

## Why Do UGA Employees Need an ArchPass?

User names and passwords are no longer enough to protect access to sensitive information, such as Social Security numbers, health records and financial records. Protecting restricted and sensitive data is the responsibility of all UGA employees.

Two-factor authentication is a more secure method to protect restricted data from theft and misuse.

Two-factor authentication requires “something you know” (such as a password) and “something you have” (such as a physical device) to access specified restricted information systems.

The ArchPass



At UGA, the “something you have” is the ArchPass — a simple device that generates a one-time, six-digit “ArchPass code” that is used in conjunction with a UGA MyID password to access a restricted data system. To get the code, just press the button on your ArchPass.

## The SecureVPN

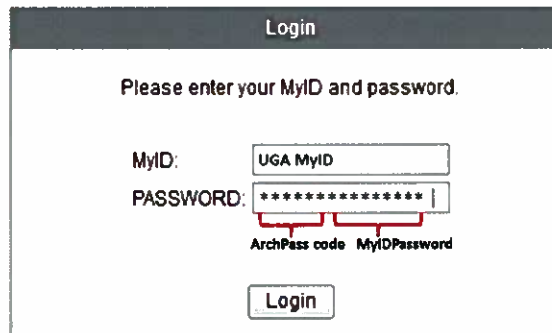
A special, secure VPN (Virtual Private Network) has been set up to provide added security when accessing certain restricted or sensitive UGA information. To access these systems, you will need to use the secure VPN and your ArchPass, both on and off campus.

Based on guidelines, specified university information systems require the use of an ArchPass to access.

### I Have My ArchPass — Now What?

1. Navigate to [archpass.uga.edu](http://archpass.uga.edu).
2. Click on the link to the left side of the page to Log in with ArchPass.
3. Enter your UGA MyID on the Login screen.
4. Press the button on your ArchPass to generate a six-digit ArchPass code.
5. Type your ArchPass code into the password field followed by your UGA MyID password. Do not include a space. (Example: 123456password.)

### The ArchPass Login Screen



6. The Cisco AnyConnect VPN client will automatically download and install. You may be prompted to allow the installation to run. (If you have an earlier version of the VPN already installed, the client will update.)
7. You will be connected to the VPN.

### To Connect in the Future

1. Locate the Cisco AnyConnect program or icon.
2. Request a VPN connection on the ready screen.
3. Enter your username.
4. Use your ArchPass to generate a six-digit ArchPass code.
5. Then, enter your ArchPass code in the password field, followed by your MyID password. Do not include a space. (Example: 123456password.)

Once you have successfully logged in you will be able to access UGA systems.

### What if I Need Help with the VPN or ArchPass?

If you need help with the VPN or your ArchPass, contact the EITS Help Desk by email ([helpdesk@uga.edu](mailto:helpdesk@uga.edu)) or by phone (706-542-3106).

For more information on using the ArchPass, visit [archpass.uga.edu](http://archpass.uga.edu).

## Why Do UGA Employees Need an ArchPass?

Securing sensitive and restricted data is a responsibility of all UGA employees — regardless of their role or position.

At this time, only University employees with authorization to access restricted data are required to use two-factor authentication, on a system-by-system basis (coordinated by the Administrative Systems Advisory Council, ASAC) and the ArchPass.

Not everyone will receive an ArchPass. Those who do will be required to use it when accessing specified restricted and sensitive systems that they are authorized to use. The ArchPass will be necessary to access restricted data from work desktops and mobile devices. Whether you are on campus or off campus, you will need to use your ArchPass to access restricted information systems.

To learn more about using the ArchPass, visit [archpass.uga.edu](http://archpass.uga.edu).

## About the ArchPass

### INCREASED SECURITY

Two-factor authentication makes it harder for criminals to access restricted or sensitive data at UGA.

### EASY TO USE

One press of a button is all it takes to generate a new ArchPass code for one-time use.

### LIGHTWEIGHT & PORTABLE

Carry it in your pocket, on a keychain, or hang it from a lanyard.

### PEACE OF MIND

Knowing our information systems are as safe as we can make them.

### MORE INFORMATION

For more information on using the ArchPass, visit [archpass.uga.edu](http://archpass.uga.edu)



# The ArchPass



**Using Two-Factor  
Authentication to  
Protect Restricted  
and Sensitive Data  
at UGA**