UMB VPN Entitlement System

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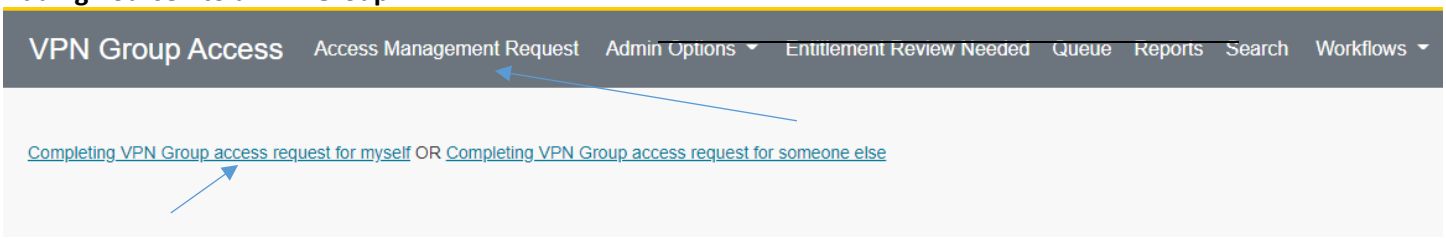
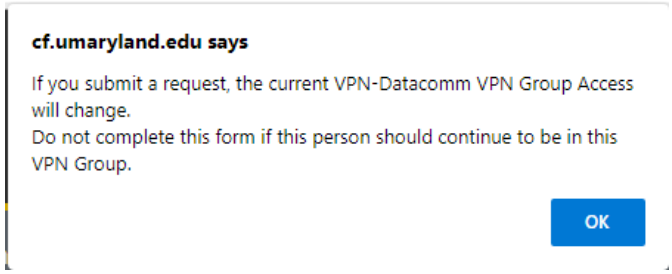
UMB VPN Entitlement System Instructions

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

Adding Yourself to a VPN Group

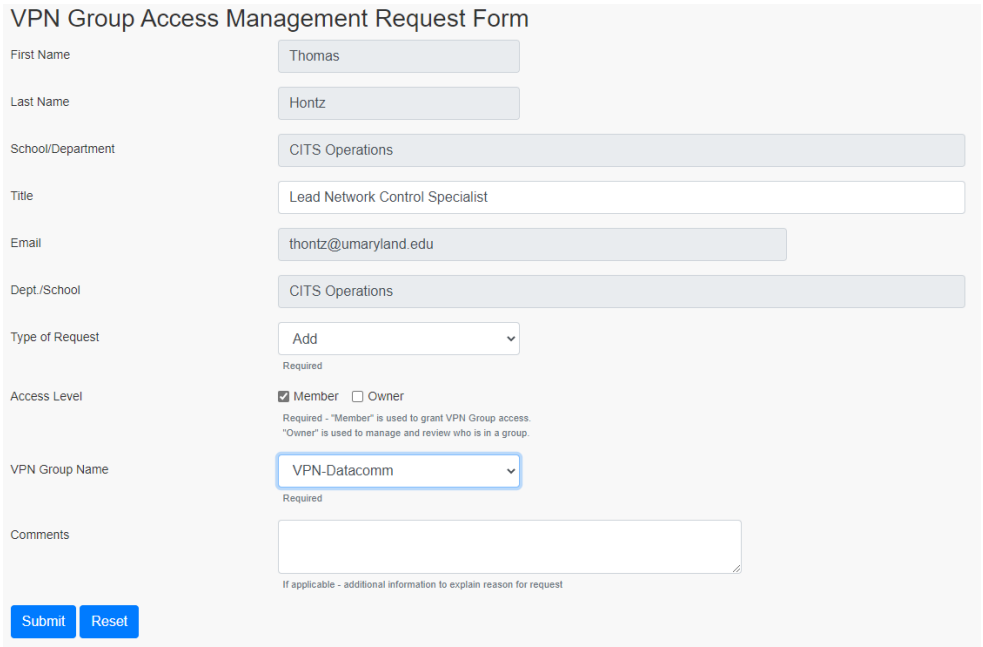


If you are currently assigned to a VPN Group, you will receive a warning that your current VPN access will be changed (you can only belong to one VPN group at a time). Click **OK** if you want to change your VPN Group.



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

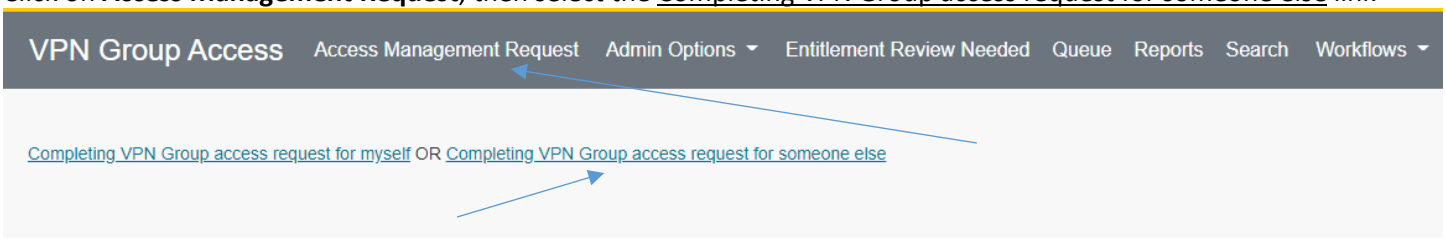
- Select **Member Access Level** to be added to a group.
- Select the **VPN Group Name** you are requesting to be added.
- Click **Submit**.



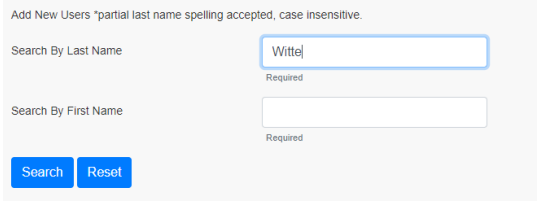
Your request will be sent to a VPN Group Owner of the VPN Group you requested access.

Adding VPN Access for Another Individual

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



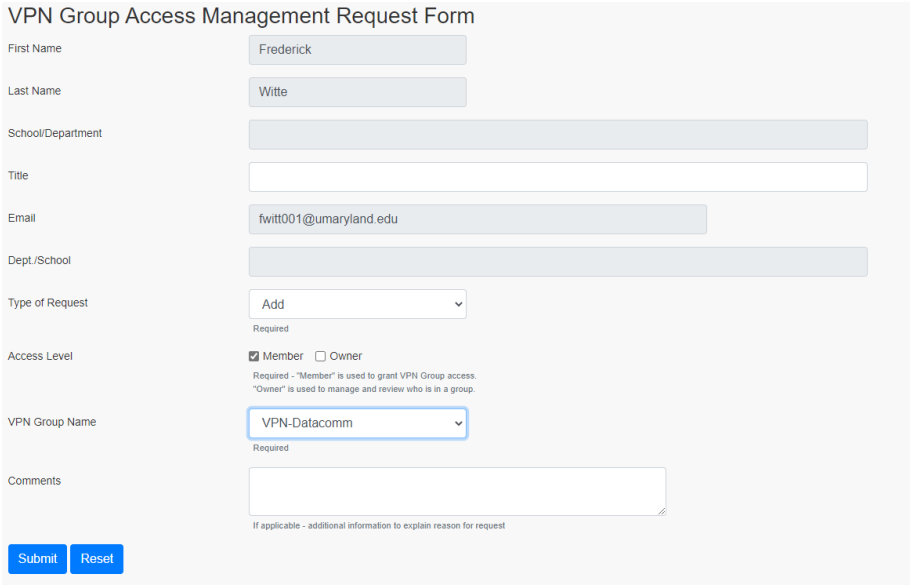
You are prompted to enter the last name of the person you are wishing to add to a VPN Group. You can also enter a first name to narrow the results. Enter the **last name** and if desired the **first name** then select **Search**.



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

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**.



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.

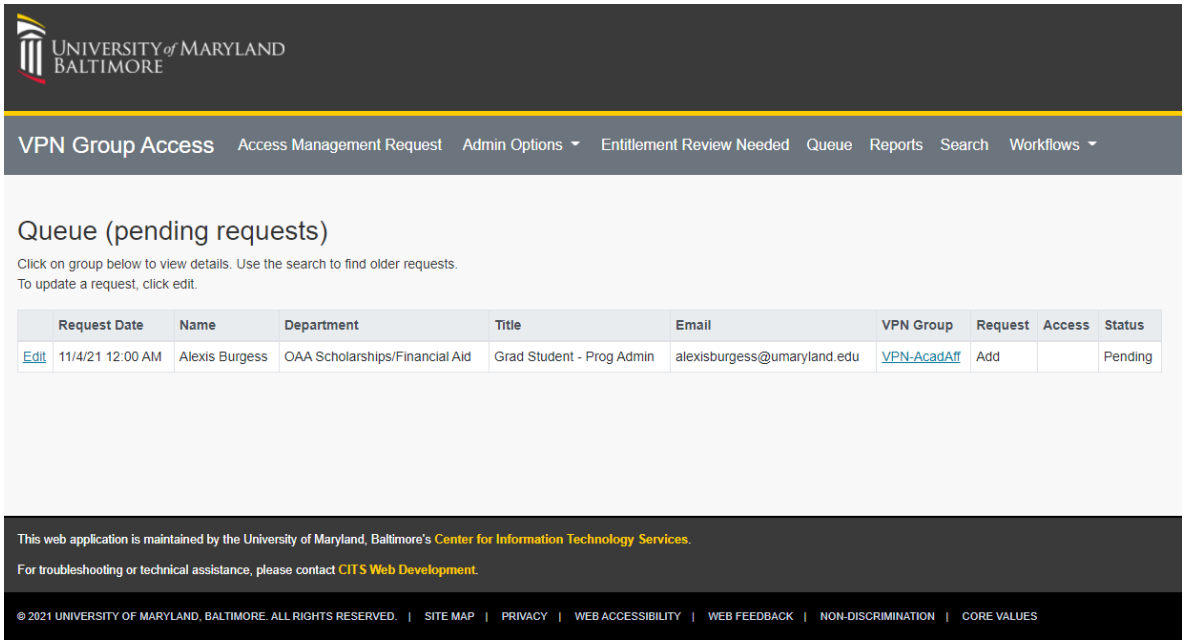
Request No.: 109
Date Requested: 10/27/2020
Name: Tom Connolly
Email: tconnoll@umaryland.edu
VPN Group: VPN-Datacomm
Request Type: Add
Access Level: member

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/.

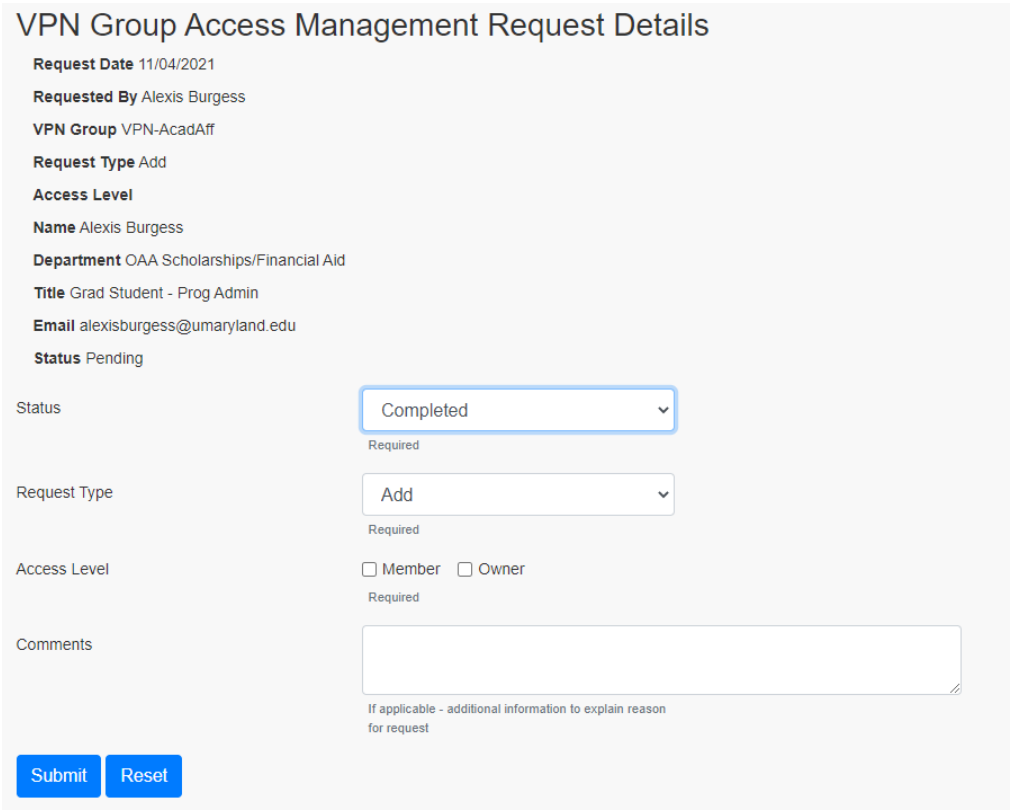
Thank you.

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.



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**.



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

From: VPNAdmin@umaryland.edu <VPNAdmin@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: VPNAdmin@umaryland.edu <VPNAdmin@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: VPNAdmin@umaryland.edu <VPNAdmin@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

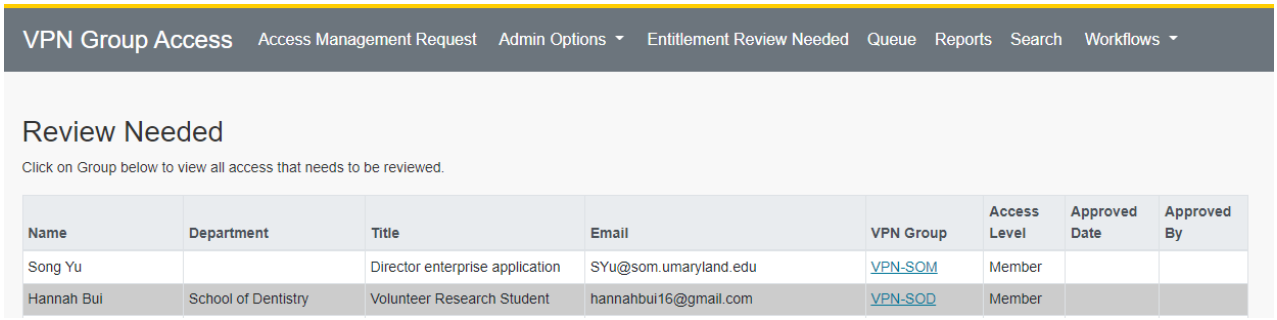
The following person(s) are designated to review/approve this request: Thomas Hontz, thontz@umaryland.edu

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

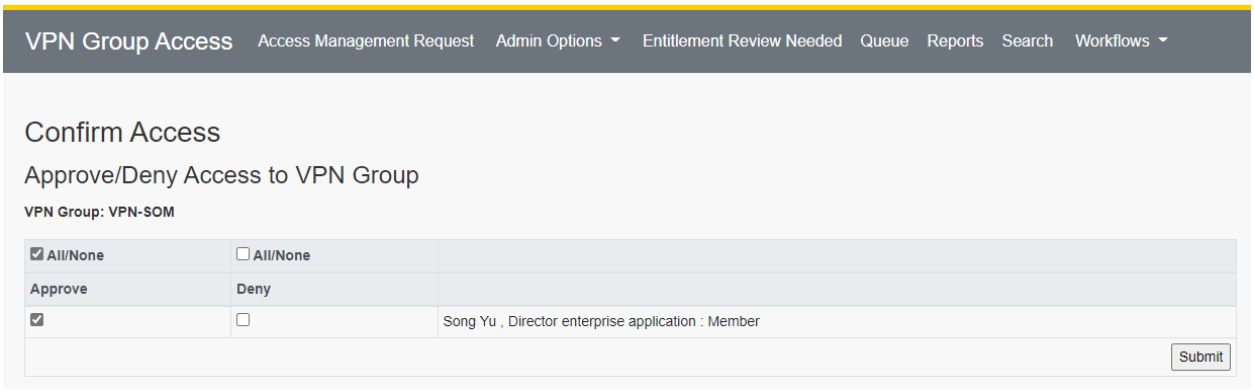
If you have any questions about this request, please contact VPN Administration group at VPNAdmin@umaryland.edu.

Thank you.

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



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.



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: VPNAdmin@umaryland.edu <VPNAdmin@umaryland.edu>
Sent: Friday, September 25, 2020 11:08 AM
To: Kaufman, Trisha <pkaufman@umaryland.edu>; DL-CITS VPN Admin <VPNAdmin@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

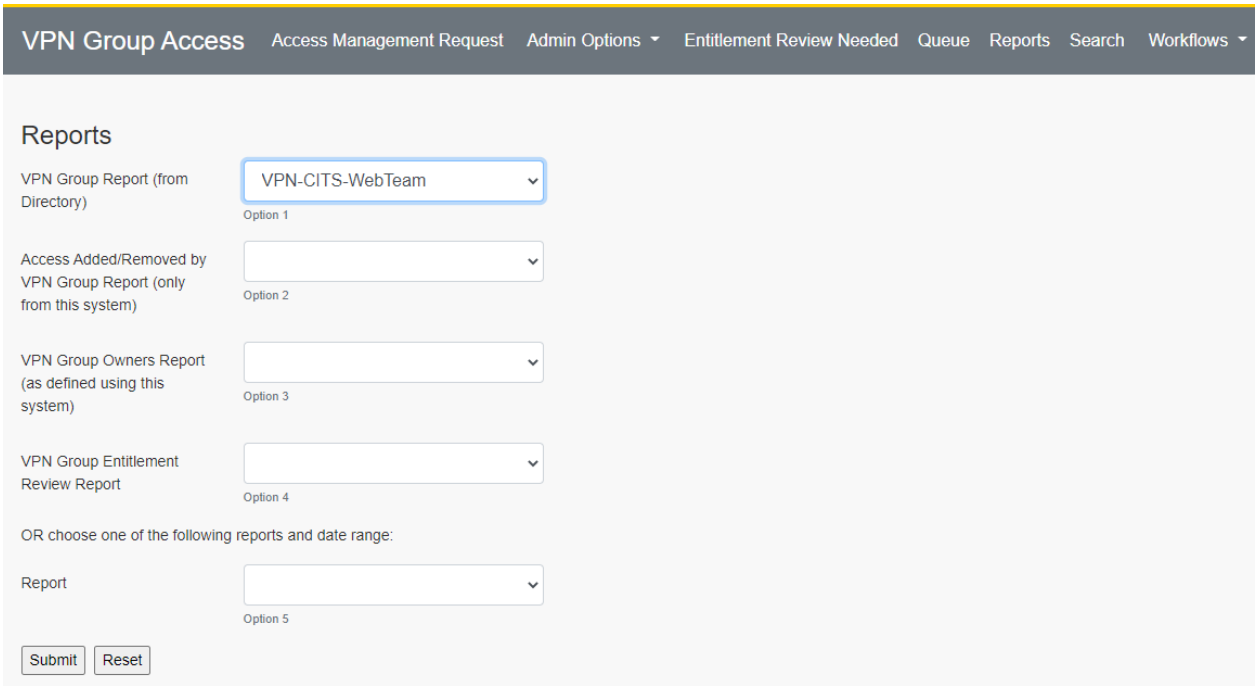
Reason	New Value	Old Value	Review Date
jobCode_change	N15ISS	N14ISC	08/26/2020
deptCode_change	10416000	10105119	08/26/2020
deptCode_change	09460100	09460000	08/26/2020

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

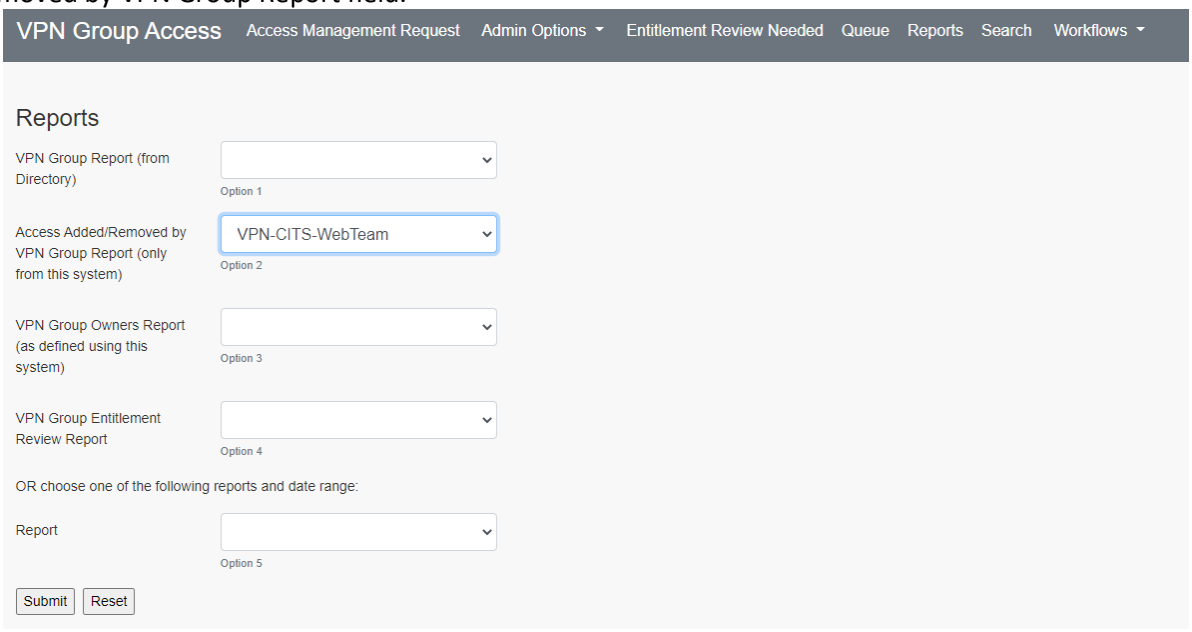


An example of the report is below:

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.umaryland.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	cnraab@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.

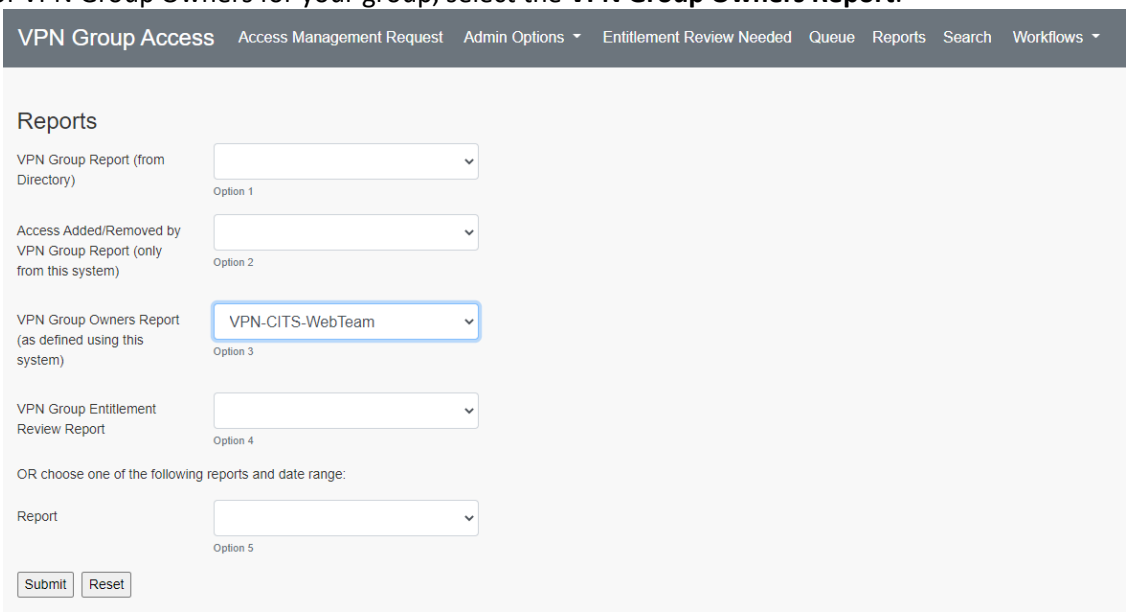


An example of this report is below. If the Requested field says Frequency Review, this indicates reviews that were automatically initiated by the system based on the defined review frequency for the VPN Group (default is annually)

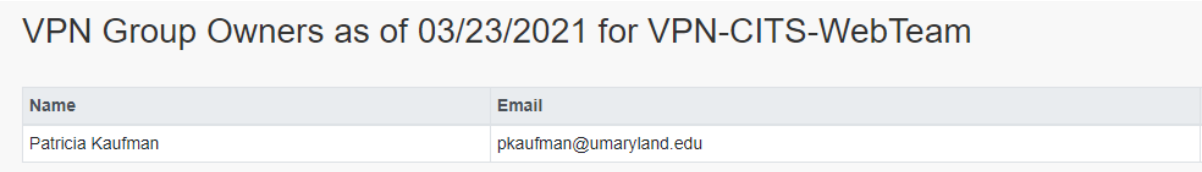
VPN Group Access as of 03/23/2021 for VPN-CITS-WebTeam

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

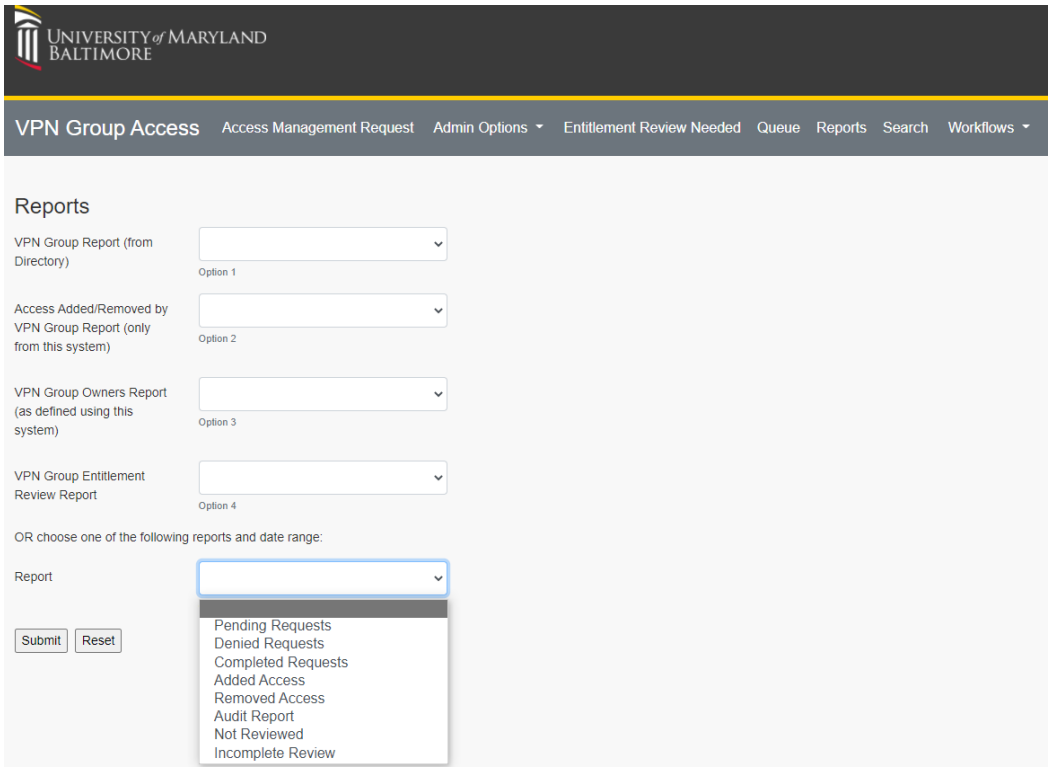
To see a list of VPN Group Owners for your group, select the **VPN Group Owners Report**.



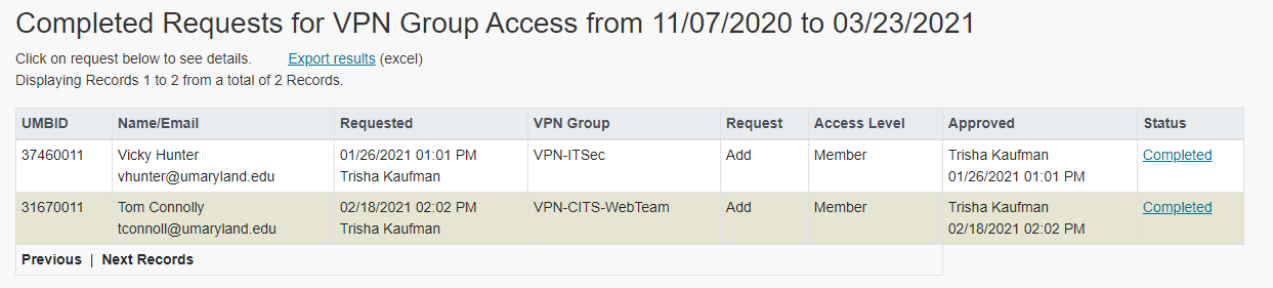
An example is shown below:



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.



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

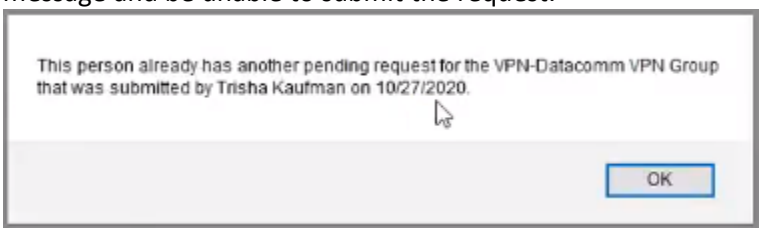


Completed Requests for VPN Group Access from 11/07/2020 to 03/23/2021

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.