN client by following the on-screen instructions. 6. Launch the FortiClient VPN application from the Start Menu or your desktop icon.



- 7.





Click on **Configure VPN**. 8. Complete the fields

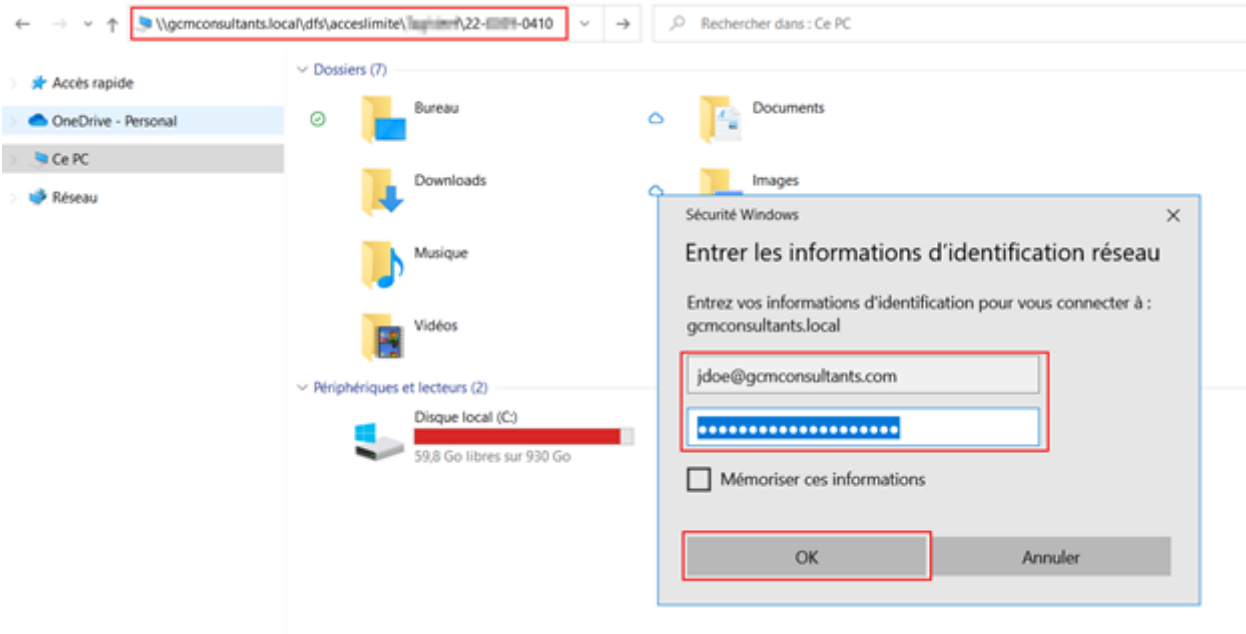
with the information below and click **Save**. - **VPN (type):** SSL-VPN - **Connection Name:** VPN GCM Consultants - **Remote Gateway:** vpn.gcmconsultants.com 9. Connect to the VPN using your GCM credentials.



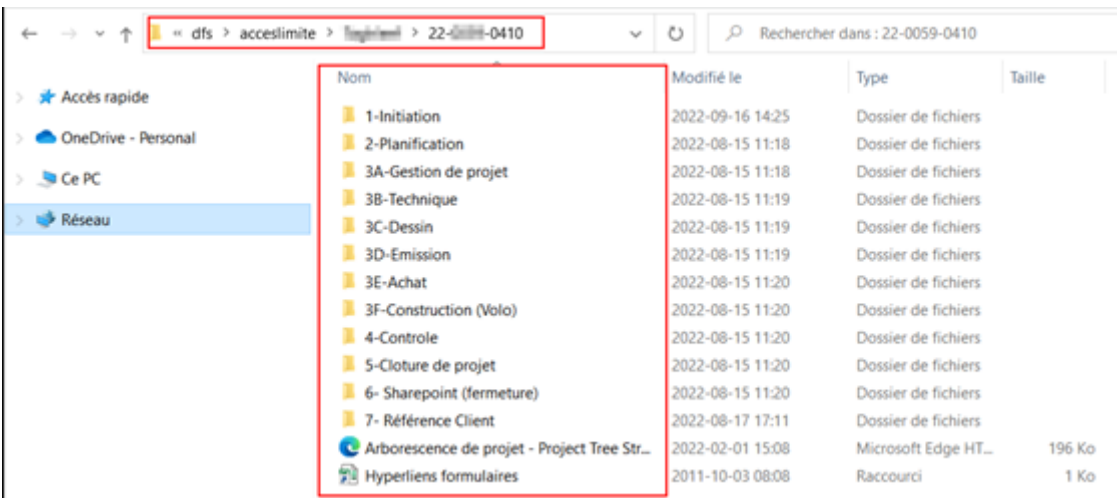


10. Open Windows Explorer once you are connected to the VPN.

11.



Authenticate with your GCM credentials if prompted. 12. Access your assigned project directories.



## Remarques

- Remember to disconnect from the VPN at the end of your workday.

Revision #1

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