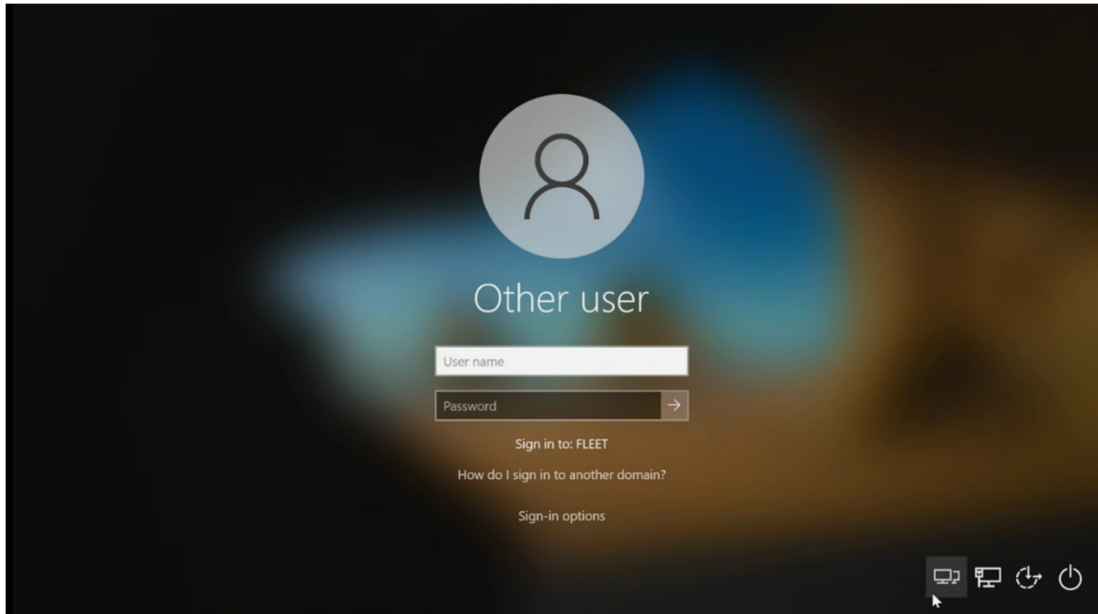
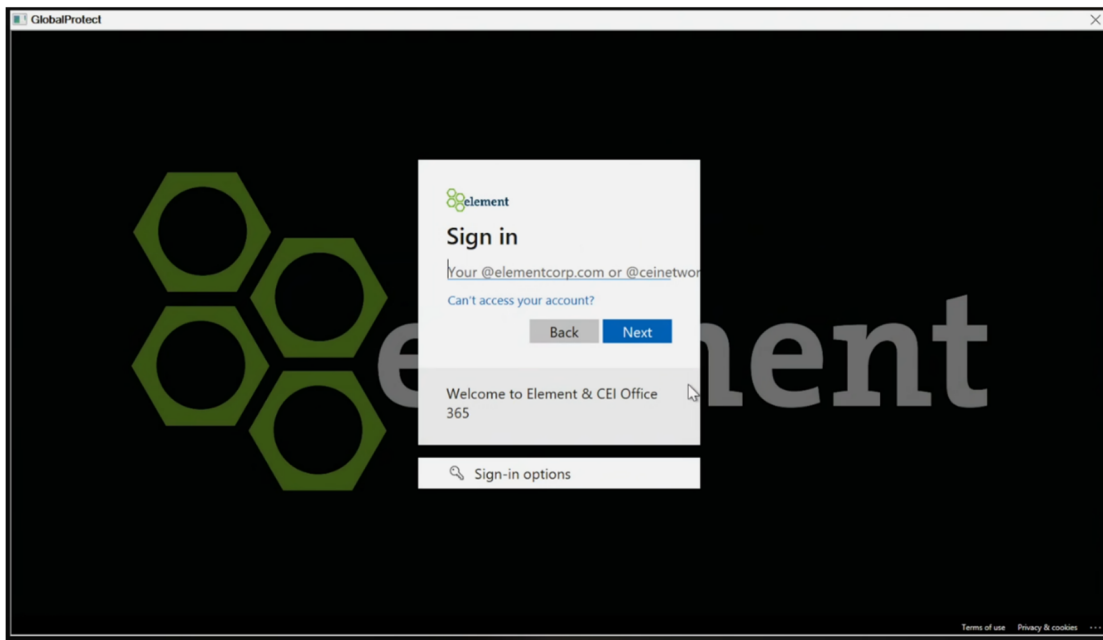


VPN - First Connection

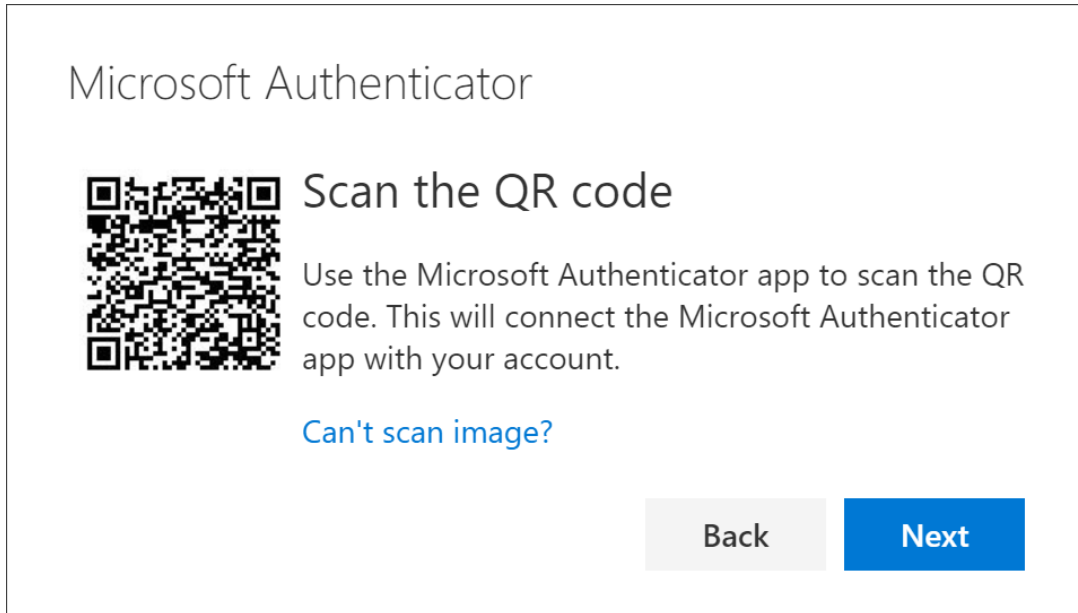
1. Start off by powering on your Element provided laptop and plugging in the laptop charger or docking station. Connect to your local internet first, then click on the icon that's shown below.



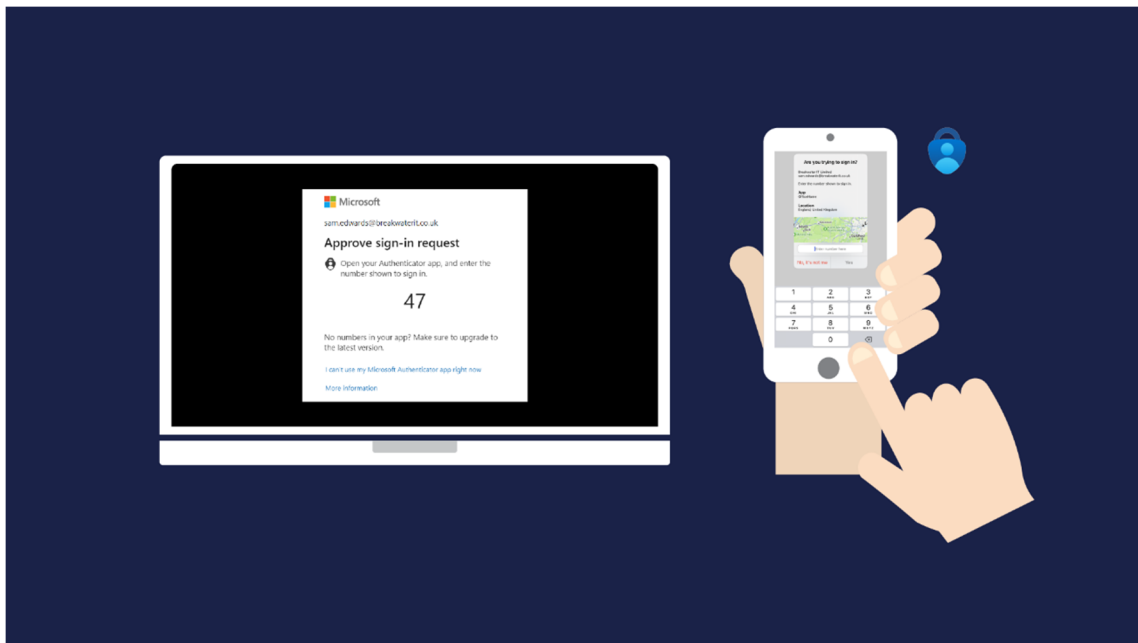
2. On the next screen enter your Element/CEI e-mail address and password that should have been provided. If not, please contact your supervisor for this information.



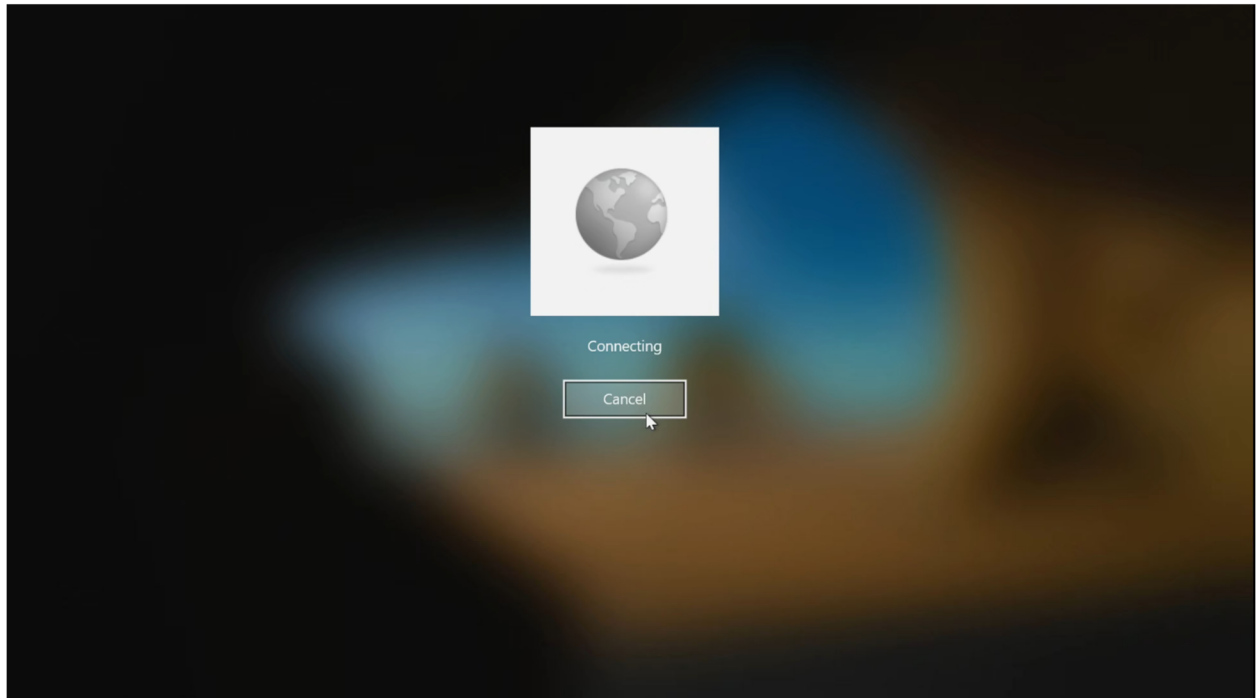
3. The next screen that appears will be going through the M.F.A (Multi-factor Authentication) Set-up. To start you will need to go the Play Store for Android devices, or the App Store for Apple devices and download Microsoft Authenticator.
4. After this, you will be asked to scan a QR code from the Microsoft Authenticator app and enter your Element log-in credential connect your account.



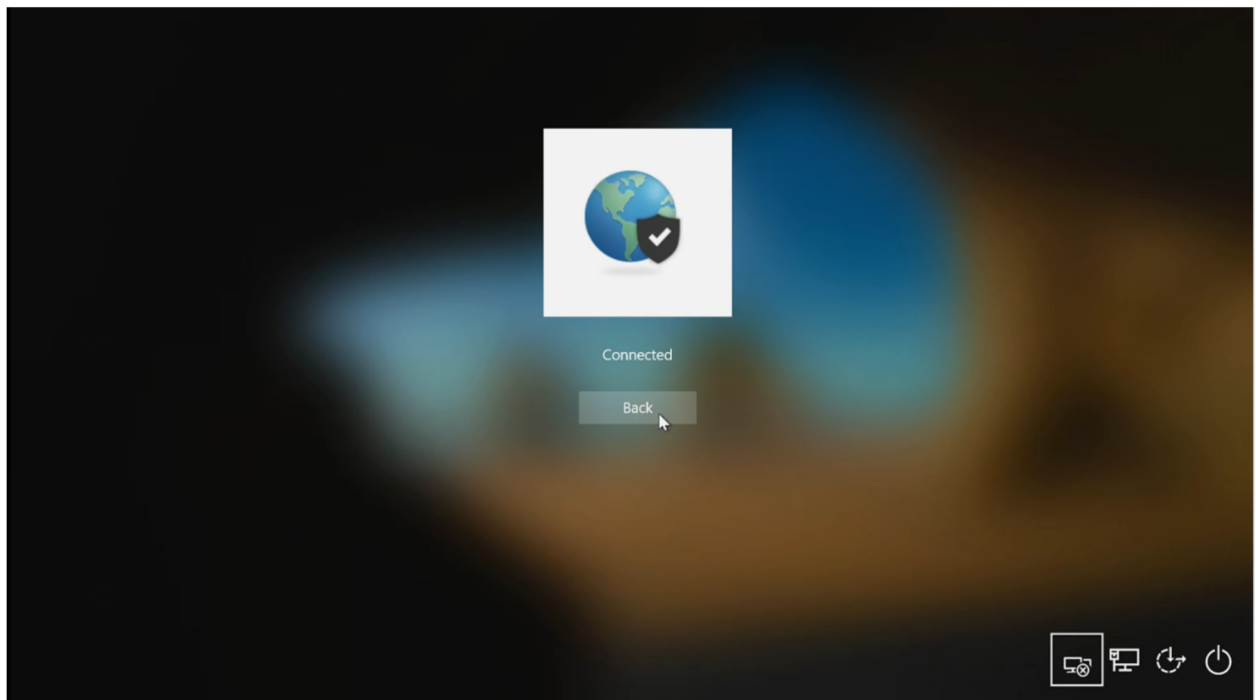
5. Now, when trying to sign in there will be an input for a matching number that shows up on Microsoft Authenticator App.



6. Wait for the GlobalProtect VPN service to finish connecting.



7. Once connected, click back to return to the sign-in page.



- The last step is to use the Username and Password that was provided by your supervisor and sign in.

