

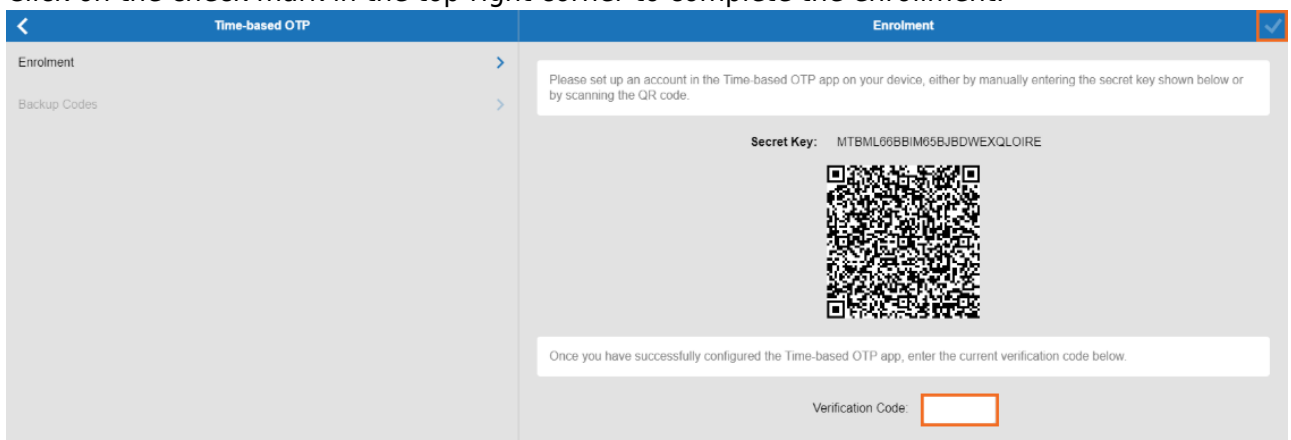
How to Self-Enroll for Time-Based One-Time Passwords (TOTP) using the Simple TOTP Web Portal

<https://campus.barracuda.com/doc/96026100/>

To self-enroll for multi-factor authentication using Time-Based One-Time Passwords (TOTP) as a Remote Access user, log into the TOTP web portal, using the SSL VPN service listen IP address or URL that has been configured by the admin: `https://(IP of the SSL VPN service)/portal/totp.html`. Use the app of your choice that supports the TOTP protocol (e.g., Google Authenticator, Microsoft Authenticator, 1password, etc.) to enroll your account using either the QR code generated by the app or manually with the secret key. Multi-Factor Authentication using TOTP requires an Advanced Remote Access subscription. For more information, see [Subscriptions](#).

Self-Enroll as a User

1. Log into the TOTP web portal . The **Time-based OTP > Enrollment** window opens.
2. Scan or click the QR code or enter the **Secret Key** into your TOTP app or plugin of choice.
3. Enter the **Verification Code** generated by the app in the provided field.
4. Click on the check mark in the top-right corner to complete the enrollment.



The screenshot shows the 'Time-based OTP' web portal interface. On the left, there is a sidebar with a back arrow, 'Time-based OTP', and 'Enrollment' (selected). Below 'Enrollment' is 'Backup Codes'. The main content area is titled 'Enrollment' and contains the following text: 'Please set up an account in the Time-based OTP app on your device, either by manually entering the secret key shown below or by scanning the QR code.' Below this is the 'Secret Key: MTBML66BBIM65BJBDWEXQLOIRE'. A QR code is displayed below the secret key. At the bottom, there is a text input field for the 'Verification Code' and a checkmark icon in the top right corner.

Your account is now linked with Time-Based One-Time Password Authentication on the CloudGen Firewall. You can now use the 6-digit TOTP codes for the SSL VPN web portal, CudaLaunch, and the Barracuda VPN Client for Windows.

Self-Service as a User

1. Log into the TOTP web portal. The **Time-based OTP** window opens.
2. In the **Time-based OTP** pop-up window, enter your verification code.
3. Click **Continue** to start your **self-service** session.

You can view/regenerate your backup codes. If you have been given permission, you can re-enroll.



Logging in Using Backup Codes

As soon as you are enrolled for multi-factor authentication using Time-based One-time Passwords, you can access backup codes that you can also use to log into the SSL VPN web portal or CudaLaunch, or to establish VPN connections using the Barracuda VPN Client for Windows. Backup can be used to access your account in place of a Time-based OTP verification code.

- Each code can be used only once.
- It is strongly recommended that you copy the backup codes and store them in a safe place.

To access the backup codes:

1. Log into the TOTP web portal. The **Time-based OTP** window opens.
2. In the left menu, select **Backup Codes**.
3. Use the codes on the right side of the window to log in . To generate new codes, click **Generate New Backup Codes**.

 Time-based OTP	Backup Codes
<div>Re-Enrolment ></div> <div>Backup Codes ></div>	<div>Backup codes can be used to access your account in place of a Time-based OTP Verification Code.</div> <div><div>12345678</div><div>12345678</div><div>12345678</div><div>12345678</div><div>12345678</div><div>12345678</div></div> <div>Generate New Backup Codes </div>

Use TOTP to Authenticate

Example: Barracuda VPN Client for Windows

1. Start the Barracuda VPN Client for Windows.
2. Select a VPN profile that has **One-time Password (OTP)** enabled. For more information, see [How to Create VPN Profiles](#).
3. Enter **User Name**, **User Password**, and the **One-time Password** generated by your TOTP/Authenticator app.



The image shows a mobile application window titled "Barracuda VPN Client". At the top left is a hamburger menu icon and at the top right is a close icon (X). Below the title, the text "Enter credentials to connect to" is displayed. There are four input fields: a dropdown menu currently showing "test MFA", a text field for "User Name", a text field for "User Password", and a text field for "One-Time Password". At the bottom of the form is a "Connect" button.

4. Click **Connect**.

Figures

1. totp_auth_window1.png
2. backup.png
3. totp_login.png

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