

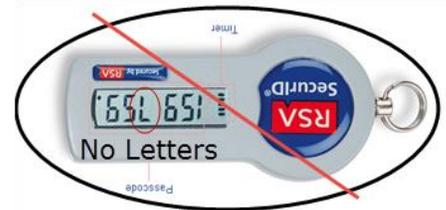


Two-Factor Authentication Token

How does it work?

The RSA SecurID token generates a 6 digit passcode every 60 seconds. The timer bar on the left side of the code decreases as it gets closer to changing the passcode. If the timer bar is on the last bar, it is recommended to wait for the timer to reset.

Be sure you have the device right side-up . . . there are no letters only numbers.



How to log onto your system?

Remove the white sticker with your name and C number.

Step 1: Enter the token **passcode** and hit enter.



Step 2: Click 'OK'



Step 3: Enter your **password** and hit enter



(You will see images *similar* to the ones pictured.)

Frequently Asked Questions

How do I store and use the token? The RSA Token should be treated in the same manner as your State ID Badge, and be on your person during work hours. The token connects easily to any key ring, and can be attached to a lanyard.

How much do these tokens cost? The token is approximately \$50 and is supplied to you at no cost. If you lose your token you may be asked to pay for a replacement.

Do I need to use the RSA passcode when logging in remotely to check my email or access SABHRS self-service?

What about other remote accesses such as Citrix or VPN? You will not need to use your RSA token when logging onto Outlook Web Mail or SABHRS self-service. Your RSA Token will be needed when accessing the network via Citrix or VPN.

What happens if I leave my RSA token at home? You or your supervisor must contact the Service Desk to request a temporary 1-day passcode. This must be done on a daily basis; temporary passcodes expire after 24-hours.

What happens if I lose my RSA token? Your supervisor must report it immediately by calling the Service Desk at (406) 444-9500. The Service Desk will then coordinate with the NSU to issue a new token.

What do I do with my RSA token when I terminate my position? Your token is deactivated when you terminate employment at HHS. Return your token to your supervisor. Supervisors will then return the token to NCB to be reissued to another user.

When in doubt.....please call the Service Desk at x9500.