

Virginia Peninsula Community College RSA SecurID Software Token Setup

What is RSA SecurID?

RSA SecurID is a two-factor authentication based on something you know (a Passcode or PIN) and something you have (smartphone RSA application) - providing a much more reliable level of user authentication than only a password. The Passcode on the RSA SecurID app automatically changes every 60 seconds. You only need enter the passcode once per session.

You are responsible for the safe keeping of the device you have RSA SecurID installed on. Lost or stolen smartphones running the RSA software application must be reported to IT immediately. If you get a new smartphone you will need to follow the instructions below again.

Instructions and screen shots shown within this document were from version 3.0 of RSA SecurID. Images and naming may change in future version.

Instructions

1. Install the ***RSA SecureID Software Token App*** from the Google Play Store or Apple App Store

2. Launch The newly installed RSA SecurID App on your phone and email the binding ID.
 - a. Click “Accept” for the License Agreement if first time opening the App

 - b. On the Welcome screen (shown on the right) press on the **More** button at the bottom to bring up the information screen (shown below).

 - c. Select **About** to find the device ID.



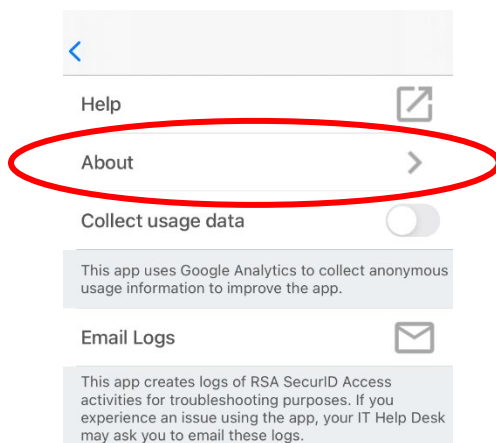
Welcome to SecurID.

SecurID helps you quickly and easily access your organization's protected resources.

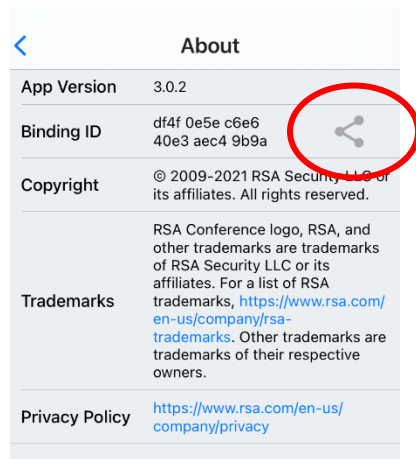


Get started

Need help?



- d. Select the share icon next to the Binding ID and email the Binding ID to networkadmins@vpcc.edu



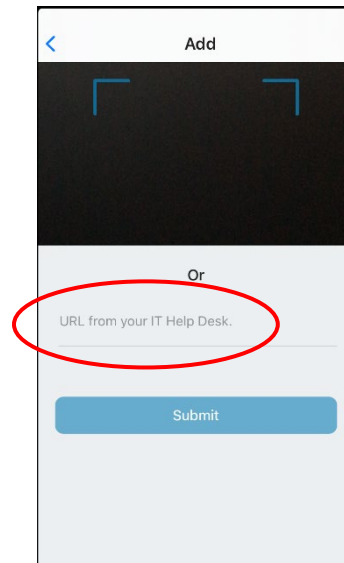
3. Import the token

****IMPORTANT**** in order to import the token to your device, the **device MUST be connected to the WiFi on Campus**.

- a. Wait until a member of the network admin team has replied to the email you sent in the previous step.
- b. Connect to the campus WiFi. This is a mandatory step. The import will not work if you are not connected to the work WiFi.
- c. The return email will contain a link to import your token. Press on the link in the email and select to open with the RSA SecurID App on your device. If you are not presented with this choice, copy the link sent to you and do the following

- i. Open the **SecurID App**
- ii. Press on **Get Started** (or the plus sign if you have other tokens already installed)
- iii. Select **"URL from your IT Help Desk"**
- iv. Paste the URL that was emailed to you and press **Submit**.

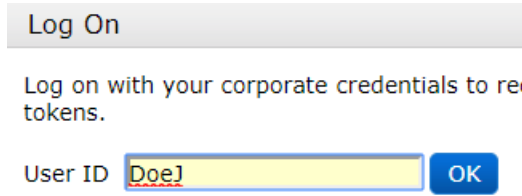
iPhone users: If the above does not work, paste the *URL without Activation Code* first and then when prompted type in or paste the *Activation Code*. If you did not your code separated ask the network admins (networkadmins@vpcc.edu) to sent separated URL and Activation Code.



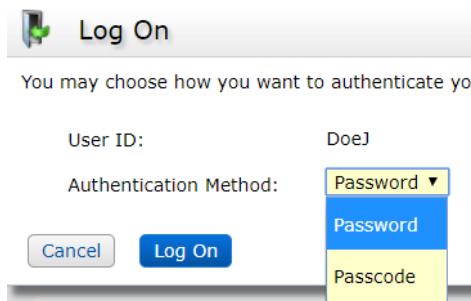
- d. Select **"Accept"** if prompted with the certificate warning.
- e. You should receive a message stating "Token Import Successful".
- f. This should conclude the device setup that needs to be performed on campus.

You **do not need to be on campus** for the rest of these instructions.

4. Create your RSA PIN from any computer.
 - a. In a web browser go to: <https://secureid.tncc.edu>
 - i. For the Log On, the User ID is your regular VPCC username (ie. DoeJ). Type it in and Click "OK"

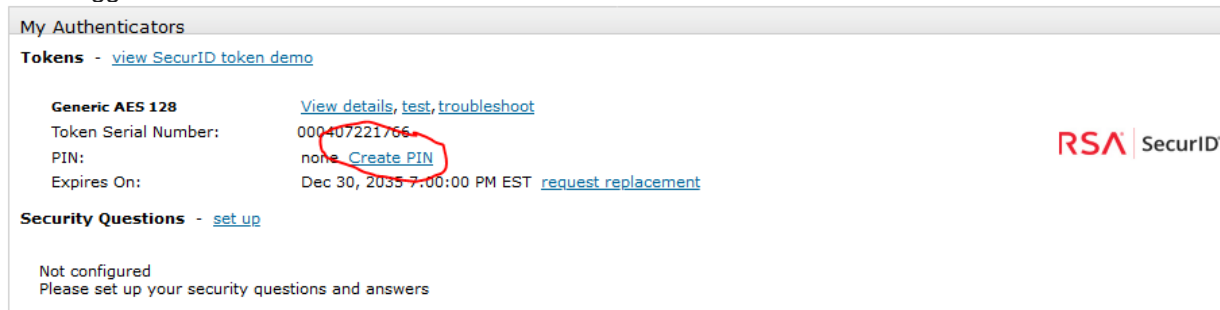


- ii. Make sure "Password" is selected in the "Authentication Method" dropdown, and Click "Log On"



- iii. Type in your VPCC network password and Click "Log On"
** You will be notified that you have not setup Your security Questions. Please disregard this warning at this time.

- b. Once logged in select "Create PIN"



- c. You will now need to create a custom 4-digit PIN.

**Please make your PIN something you will not forget; you will need to use it every time you login remotely

- i. Enter your selected PIN in each field and click "Save"
 - ii. Click "Log Off" in the top right corner of the browser window and your RSA setup is complete.

5. See *VPCC Remote Virtual Desktop Connections* at <https://www.vpcc.edu/services/helpdesk> for how to connect to your Virtual Machine (VM).