

UMB VPN Entitlement System

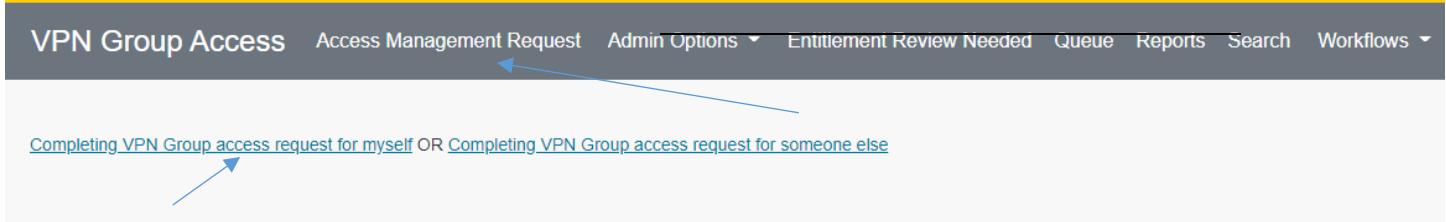
Table of Contents

| | |
|---|----|
| Adding Yourself to a VPN Group | 2 |
| Adding VPN Access for Another Individual | 3 |
| Approving a Request (VPN Group Owners Only) | 4 |
| Entitlement Review (VPN Group Owners Only) | 7 |
| Reports | 9 |
| Possible Scenarios | 13 |

UMB VPN Entitlement System Instructions

The VPN Entitlement System is used to request access to a VPN group. To access the application, go to <https://citscf.umd.edu/vpn/>. Log in with your UMID and password along with DUO Multi-Factor Authentication.

Adding Yourself to a VPN Group



VPN Group Access Access Management Request Admin Options ▾ Entitlement Review Needed Queue Reports Search Workflows ▾

[Completing VPN Group access request for myself](#) OR [Completing VPN Group access request for someone else](#)

If you are currently assigned to a VPN Group, you will receive a warning that your current VPN access will be changed (you can only belong to one VPN group at a time). Click **OK** if you want to change your VPN Group.



Most of your information is filled in and cannot be edited. For **Type of Request** choose **Add**.

- Select **Member Access Level** to be added to a group.
- Select the **VPN Group Name** you are requesting to be added.
- Click **Submit**.

VPN Group Access Management Request Form

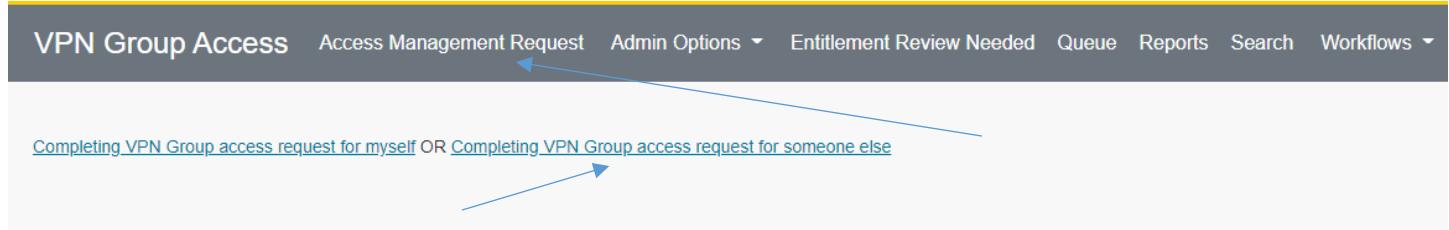
| | |
|-------------------|--|
| First Name | Thomas |
| Last Name | Hontz |
| School/Department | CITS Operations |
| Title | Lead Network Control Specialist |
| Email | thontz@umaryland.edu |
| Dept./School | CITS Operations |
| Type of Request | <input type="button" value="Add"/> |
| Access Level | <input checked="" type="checkbox"/> Member <input type="checkbox"/> Owner <small>Required - "Member" is used to grant VPN Group access. "Owner" is used to manage and review who is in a group.</small> |
| VPN Group Name | <input type="button" value="VPN-Datacomm"/> |
| Comments | <small>If applicable - additional information to explain reason for request</small> |

Submit **Reset**

Your request will be sent to a VPN Group Owner of the VPN Group you requested access.

Adding VPN Access for Another Individual

Click on **Access Management Request**, then select the Completing VPN Group access request for someone else link



The screenshot shows a navigation bar with links for 'VPN Group Access', 'Access Management Request', 'Admin Options', 'Entitlement Review Needed', 'Queue', 'Reports', 'Search', and 'Workflows'. Below the navigation bar, a callout box highlights the 'Completing VPN Group access request for myself OR Completing VPN Group access request for someone else' link.

You are prompted to enter the last name of the person you are wishing to add to a VPN Group. You can also enter a first name to narrow the results. Enter the **last name** and if desired the **first name** then select **Search**.

Add New Users *partial last name spelling accepted, case insensitive.

Search By Last Name

Witte|

Required

Search By First Name

Required

Search

Reset

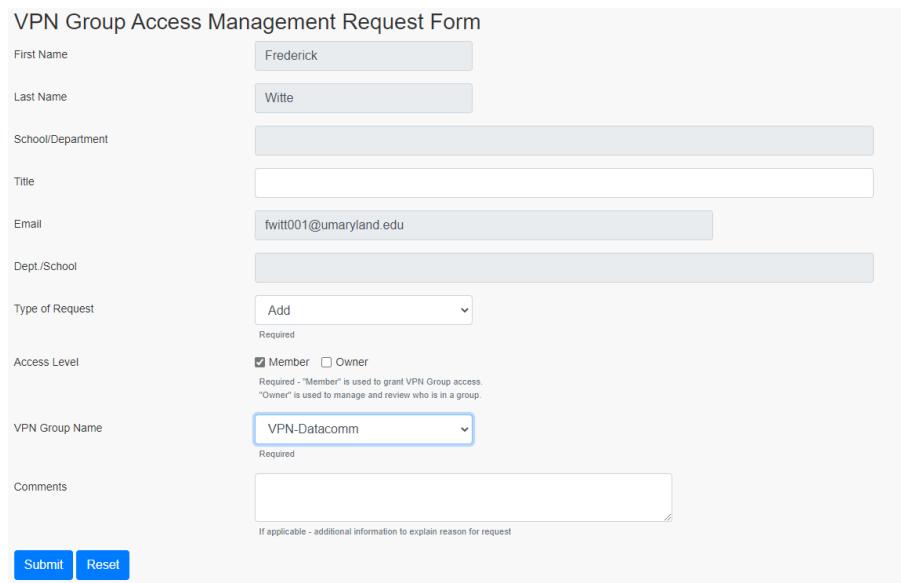
Click on the name of the person you are adding to a VPN Group

Search results for last names containing "Witte". [Search Again](#)

| Name | Dept | UMID | Email |
|-------------------|--------------------|----------------|--------------------------------|
| Witte_Frederick | | 001809 | fwitte001@umaryland.edu |
| Witte_Maria | | 004608 | mwitte@af.umaryland.edu |
| Witte_Ryan | | @00297288 | rcd.witte@gmail.com |
| Wittenberg_George | School of Medicine | 22001100332198 | gwhittenberg@som.umaryland.edu |
| Wittenberg_George | | 013386 | gwittenberg@som.umaryland.edu |
| Wittenberg_Kelley | | @00219270 | kelley.wittenberg@gmail.com |
| Witter_Ray | | @00004370 | RWITT002@UMARYLAND.EDU |
| Witter_Susan | | @00135396 | switt002@umaryland.edu |

Most of the person's information is filled in and cannot be edited. For **Type of Request** choose **Add**.

- Select **Member Access Level** to be added to a group.
- Select the **VPN Group Name** you are requesting to be added.
- Click **Submit**.



VPN Group Access Management Request Form

| | |
|-------------------|--|
| First Name | Frederick |
| Last Name | Witte |
| School/Department | |
| Title | |
| Email | fwitte001@umaryland.edu |
| Dept./School | |
| Type of Request | Add |
| Access Level | <input checked="" type="checkbox"/> Member <input type="checkbox"/> Owner Required - "Member" is used to grant VPN Group access. "Owner" is used to manage and review who is in a group. |
| VPN Group Name | VPN-Datacomm |
| Comments | If applicable - additional information to explain reason for request |

Submit Reset

Your request will be sent to a VPN Group Owner of the VPN Group you requested access to.

Approving a Request (VPN Group Owners Only)

You will receive an email from VPNAdmin@umaryland.edu when you need to approve an **Add** or **Remove** request in the VPN Entitlement System. The email will be similar to the message below:

From: VPNAdmin@umaryland.edu <VPNAdmin@umaryland.edu>
Sent: Tuesday, October 27, 2020 10:09 AM
To: Hontz, Thomas (TJ) <thontz@umaryland.edu>
Subject: VPN Group Access Request - Needs Approval

The following VPN Group Access request has been submitted by Trisha Kaufman.

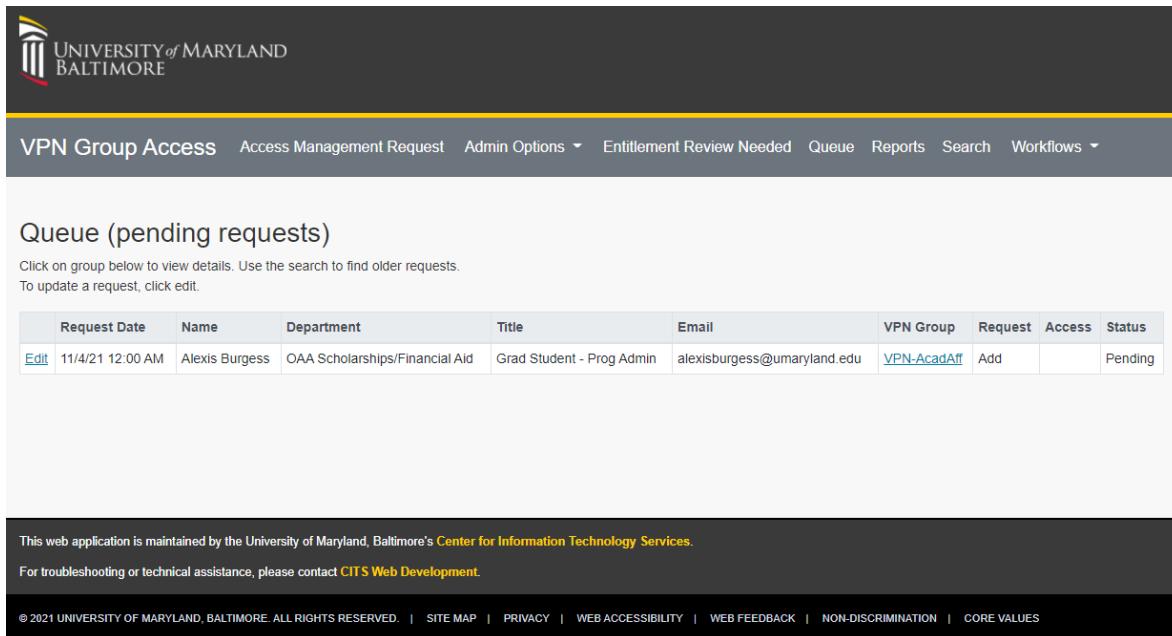
Request No.: 109
Date Requested: 10/27/2020
Name: Tom Connolly
Email: tconnoll@umaryland.edu
VPN Group: VPN-Datacomm
Request Type: Add
Access Level: member

The following person(s) are designated to review/approve this request: Thomas Hontz, thontz@umaryland.edu

To review this request, please go to: <https://cf.umaryland.edu/vpn/>.

Thank you.

When you log into the VPN Entitlement Review system it should take you to the **Queue** and show that an approval is needed. Click on the **Edit** link.



| | Request Date | Name | Department | Title | Email | VPN Group | Request | Access | Status |
|----------------------|------------------|----------------|--------------------------------|---------------------------|-----------------------------|-----------------------------|---------|--------|---------|
| Edit | 11/4/21 12:00 AM | Alexis Burgess | OAA Scholarships/Financial Aid | Grad Student - Prog Admin | alexisburgess@umaryland.edu | VPN-AcadAff | Add | | Pending |

This web application is maintained by the University of Maryland, Baltimore's [Center for Information Technology Services](#).
For troubleshooting or technical assistance, please contact [CITS Web Development](#).

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You will then see the **VPN Group Access Request Details**.

- Change the Status to **Completed**
- Verify the Request type is **Add** or **Remove** based on the request.
- Click **Submit**.

VPN Group Access Management Request Details

Request Date 11/04/2021

Requested By Alexis Burgess

VPN Group VPN-AcadAff

Request Type Add

Access Level

Name Alexis Burgess

Department OAA Scholarships/Financial Aid

Title Grad Student - Prog Admin

Email alexisburgess@umaryland.edu

Status Pending

Status Required

Request Type Required

Access Level Member Owner Required

Comments
If applicable - additional information to explain reason for request

When you complete a request, you will receive another email similar to the message below:

From: VPNAadmin@umaryland.edu <VPNAadmin@umaryland.edu>
Sent: Tuesday, October 27, 2020 10:23 AM
To: Hontz, Thomas (TJ) <thontz@umaryland.edu>; Kaufman, Trisha <pkaufman@umaryland.edu>
Subject: VPN Group Access has been updated

The following VPN Group Access request has been updated.

Request No.: 109
VPN Group: VPN-Datacomm
Request Type: Add
Access Level: Member
Date Requested: 10/27/2020
Name: Tom Connolly
Email: tconnoll@umaryland.edu
Status: Completed
Approved By: Thomas Hontz
Approved Date: 10/27/2020

The following person(s) are designated to review/approve this VPN Group: Thomas Hontz, thontz@umaryland.edu

To review this request, please go to: <https://cf.umaryland.edu/vpn/>.

Thank you.

If someone is removed from your VPN group you will receive an email similar to the message below:

From: VPNAadmin@umaryland.edu <VPNAadmin@umaryland.edu>
Sent: Tuesday, October 27, 2020 10:26 AM
To: Hontz, Thomas (TJ) <thontz@umaryland.edu>
Subject: VPN Group Access has been Updated

The VPN Group Access for Tom Connolly (tconnoll@umaryland.edu) has been updated by Trisha Kaufman.

They are no longer part of the VPN-Datacomm VPN Group.

They are now assigned as a member for the VPN-CITS-WebTeam VPN Group.

If you have any questions about this change, please contact the person who completed it.

Thank you.

Entitlement Review (VPN Group Owners Only)

You will receive an email similar to the one below when an **Entitlement Review** is needed for the VPN Group that you manage.

From: VPNAAdmin@umaryland.edu <VPNAAdmin@umaryland.edu>
Sent: Friday, September 25, 2020 11:31 AM
To: Hontz, Thomas (TJ) <thontz@umaryland.edu>
Cc: Marzola, Justin <jmarzola@umaryland.edu>
Subject: VPN Group Access - Review Needed

The following VPN Group Access is due for review based on the review frequency defined for this VPN group. As a result, anyone in this group needs to be reviewed and confirmed.

You are receiving this email because you have been designated as a VPN Group Owner for this group. This confirmation must be completed within 30 days, otherwise access to the VPN Group will be removed.

Name: Justin Marzola
Email: jmarzola@umaryland.edu
VPN Group: VPN-Datacomm
Access Type: Member

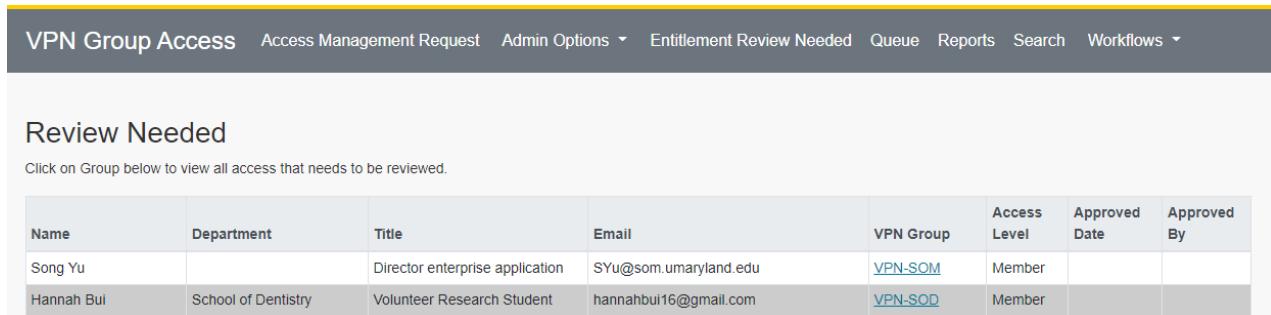
The following person(s) are designated to review/approve this request: Thomas Hontz, thontz@umaryland.edu

To review this request, please go to: <https://cf.umaryland.edu/vpn/>.

If you have any questions about this request, please contact VPN Administration group at VPNAAdmin@umaryland.edu.

Thank you.

Go to the **Entitlement Review Needed** link and click on the **VPN Group** link.

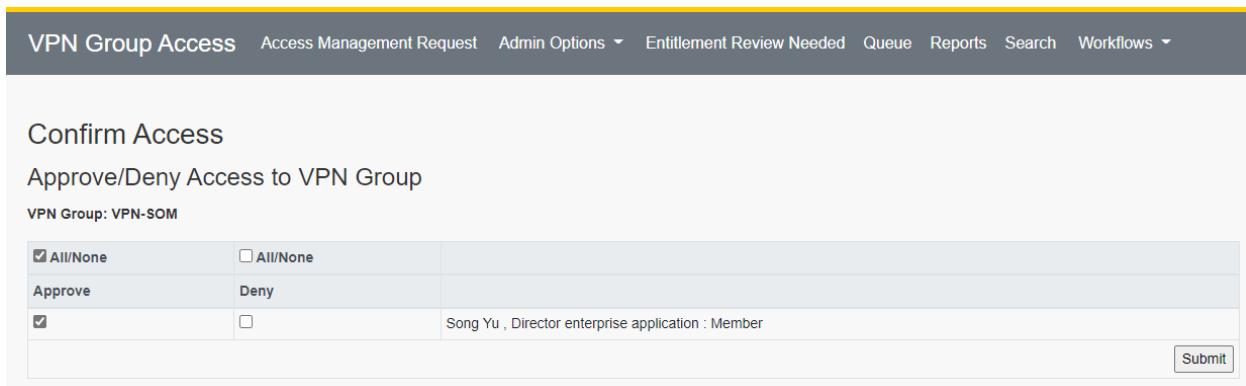


The screenshot shows a web-based application for managing VPN group access. At the top, there is a navigation bar with the following items: VPN Group Access, Access Management Request, Admin Options (with a dropdown arrow), Entitlement Review Needed, Queue, Reports, Search, and Workflows (with a dropdown arrow). The 'Entitlement Review Needed' item is highlighted in yellow, indicating the current section.

Below the navigation bar, the page title is 'Review Needed'. A sub-instruction says 'Click on Group below to view all access that needs to be reviewed.' A table then displays the list of users requiring review:

| Name | Department | Title | Email | VPN Group | Access Level | Approved Date | Approved By |
|------------|---------------------|---------------------------------|-----------------------|-------------------------|--------------|---------------|-------------|
| Song Yu | | Director enterprise application | SYu@som.umaryland.edu | VPN-SOM | Member | | |
| Hannah Bui | School of Dentistry | Volunteer Research Student | hannahbui16@gmail.com | VPN-SOD | Member | | |

You can select the **All checkbox** to select all or select Approve or Deny individually. Once you've selected a box next to each user, click the **Submit** button.



VPN Group Access Access Management Request Admin Options ▾ Entitlement Review Needed Queue Reports Search Workflows ▾

Confirm Access

Approve/Deny Access to VPN Group

VPN Group: VPN-SOM

| | | |
|--|-----------------------------------|--|
| <input checked="" type="checkbox"/> All/None | <input type="checkbox"/> All/None | |
| Approve | Deny | |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | Song Yu , Director enterprise application : Member |

Submit

The VPN Entitlement Review is complete.

If a VPN Review is not performed within 30 days of the initial request, the individuals VPB access will be automatically removed. You will receive an email similar to the message below.

From: VPNAadmin@umaryland.edu <VPNAadmin@umaryland.edu>
Sent: Friday, September 25, 2020 11:08 AM
To: Kaufman, Trisha <pkaufman@umaryland.edu>; DL-CITS VPN Admin <VPNAadmin@umaryland.edu>
Cc: Kaufman, Trisha <pkaufman@umaryland.edu>
Subject: VPN Group Access is now removed

Due to a recent change, the following VPN Group Access for needed to be reviewed; however, none of the VPN Group owners confirmed that it is still needed. Since it has been 30 days since the review was supposed to be done, the following VPN Group Access is being removed:

VPN Group Access for Trisha Kaufman for the VPN-CITS-WebTeam VPN Group.
Their access level was: Owner Member
This access was originally approved by Trisha Kaufman on 09/08/2020

The following VPN Group Owners were sent this email to confirm this access: Patricia Kaufman

Reason for Access Review

| Reason | New Value | Old Value | Review Date |
|-----------------|-----------|-----------|-------------|
| jobCode_change | N15ISS | N14ISC | 08/26/2020 |
| deptCode_change | 10416000 | 10105119 | 08/26/2020 |
| deptCode_change | 09460100 | 09460000 | 08/26/2020 |

If this VPN Group access is still needed, please contact the VPN Administration group at VPNAadmin@umaryland.edu

Thank you.

Reports

You will only see reports for VPN Groups that you are a VPN Owner. You can view a list of members of a VPN Group using the VPN Group Report.

VPN Group Access Access Management Request Admin Options ▾ Entitlement Review Needed Queue Reports Search Workflows ▾

Reports

VPN Group Report (from Directory) Option 1

Access Added/Removed by VPN Group Report (only from this system) Option 2

VPN Group Owners Report (as defined using this system) Option 3

VPN Group Entitlement Review Report Option 4

OR choose one of the following reports and date range:

Report Option 5

An example of the report is below:

VPN Group Access as of 11/29/2021 for VPN-CITS-WebTeam

| Name | Department | Title | Email | Access Level |
|---------------------|-------------------------|---------------------------------|----------------------------|--------------|
| Nathan Stanford | CITS Operations | Web Developer, Senior | nstanford@rx.umd.edu | Member |
| Colleen Hoffmeister | CITS Operations | Manager, Web Development | choffmeister@umaryland.edu | Member |
| Nicholas Peters | CITS Operations | Web Development, Manager | nick.peters@umaryland.edu | Member |
| Chris Raab | CITS Operations | Manager, Web Development | craab@umaryland.edu | Member |
| Trisha Kaufman | CITS Operations | Asst. Director, Web Development | pkaufman@umaryland.edu | Member |
| Tom Connolly | CITS Operations | Web Developer Lead | tconnoll@umaryland.edu | Member |
| Yousaf Riaz | SSW The Institute I & I | Manager, Web Development | yriaz@umaryland.edu | Member |

To see an **Audit trail** of access added or removed from the VPN Group, select your group from the Access Added/Removed by VPN Group Report field.

VPN Group Access Access Management Request Admin Options ▾ Entitlement Review Needed Queue Reports Search Workflows ▾

Reports

VPN Group Report (from Directory) Option 1

Access Added/Removed by VPN Group Report (only from this system) Option 2

VPN Group Owners Report (as defined using this system) Option 3

VPN Group Entitlement Review Report Option 4

OR choose one of the following reports and date range:

Report Option 5

An example of this report is below. If the Requested field says Frequency Review, this indicates reviews that were automatically initiated by the system based on the defined review frequency for the VPN Group (default is annually)

VPN Group Access as of 03/23/2021 for VPN-CITS-WebTeam

| Name Email | Access Level | Requested | Last Reviewed |
|--|--------------|---------------------------------------|---------------------------------------|
| Trisha Kaufman pkaufman@umaryland.edu | Member Owner | Trisha Kaufman 09/08/2020 12:09 AM | Trisha Kaufman 09/08/2020 12:09 AM |
| Tom Connolly tconnoll@umaryland.edu | Member | Trisha Kaufman 10/22/2020 12:10 AM | Trisha Kaufman 10/22/2020 12:10 AM |
| Tom Connolly tconnoll@umaryland.edu | Member | Trisha Kaufman 10/22/2020 12:10 AM | Thomas Hontz 10/22/2020 12:10 AM |
| Chris Raab cnraab@umaryland.edu | Member | Trisha Kaufman 10/22/2020 12:10 AM | Trisha Kaufman 10/22/2020 12:10 AM |
| Tom Connolly tconnoll@umaryland.edu | Member | Trisha Kaufman 10/27/2020 12:10 AM | Thomas Hontz 10/27/2020 12:10 AM |
| Tom Connolly tconnoll@umaryland.edu | Member | Thomas Hontz 10/27/2020 12:10 AM | Thomas Hontz 10/27/2020 12:10 AM |
| Tom Connolly tconnoll@umaryland.edu | Member | Trisha Kaufman 10/27/2020 12:10 AM | Trisha Kaufman 10/27/2020 12:10 AM |
| Tom Connolly tconnoll@umaryland.edu | Member | Trisha Kaufman 02/18/2021 02:02 PM | Trisha Kaufman 02/18/2021 02:02 PM |

To see a list of VPN Group Owners for your group, select the **VPN Group Owners Report**.

VPN Group Access Access Management Request Admin Options ▾ Entitlement Review Needed Queue Reports Search Workflows ▾

Reports

VPN Group Report (from Directory) Option 1

Access Added/Removed by VPN Group Report (only from this system) Option 2

VPN Group Owners Report (as defined using this system) Option 3

VPN Group Entitlement Review Report Option 4

OR choose one of the following reports and date range:

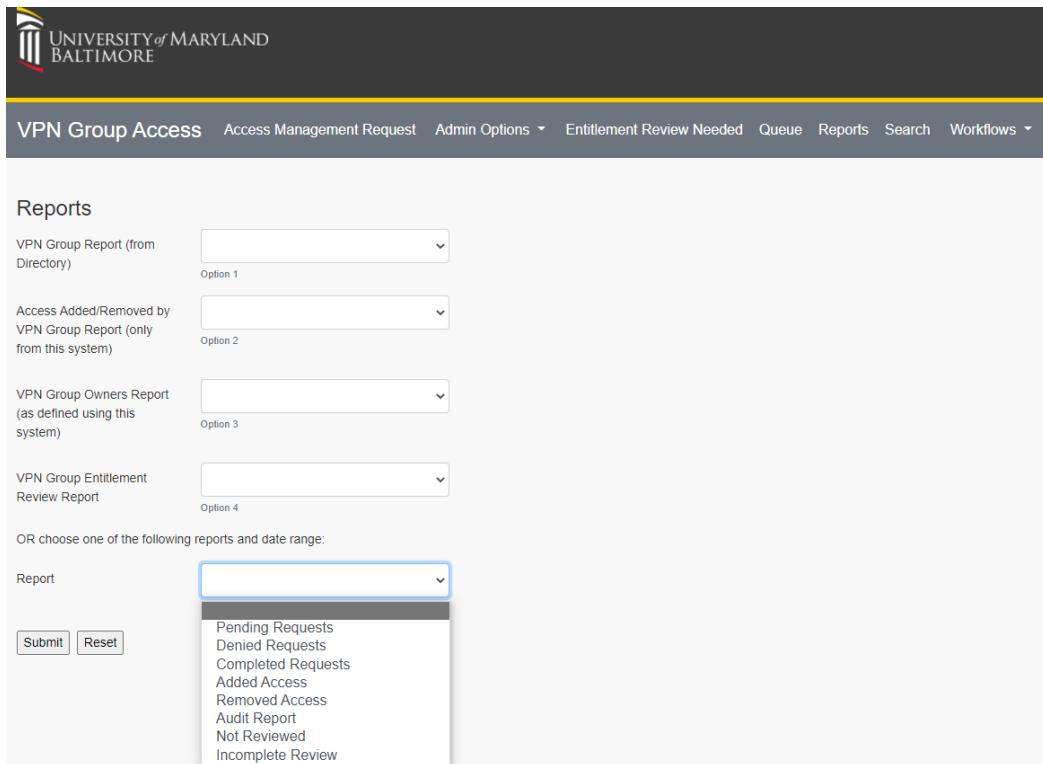
Report Option 5

An example is shown below:

VPN Group Owners as of 03/23/2021 for VPN-CITS-WebTeam

| Name | Email |
|------------------|------------------------|
| Patricia Kaufman | pkaufman@umaryland.edu |

You can see audit reports by clicking the down arrow next to Reports and selecting one of the reports. You can also set the date range for the audit report.



The screenshot shows the 'Reports' section of the VPN Group Access interface. It includes four dropdown menus for specific reports and a general report dropdown. The dropdowns are as follows:

- VPN Group Report (from Directory): Option 1
- Access Added/Removed by VPN Group Report (only from this system): Option 2
- VPN Group Owners Report (as defined using this system): Option 3
- VPN Group Entitlement Review Report: Option 4

Below these, a note says "OR choose one of the following reports and date range:" followed by a dropdown menu labeled "Report". The dropdown menu contains the following options:

- Pending Requests
- Denied Requests
- Completed Requests
- Added Access
- Removed Access
- Audit Report
- Not Reviewed
- Incomplete Review

At the bottom left are "Submit" and "Reset" buttons.

An example of a **Completed Requests Report** is shown below:

Completed Requests for VPN Group Access from 11/07/2020 to 03/23/2021

Click on request below to see details. [Export results \(excel\)](#)

Displaying Records 1 to 2 from a total of 2 Records.

| UMBID | Name/Email | Requested | VPN Group | Request | Access Level | Approved | Status |
|----------|--|---------------------------------------|------------------|---------|--------------|---------------------------------------|---------------------------|
| 37460011 | Vicky Hunter vhunter@umaryland.edu | 01/26/2021 01:01 PM Trisha Kaufman | VPN-ITSec | Add | Member | Trisha Kaufman 01/26/2021 01:01 PM | Completed |
| 31670011 | Tom Connolly tconnoll@umaryland.edu | 02/18/2021 02:02 PM Trisha Kaufman | VPN-CITS-WebTeam | Add | Member | Trisha Kaufman 02/18/2021 02:02 PM | Completed |

[Previous](#) | [Next Records](#)

Possible Scenarios

If you try to submit a user request before a previous request has been approved or denied, you will receive the following message and be unable to submit the request.

