
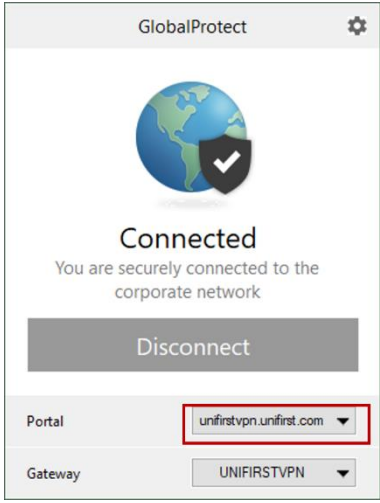
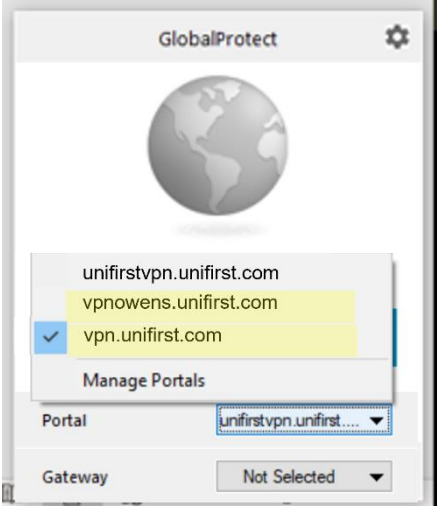


# NEW UNIFIRST VPN + MFA LOGIN INSTRUCTIONS


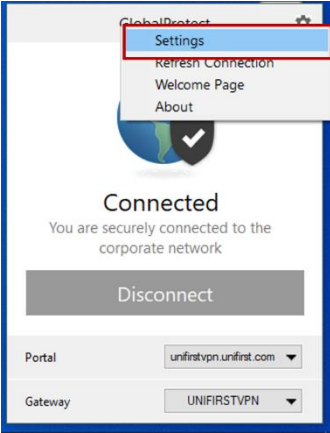
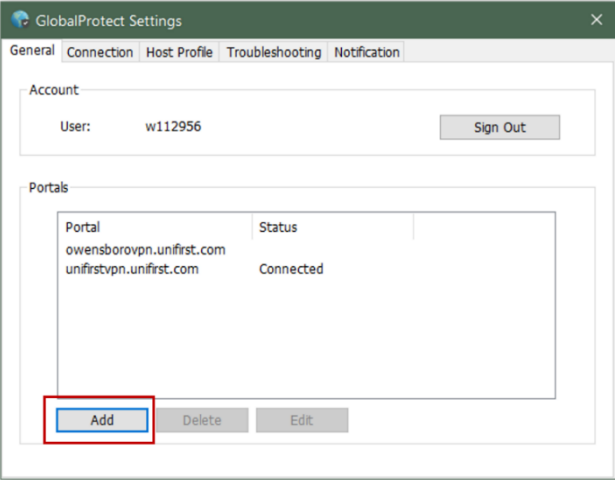
UniFirst's new VPN process will use a Multi-Factor Authentication (MFA) code instead of an RSA Token code in order to gain access to the Unifirst VPN network.

To start using the new VPN + MFA system, please follow the easy guide below.

## Step 1. Verify that you have the NEW Global Protect *Portal Names* listed as shown below.

<p>Locate the Global Protect icon to launch Global Protect</p> 	<ul style="list-style-type: none"><li>• <b>Disconnect if you are currently logged on</b> to Global Protect VPN</li><li>• Click on the Portal drop down menu to view what is listed</li></ul> 	<p>Check to verify that you have both <b>vpn.unifirst.com</b> and <b>vpnowens.unifirst.com</b> listed in the Portal drop down menu.</p> 
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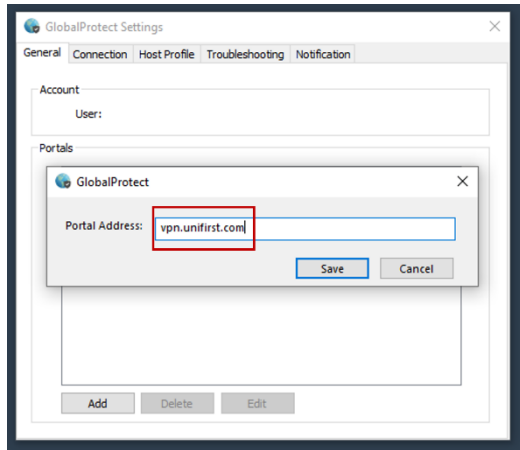
## Step 2: If both NEW portals are not listed, follow steps below to add them. *If they are already listed continue to Step 4.*

<p>In your Global Protect app, click on gear icon in the top right corner and select Settings.</p>  	<p>In the Portals section, click <b>Add</b>.</p> 
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### Step 3: Adding new Portal addresses to Global Protect choices.

You will be adding two addresses to the portal list, starting with address 1 below.

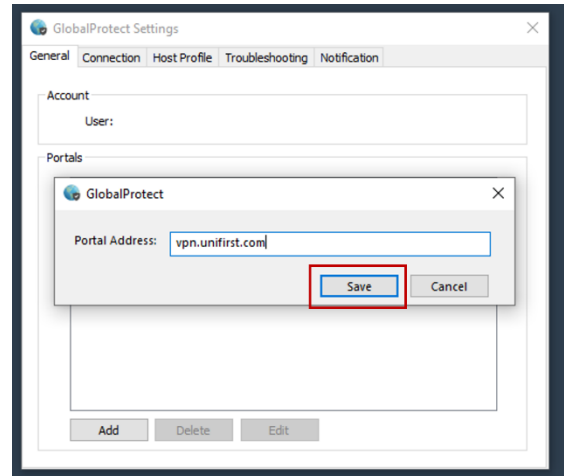
1. **vpn.unifirst.com**



Once complete, go back to previous Step 2 and click Add to enter address 2 below to the portal list.

2. **vpnowens.com**

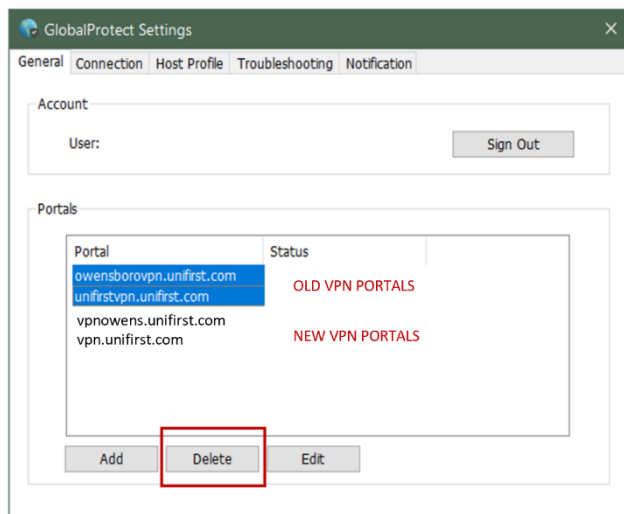
Click Save for **each new address** you have entered



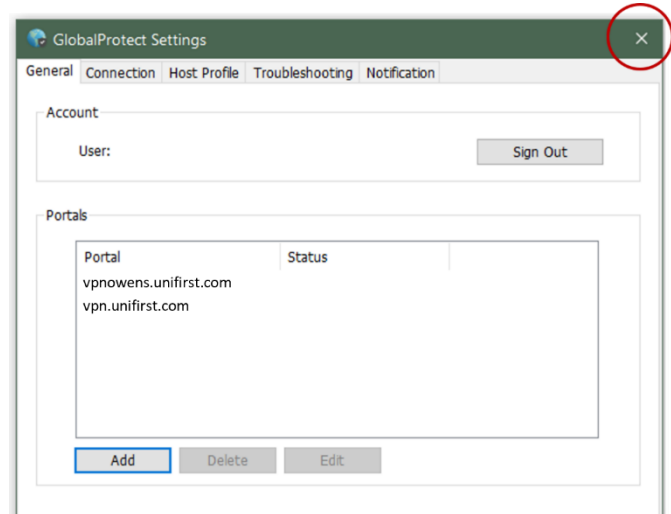
### Step 4: Delete all unnecessary Portals

(Note: If the OLD VPN addresses are listed, select on each to delete)

Click on and delete the OLD VPN portals in the list since they will no longer be necessary.

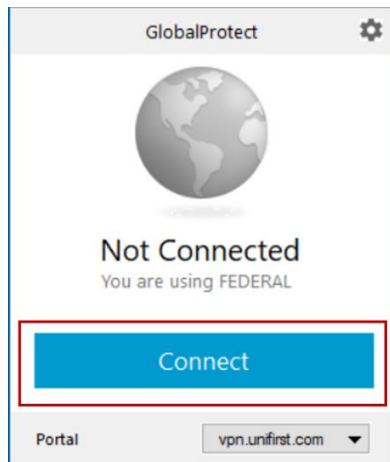


Close the settings window and return to the Global Protect app.



## Step 5: Signing into the NEW Global Protect MFA + VPN

- Click on Global Protect icon to launch app 
- Select one of the NEW [vpn.unifirst.com](https://vpn.unifirst.com) or [vpnowens.com](https://vpnowens.com) VPN addresses from the Portal drop down
- Click on **“Connect”**



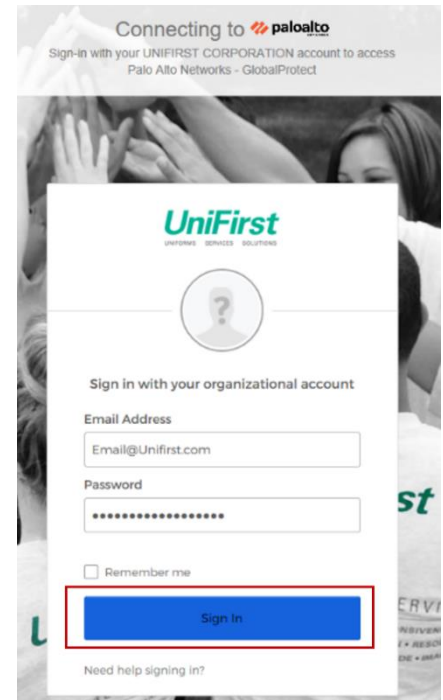
You will be presented with a login window asking for your full email address:

In this window, enter your work email address, and your UniFirst password.

**FirstName\_LastName@unifirst.com**

**UniFirst login password.**

Once you have entered the required information click on **“Sign In”**



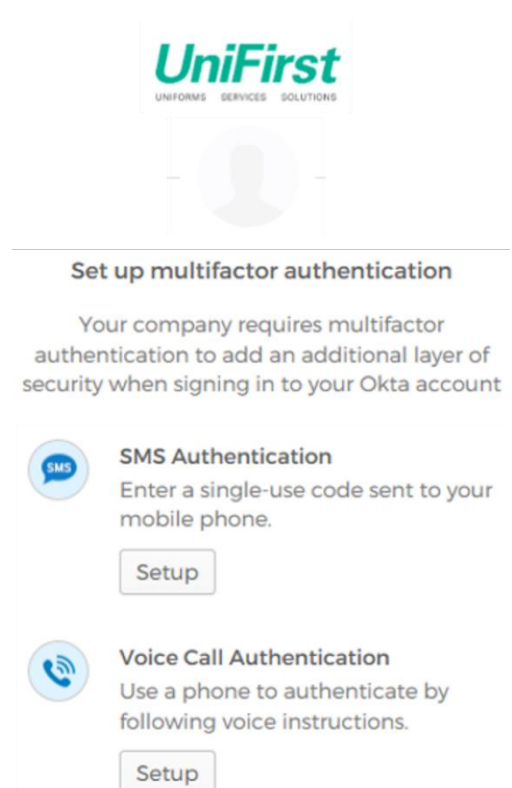
## Step 6: How the system will contact you to send you the VPN + MFA Code

Next, you will need to choose how the system will contact you to send the MFA code. **This is a one-time enrollment process.**

The choices are as follows (You may enroll in one, some, or all of them):

- SMS Authentication (Recommended)** – This selection means you will receive the MFA code via text message sent to your cell phone
- Voice Call Authentication** This selection means you will receive the MFA code via voice call to your cell phone.

Click **“Setup”** under the option you wish to enroll in and follow the instructions to set up the authentication.



## Step 7: Confirming selected option for receiving the VPN + MFA Code

- A new window will open
- Enter your **SMS (cell phone)** or **Voice Call (cell phone)** number.
- Click on **“Send code”**

GlobalProtect Login  
Connecting to paloalto

UniFirst  
UNIFORMS SERVICES SOLUTIONS

SMS

Receive a code via SMS to authenticate

United States

Phone number  
+1 888-333-1234

Send code

This field cannot be left blank

Back to factor list

Powered by Okta Privacy Policy

- A new window will open prompting you to enter the VPN + MFA authentication code you just received.
- Enter the code and click **“Verify”**

GlobalProtect Login  
Connecting to paloalto

UniFirst  
UNIFORMS SERVICES SOLUTIONS

SMS

Receive a code via SMS to authenticate

United States

Phone number  
+1 888-333-1234

Sent

Enter Code  
790321

Verify

## Step 8: Entering the VPN + MFA Code and Verifying

- A new window will open
- A green check mark will appear next to your selected contact option
- Click the **“Finish”** button at the bottom to confirm selection

UniFirst  
UNIFORMS SERVICES SOLUTIONS

Set up multifactor authentication

You can configure any additional optional factor or click finish

Enrolled factors

SMS Authentication

Additional optional factors

Voice Call Authentication  
Use a phone to authenticate by following voice instructions.

Setup

Finish

### IMPORTANT:

You may receive an additional prompt asking you to enter a VPN + MFA authentication code

Click on **“Send code”**  
Enter the new code and click **“Verify”**

UniFirst  
UNIFORMS SERVICES SOLUTIONS

SMS

SMS Authentication  
(+1 XXX-XXX-1234)

Enter Code  
790321

Send code

Verify

You will now be connected to the UniFirst VPN.

GlobalProtect

Connected

You are securely connected to the corporate network

Disconnect

Portal  
vpn.unifirst.com

Gateway  
Unifirst\_MFA\_VPN