



The client should physically have their <u>FortiToken hardware</u>, or the <u>FortiToken Mobile Software</u> configured on their phone prior to this stage. Two Factor Authentication will be enabled at the beginning of this process. At the time of the onboarding or request of a password reset, a random password to email it to the user.

- 1. You will receive an email that has your username and temporary password as well as instructions for how to set your own password.
 - a. your username and temporary password will be displayed
 - b. Password expiration time will be shown if you do not log in and change your password by this time your account will be locked
 - c. You must meet the complexity requirements shown in the email or your password will not be changed.

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File Message H	lelp 🛛 🍳 Tell me what you wan	t to do								
R Delete Archive	Reply Reply Forward All Respond	2020-fitness/we → To Manager Quick Steps	Move Ni Move	Assign Policy * Pollow L Tags	read 📑 🔏 🔎 ze * Translate 💌 p * 🕞 Editing	P P Read Aloud Speech	Q Zoom Zoom	www. Submit Email Submit Email) Insights	~
Account inform	ation for the ITS VPN	Enterprise solution								
IV ITS VPN Aut	henticator <vpn.authenticato< th=""><td>r@its.ms.gov></td><td></td><th></th><th></th><td>Ś</td><td>> Reply</td><td>≪ Reply All</td><td>i → Fc Fri</td><td>orward •••• 2/7/2020 2:56 PM</td></vpn.authenticato<>	r@its.ms.gov>				Ś	> Reply	≪ Reply All	i → Fc Fri	orward •••• 2/7/2020 2:56 PM
CAUTION: This email orig	ginated from outside of the orga	nization. Do not click links o	r open attachmer	nts unless you recogni	e the sender and kno	w the conten	t is safe.			
This email has been gene	erated by the Mississippi Depart	ment of Information Technol	ogy Services (ITS)	Enterprise VPN soluti	on.					
You are receiving this en	mail because your agency has rec	quested a new VPN account o	r requested that	the password for you	existing VPN accoun	t be reset.				
NOTE: If you have not re	equested a VPN account or pass	word reset report receiving t	his email to your	agency's IT Departme	nt					
Disess see the details he			ine enten to year	aBerro) o ri o oparario						
Please see the details be	now.									
Your login information: Username: Usernan Password: i0gij3xi	me to log in									
Please go to the webpag https://passwordreset.v	ge below and login with the user <u>pn.ms.gov/login/</u>	name, temporary password,	and your token co	ode. Use your physica	l token or your mobil	e application t	o obtain you	ur current to	ken code.	
Your password will expir agency's IT Department	re at: Monday, February 10, 2020 to re-enable it.	0 13:55 CST (UTC -0600). If ye	ou do not log in a	nd change your passw	ord before it expires,	your account	will be disat	oled, and you	u will need t	o contact your
After successfully logging	g in, you will be prompted to cha	ange your password. The new	v password must	adhere to the following						
Minimum length of 8 cha Minimum of 2 letters	aracters									
Minimum of 2 numeric o	sharacters									
If you have any concerns	s or questions, please contact yo	our agency's IT Department fo	r additional assis	tance.						

- 2. Click the link or go to https://passwordreset.vpn.ms.gov/ (accept the warning)
- 3. Log in with your <u>username</u>, <u>password</u> (from the email) and <u>token code</u> (from the hard token or FortiToken Mobile Application)

	0
	Confirm on Your Mobile Device or Enter Token Code
Username	USERNAME @i
Password	Token Code
	Verify
Login	



- 4. You will immediately be prompted to Change your password:
 - a. NOTE: You must meet the complexity requirements shown in the email or your password will not be changed.

Change Password			
Change Password The server has requested that you change yo	our password		
New password: New password confirmation:			
		ОК	Cancel

5. You will receive a confirmation that your password was changed:

Password change successful. Please log in with your new password.

You may now log into the following sites with your username, your new password, and your token code.
 https://passwordreset.yop.ms.gov/

https://passwordreset.vpn.ms.gov/ https://vpn.ms.gov/

as well as the SSL VPN client

VPN Connected

	7	63
	A	
	VPN Name	vpn.ms.gov
	IP Address	10.174.3.1
	Username	UserName@its.ms.gov
	Duration	00:00:10
By	tes Received	286.04 KB
	Bytes Sent	479.72 KB