VSU – Technology Services
Multi-Factor Authentication VPN RSA Hardware Token Key FOB, PIN and Pulse Secure Configuration Instructions

Agency / Department	Filename:	Version:	Created Date:	Revised Date:	Created By:
Virginia State University – IT Governance and Risk Management	VSU_Multi_Factor_Authentication_RSA_Hard_Token_Instructions_2019.pptx	2.0	03/26/2019	09/25/2019	Christian A. Holloway

IT GOVERNANCE AND RISK MANAGEMENT Instructions on the process/procedure for registering the RSA Hardware Token, receiving Key FOB from the system administrator, PIN registration and Pulse Secure VPN URL Configuration for RSA.

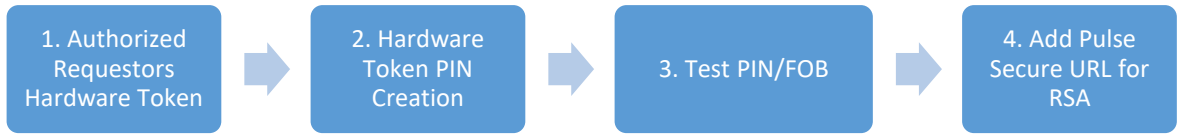
RSA Hardware Token

1. Send Requests to VSU Technology Services for multi-factor RSA Hardware Token Key FOB and registration.

2. RSA Hardware Token PIN creation/registration at the RSA Self-Service Console.

3. Test PIN and Hardware Token Key Fob.

4. Check Pulse Secure version an add URL Connection information.



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STOP - Read the Following:

Congratulations!!

Your hardware token has been assigned. You will need to set a PIN for your token in order to begin using it.

Step 1: Create Your Hardware Token PIN

Please view all slides prior to executing instructions.
To set your PIN, go to the Self-Service Console (https://rsaweb.vsu.edu) and login with your Active Directory username (standard user, not elevated). When prompted for Authentication Method, select 'Password'. Depending on the browser you are using, you may see a notice that 'There is a problem with this website's security certificate' or 'Your connection is not secure'. In this case, select the 'Continue to this website' or 'Advanced' option. If prompted, add an exception for the site's security certificate.

Once in the Self-Service Console, verify that the Token Serial Number listed matches the number on the back of your hardware token key FOB. If the numbers do not match, please contact the system administrator.

Step 2: Test PIN and Token Key FOB

Next, use the link to 'Create PIN' or 'Change PIN'. Set a 4-8 digit PIN. Once you receive confirmation that your PIN has been set successfully, return to the Self-Service Console and next to 'Key Fob', click the 'test' link. To test your token, enter your username in the 'User ID' field. In the 'Passcode' field, first type your **PIN** followed by the **6-digit code displayed on your Token Key FOB** (for example, if your PIN is 1234 and your token displays 753164, your Passcode would be '1234753164'). Next, click the 'Test' button. You should see a success screen. If the test fails, wait for the next token code and try again. If the test still fails, please contact the system administrator.

Step 3: Pulse Secure VPN Configuration

To use your token to authenticate to the Pulse Secure VPN, you will need to '**add**' a new connection entry in the Pulse Secure Client. The 'Name' will be **VSU VPN RSA** and the 'Server URL' for the new connection should be: https://secure.vsu.edu/securid-rsa

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RSA Self-Service Console Step 1: Create Hardware Token PIN

Using Internet Explorer or Chrome browser you may access the portal at https://rsaweb.vsu.edu

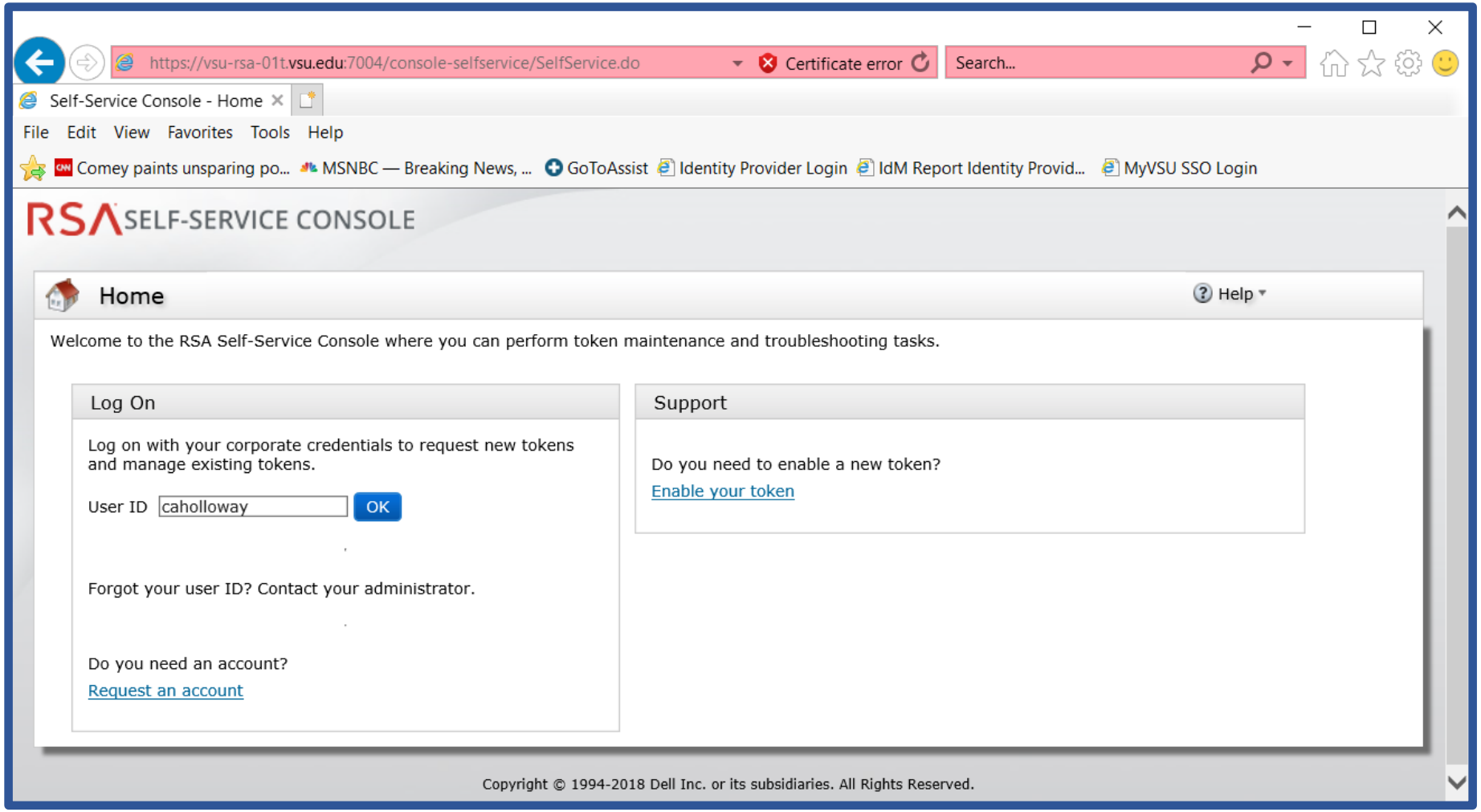
Log on screen to portal to the right:

Enter your assigned Active Directory credentials

Example:

caholloway

Select **"OK"**



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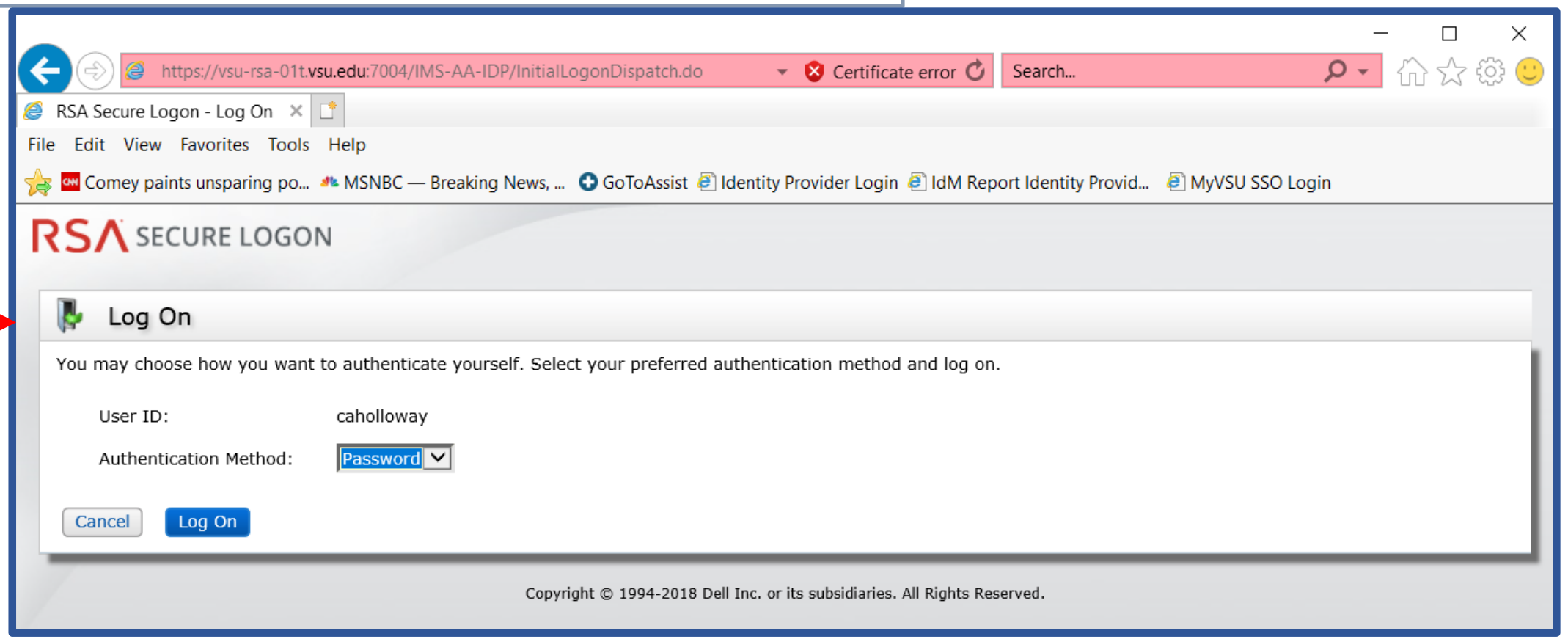
RSA Self-Service Console
RSA Secure Logon
Logon
Authentication Method: Select **"Password"** from drop down
Select **"Log On"**



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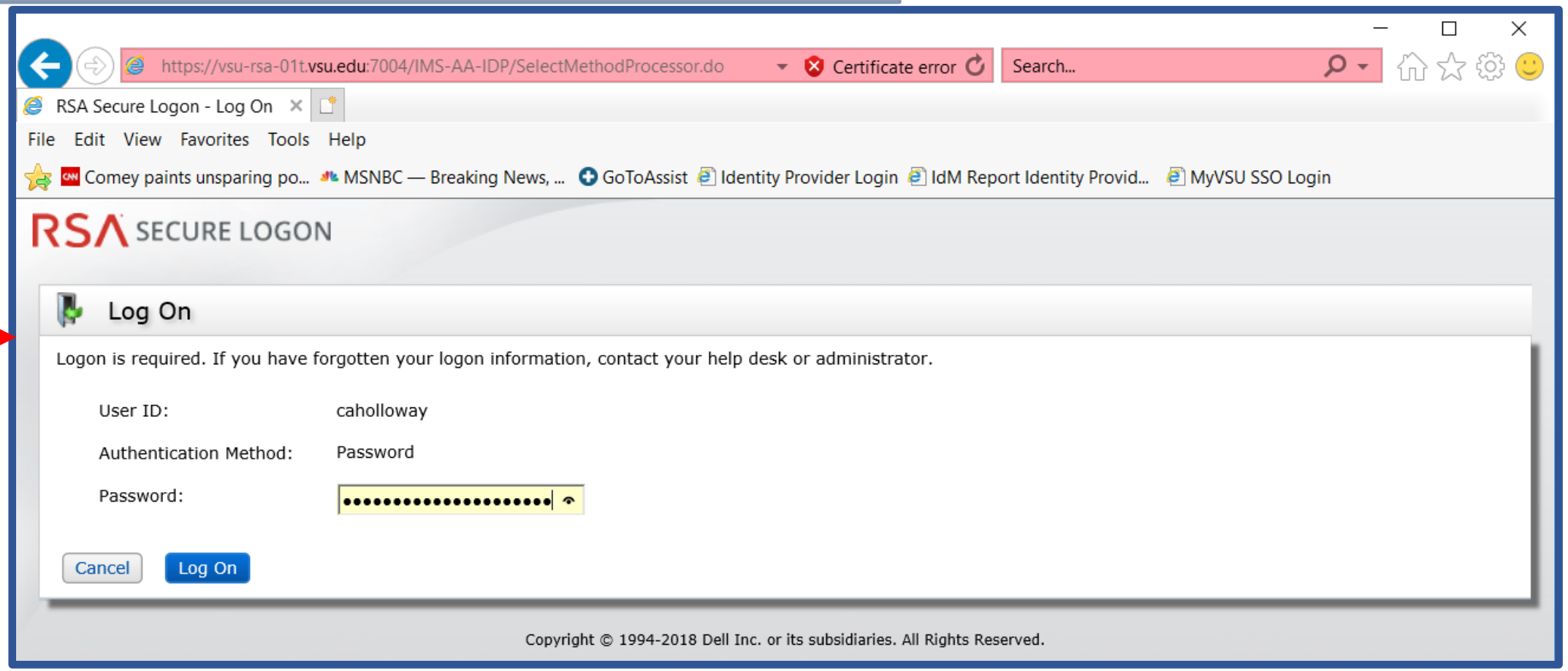
RSA Self-Service Console
RSA Secure Logon
Enter your Active Directory Password
Select **"Log On"**



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RSA Self-Service Console
My Account
Create New PIN

Your hardware token serial number will have been assigned. *Check* to see that it matches the serial number on the back of the Key FOB. If not assigned, please contact the administrator.

Select **"Create PIN".** (**"*Change PIN*" will allow you to do the same function**)

RSA SELF-SERVICE CONSOLE

Logged on as: **afranca** | Log Off

My Account

Help

This page allows you to view your user profile and manage your authenticators. Certain edits to your account require administrator approval.
You can also use this page to request authenticators and user group membership, and view your request history.

Notes

You have not answered security questions that are used for emergency authentication. To answer them, click **set up** in the My Authenticators section.

My Authenticators

Tokens - view SecurID token demo

Key Fob	View details, test, troubleshoot	
Token Serial Number:	000415124527	
PIN:	created on Mar 20, 2019 3:02:02 PM EDT	Change PIN
Expires On:	Apr 29, 2021 8:00:00 PM EDT	request replacement

On-Demand Authentication

Security Questions - set up

Not configured
Please set up your security questions and answers

My Profile

Personal Information

First Name:	Anthony
Middle Name:	
Last Name:	Franca
User ID:	afranca
E-mail:	afranca@vsu.edu
Certificate DN:	
Account Creation Date:	Mar 19, 2019 6:02:31 PM EDT
Mobile Number:	571-969-5241

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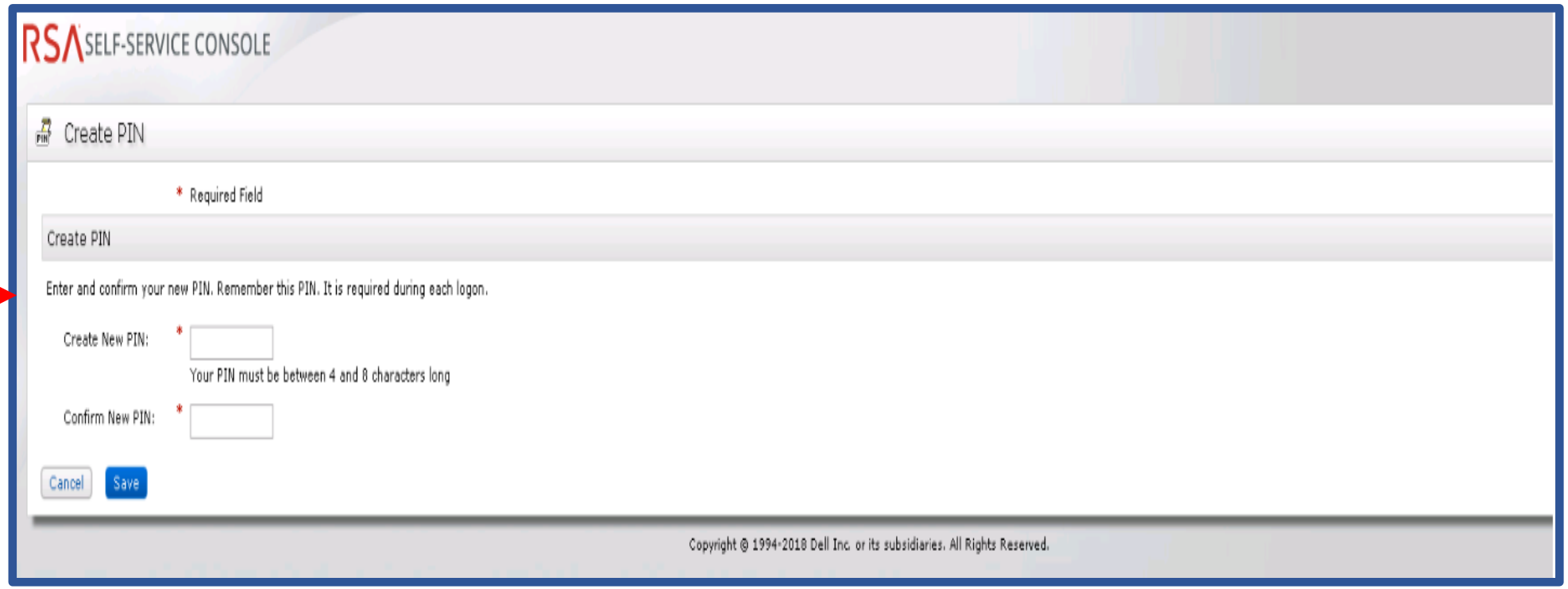
RSA Self-Service Console
Create New PIN
(Enter a 4-8 character PIN using alpha or numeric characters or a combination of both)

Complete the following steps marked required *:

Select **"Save"**



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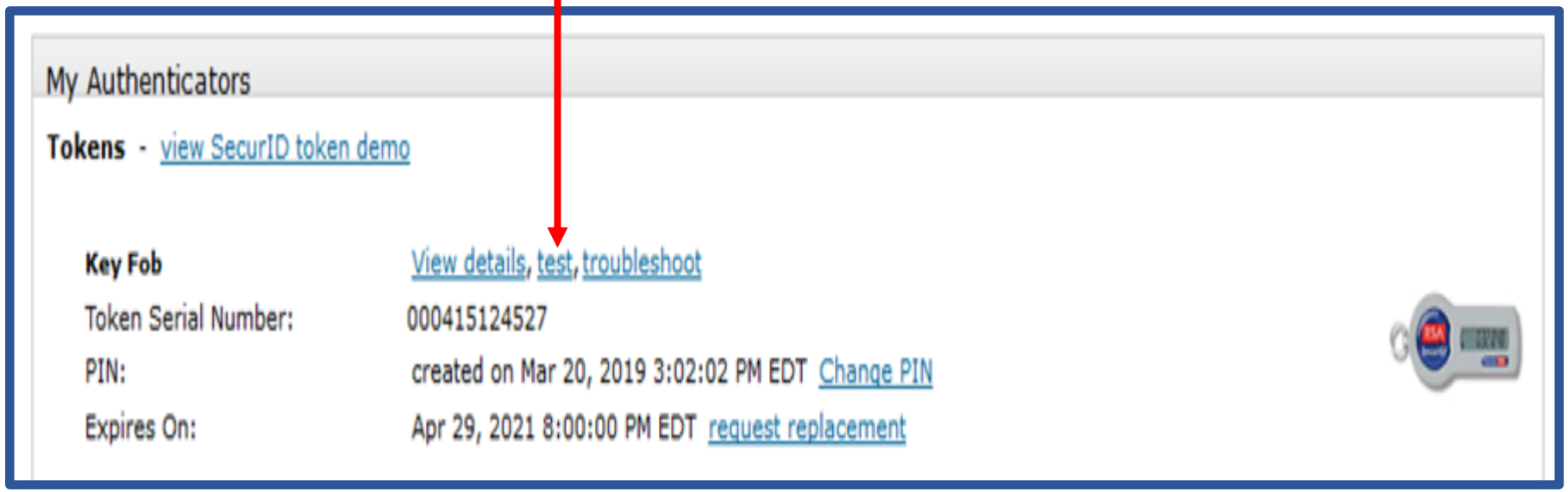
RSA Self-Service Console
Step 2: Test Your PIN & Token Key FOB

Select **"test"**



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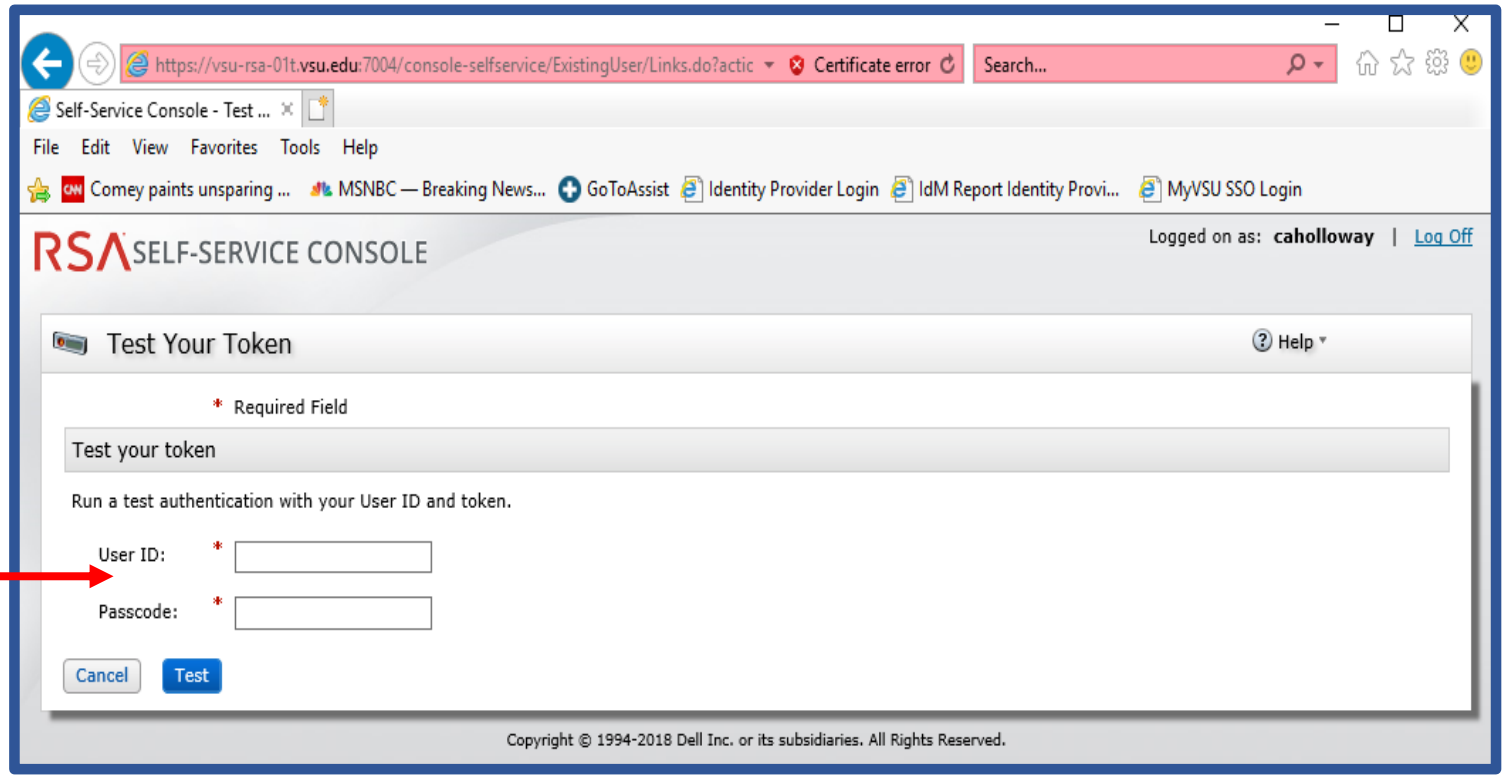
RSA Self-Service Console
Test Your PIN & Token Key FOB

Enter Your **"User ID"**: (*ex: caholloway*)

Enter **"Passcode"** with Your **PIN** and the **Token Code** from Your **Key FOB** with no spaces.
Select **"Test"**



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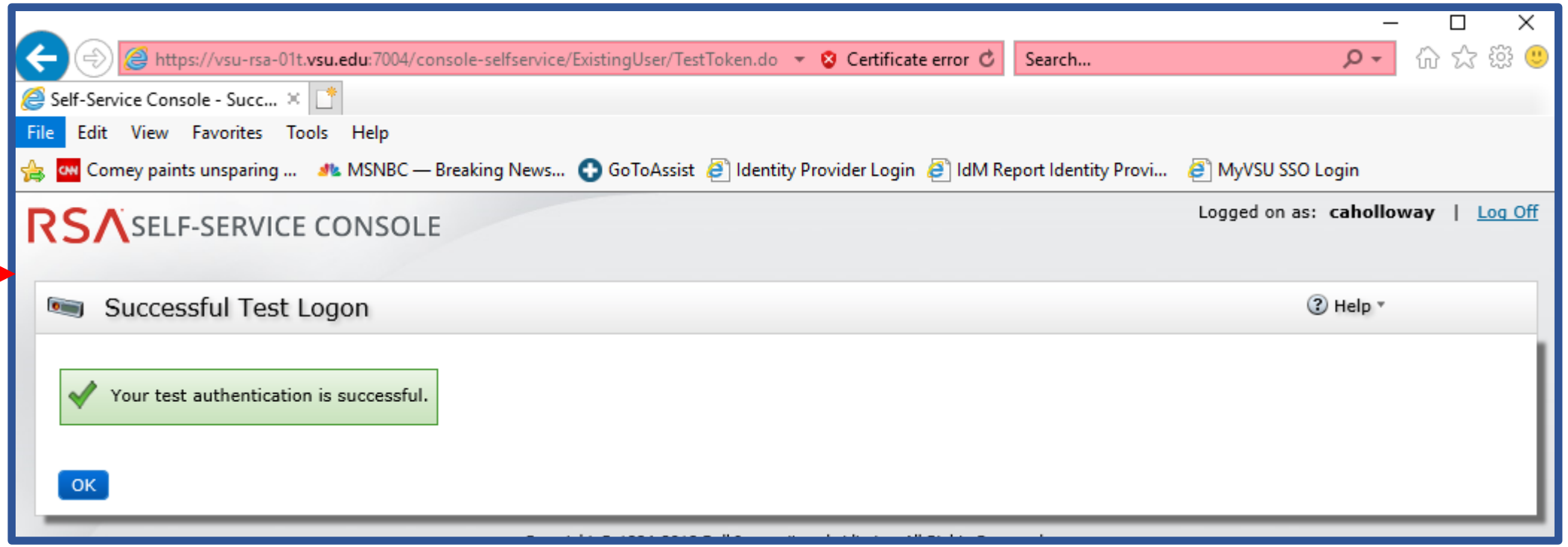
RSA Self-Service Console
Successful Test will display in the following screen:



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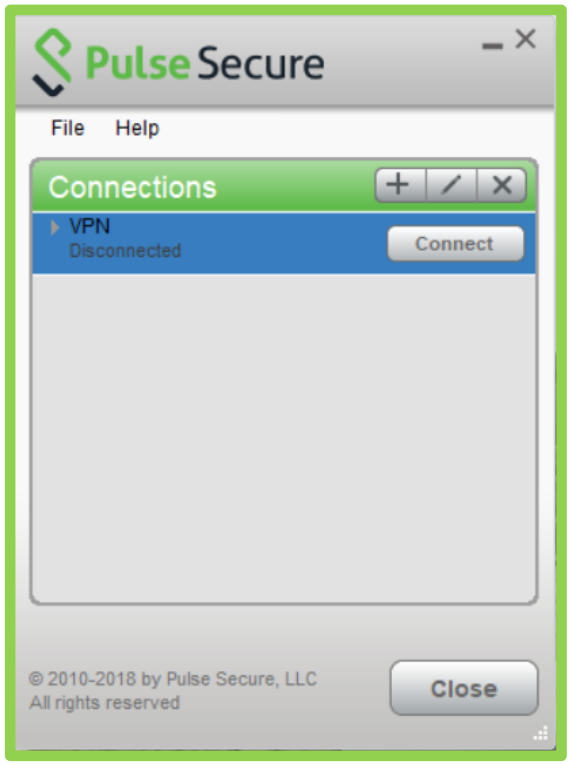
Pulse Secure Client
Step 3: VPN Software Configuration

Select the Pulse Secure Client Icon on your desktop:

Check under **"Help"**
Then **"About"** to make sure your version installed is 9.0.3 (1599) or later.



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Pulse Secure Client
Edit Connection

Select **“File”**
Select **“Connections”**
Select **“Add”**

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Pulse Secure Client
Add Connection

Enter Name:
VSU VPN RSA

Enter the Server URL information to the following.

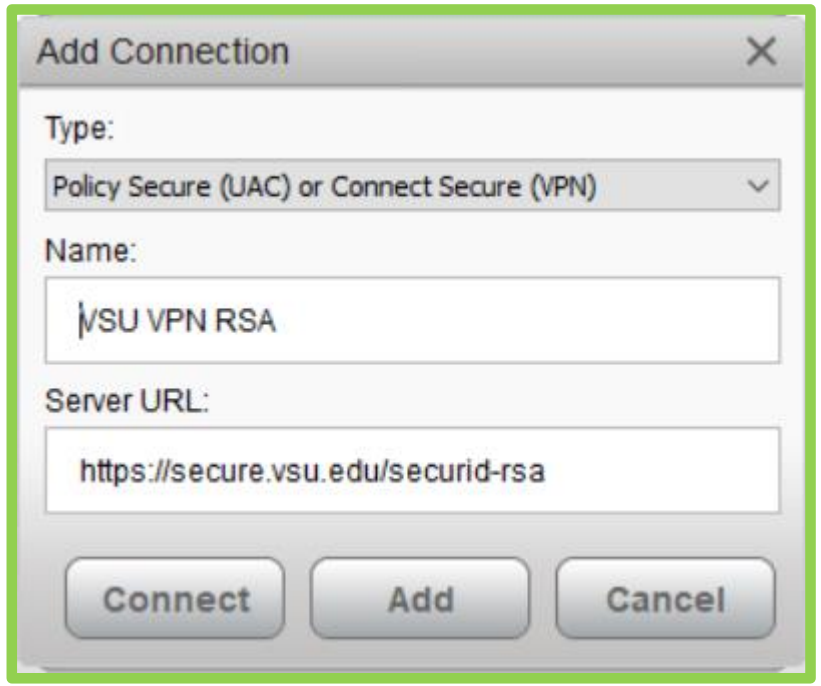
Server URL:

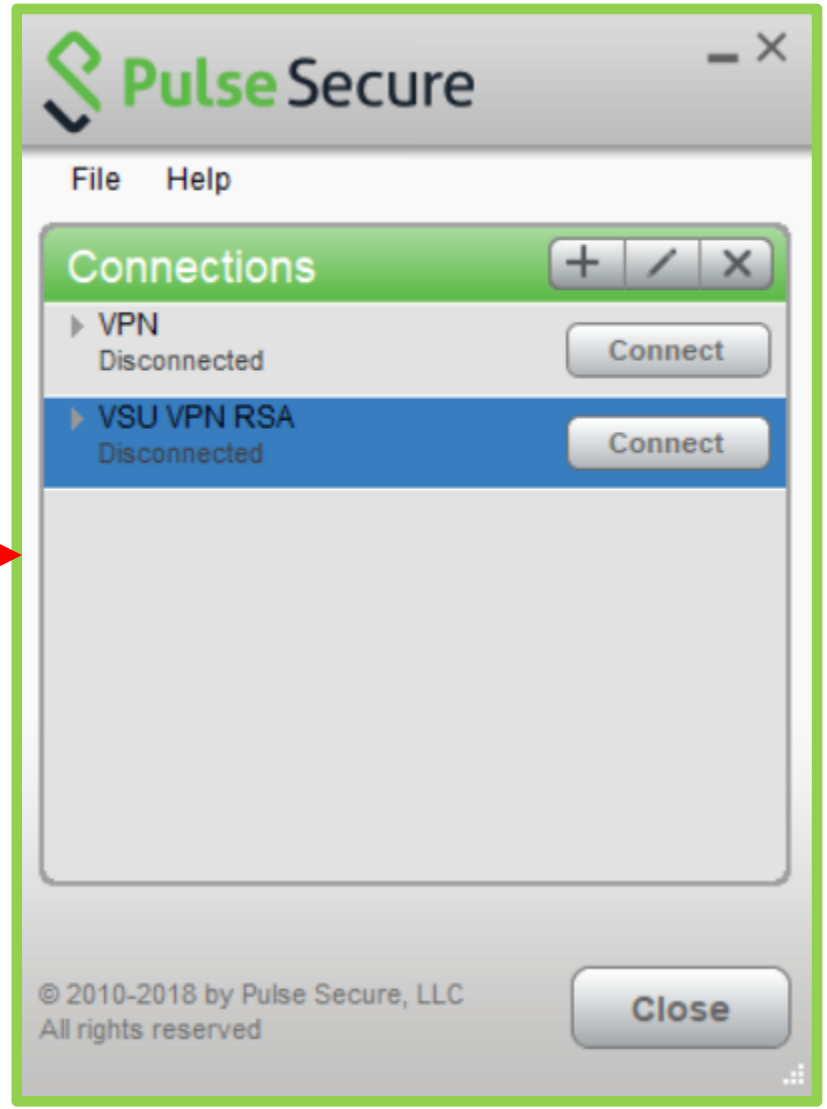
https://secure.vsu.edu/securid-rsa

Select **"Add"**

Your Pulse Secure Connections List should appear as displayed.

New URL:





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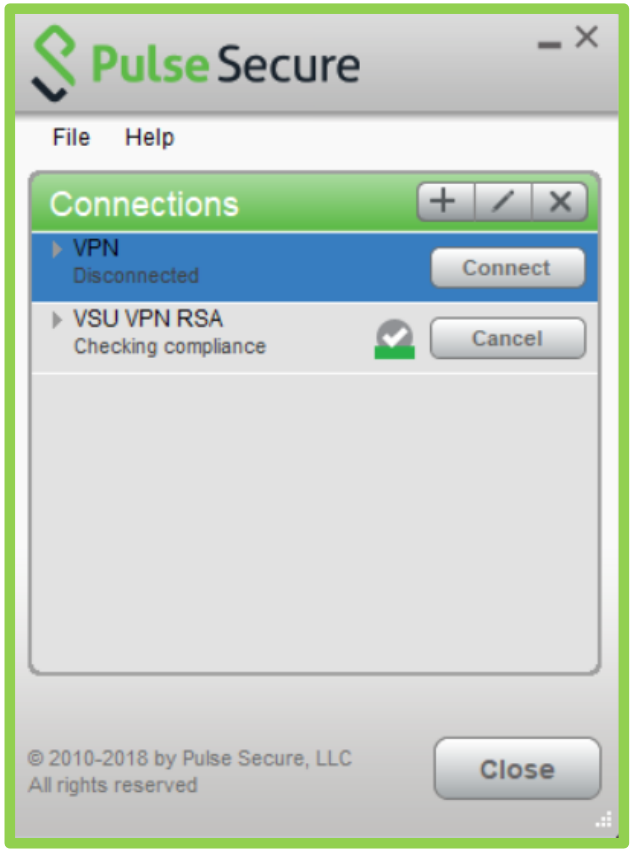
New Connection Screen When Using RSA

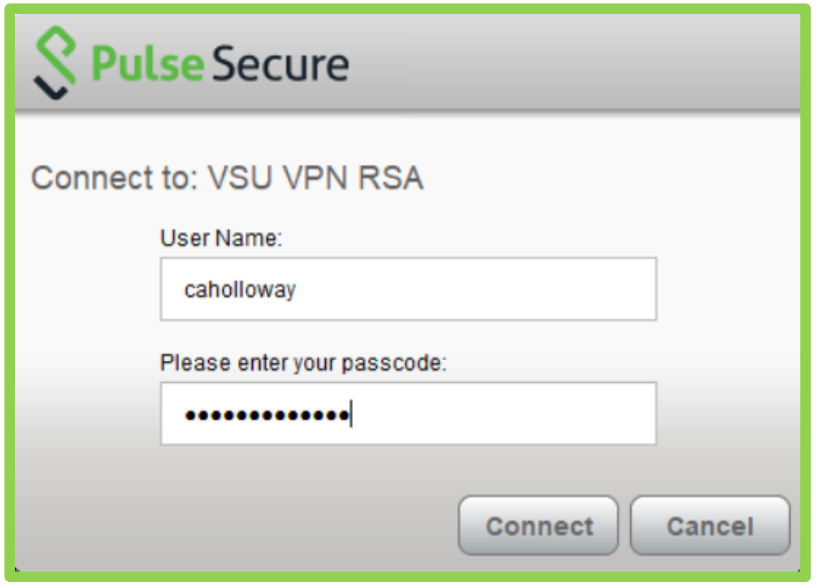
Pulse Secure Client VPN Logon

Select the Pulse Secure Client Icon on your desktop:

Enter **"User Name:"**

Enter **"Please enter your passcode:"**
(Type your PIN + 6Digits from the RSA Token Key FOB with no spaces)





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Technology Services Securing Academic Data On The Move

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