Windows Quick Reference Guide

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CCC Anywhere has been tested on Windows Microsoft Edge, Internet Explorer, Google Chrome and Mozilla Firefox. Depending on your browser or smartphone, you may have different results during setup. If you have any problems, contact the IT helpdesk at (312) 553-2600 or submit a helpdesk request.

Set up Two-Factor Authentication

If you already have Windows Authenticator installed on your smartphone proceed to the next step.

Install Windows Authenticator on your Windows device

1. Open your Microsoft Store on your Windows Mobile device.

2. Type in “Microsoft authenticator” in the search field to download and install the app to your Windows device. Once the app has been selected, click the “Install” button to begin the install.
3. Click the "Launch" button to open the authenticator app.

4. If you have a password-protected device, you will be prompted to confirm your identity by entering your mobile device PIN.
5. Click the next arrow to go through the brief tutorial. At the end of the tutorial, click the “Add account” button to proceed to the next screen.

6. In the add account screen, select Other (Google, Facebook, etc)

7. The following screen will appear on your Windows device.

Please proceed to the next section of the document to login to CCC VPN.
Configure two-factor authentication

1. Open a supported browser on your laptop/PC and enter the URL https://connect.ccc.edu in the address bar.

[Image of the login screen]

2. Type your CCC credentials in the Username and Password fields, and click the “Sign In” button.

The FIRST TIME you access CCC Anywhere, you will see the screen below. Be sure to copy and print your “backup” codes in case you ever need to access CCC Anywhere and your Windows device isn’t available. Each code can only be used once.

[Image of the backup codes screen]

3. Return to the Windows Authenticator app on your smartphone.
   a. Click “Scan a barcode”
   b. Note: if you already have Windows Authenticator installed for another application, click on the red “+” on the bottom of the Authenticator screen to add an account for CCC Anywhere and then click Scan a barcode.
Windows Authenticator will use your camera to capture the barcode (QR code). Align the red lines on the smartphone screen to the two-factor QR code on your laptop/PC.

4. Once Microsoft Authenticator has captured the QR code, the app will advance to the Authenticator screen displaying a randomly generated six digit code.

5. Enter the six-digit token displayed on your smartphone into the field “Enter token codes that the
application generates” on your PC/laptop screen, click the “Sign in” button. Please be aware, the six-digit token changes every 60 seconds. If the first code you try is not accepted, use the next code you see.

6. Once you successfully login, you will see the CCC Anywhere splash page, below.

Note: Your VPN access is limited to your open web browser. If you close or leave your browser, you will not have access to CCC resources. While in the browser, if you need to return to the main menu, use the CCC Anywhere menu “Home” button.

The CCC Anywhere Menu
You will see the CCC Anywhere menu in the upper-right hand corner of your browser window for the duration of your CCC Anywhere session.
1. Arrows move the menu to the left or right hand side of your browser
2. CCC Logo brings you back to the CCC Anywhere splash page
3. Arrow expands or collapses the menu
4. Home icon brings you back to the CCC Anywhere splash page
5. Tells you how much time remains in your VPN session
6. Opens the help documentation

Logging out of CCC Anywhere
1. Once you are ready to leave your VPN session, click the “Sign Out” button on the top right corner of the page to successfully log out and clear your session.

Logging into CCC Anywhere after two-factor authentication is configured
1. Now that you have configured two–factor authentication, the login process is as follows:
   a. Browse to: http://connect.ccc.edu
   b. Enter your CCC Credentials
   c. A second login screen will appear requesting the two-factor authentication.
   d. Open Microsoft Authenticator and provide the code that appears on the screen.

Note: If you are ever without your Windows device, you may use one of the backup codes you copied/printed during the initial setup.

Configuring CCC Anywhere for a new device
If you need to configure a new mobile device for two-factor authentication, please open a support ticket to have your VPN account reset. Once this is complete, you will need to setup two-factor authentication on your new device.