VSU – Technology Services
Multi-Factor Authentication VPN RSA SecurID Software Application, Software Token, 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_Soft_Token_Instructions_2019.pptx	3.0	03/26/2019	09/25/2019	Christian A. Holloway

IT GOVERNANCE AND RISK MANAGEMENT Instructions on the process/procedure for installing the RSA SecurID Software Token Client application to your desktop, receiving your software token from the system administrator and PIN creation for Pulse Secure VPN usage.

RSA Software Token

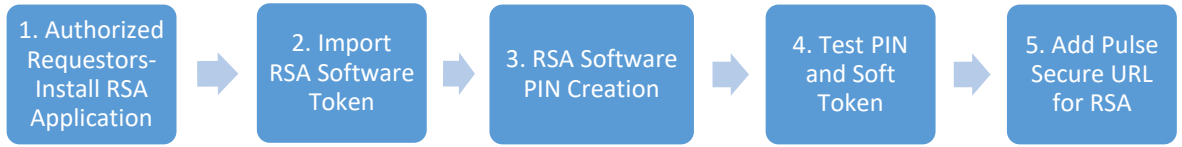
1. Install RSA SecurID Software Token client application (*System Admin Needed*). Send Requests to VSU Technology Services for multi-factor RSA soft token (token serial number) and registration.

2. Import RSA software token from SDTID file that is sent to you by ZIP file from the RSA system administrator.

3. RSA software PIN creation at the RSA Secure Console.

4. Test PIN & RSA SecurID Soft Token.

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



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

STOP - Read the Following:

Congratulations!!

Your software token has been assigned. You will need to complete the following steps in order to use RSA SecurID with Pulse Secure.

Step 1: RSA SecurID Client Application Download

The RSA SecurID Client application must be downloaded an installed on your system. Your operating system must be checked for 32-bit or 64-bit version prior to implementation. Follow the instructions in the slides provided to accomplish this task. You will need to have a *System Administrator on site when completing the installation for elevated rights*. Please view all slides prior to executing instructions.

Step 2: Import Soft Token for RSA SecurID Client

This section will guide you through the process of importing your soft token, from the ZIP file (*file will have an .SDTID extension*) provided to you by the RSA system administrator, sent to you by email. Please follow the instructions provided in the slides to accomplish the import. Please view all slides prior to executing instructions.

Step 3: Create Your Software Token PIN

To set your **PIN**, go to the VSU RSA 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.
Next, use the link to 'Create PIN' or 'Change PIN'. Set a 4-8 digit PIN. You will receive confirmation that your PIN has been set successfully.

Step 4: Test PIN and RSA SecurID Client Soft Token

Next return to the Self-Service Console and then select '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 in the Tokencode screen of the RSA SecurID Client application**(for example, if your PIN is 1234 and your Tokencode 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 5: Pulse Secure VPN Configuration

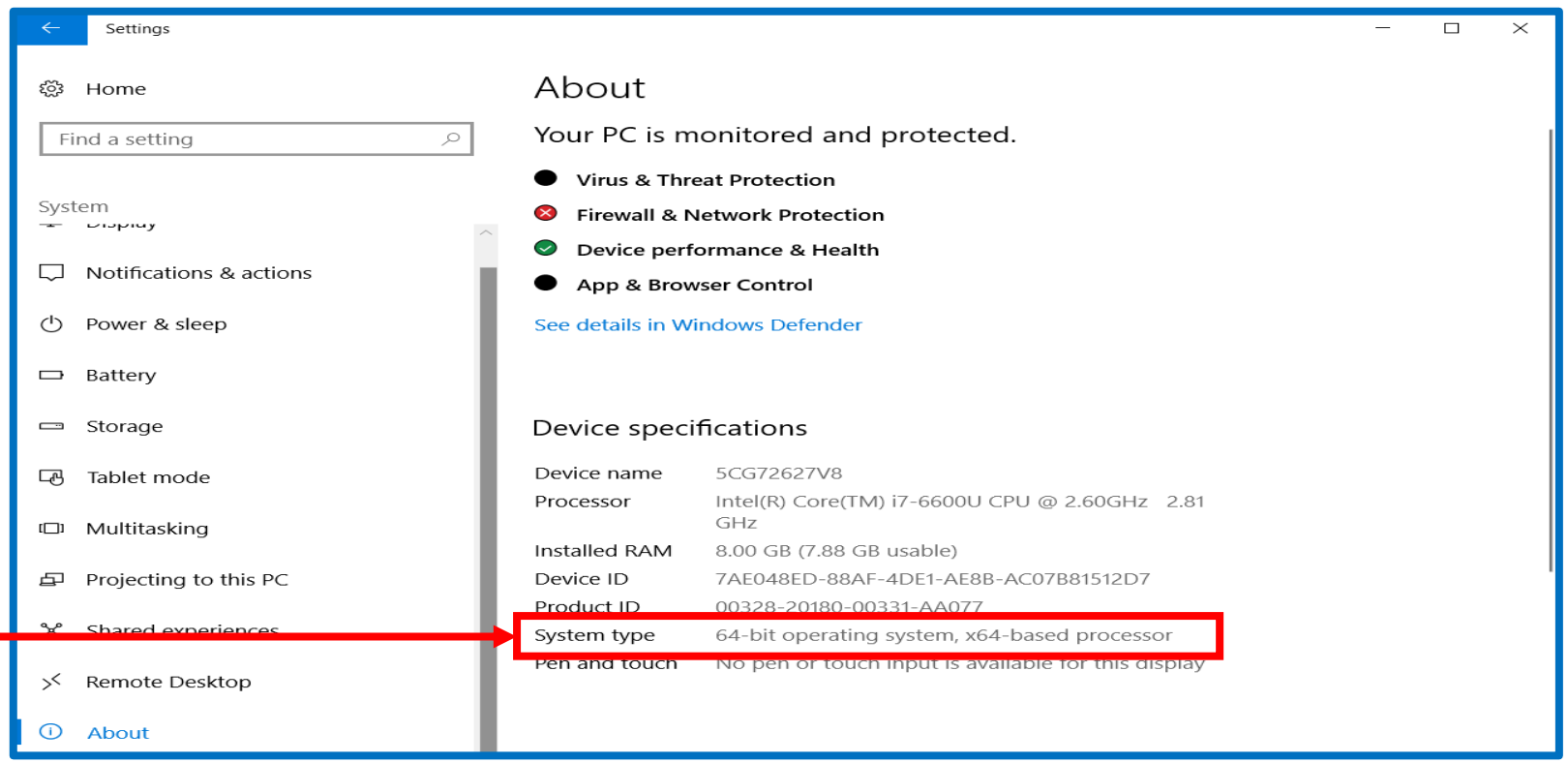
To use your token to authenticate to the Pulse Secure VPN, you will need to '**add**' a new connection entry in the Pulse Secure Client. The 'Name' will be **VSU VPN RSA** and the 'Server URL' for the new connection should be: https://secure.vsu.edu/securid-rsa

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

Check Your Operating System for the Version (32-bit or 64-bit), prior to following the ensuing slides

To check if your system is 32-bit or 64-bit, here is how you can check:

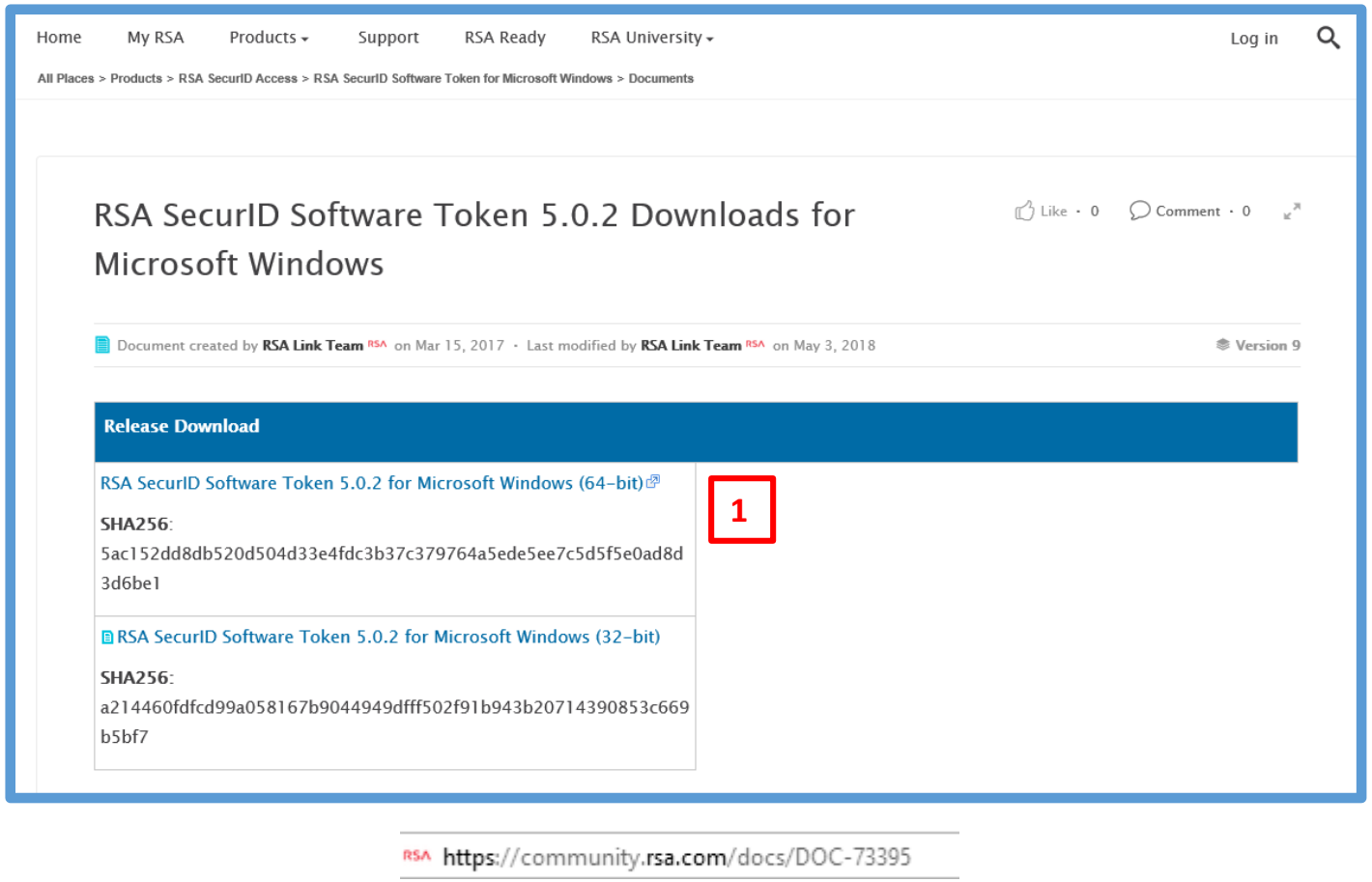
Operating System	Instructions
Windows 10 / 8.1	Start > Settings (gear icon) > System > About. Check the 'System type' field.
Windows 7	Start > Control Panel > System and Security > System. Check the 'System type' field.
Windows Vista	Start > Control Panel > System and Maintenance > System. Check the 'System type' field.



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

Step 1: Installing RSA SecurID Software Token for MS Windows (You will need *Your Local VSU System ADMIN* available for installation rights of this software application) Select the above URL, which should open RSA SecurID Website

1. Under Release Download: Select the RSA SecurID Software Token 5.0.2 for Microsoft Windows (64-bit)
2. Complete the instructions in the following slides for the download an installation of the software

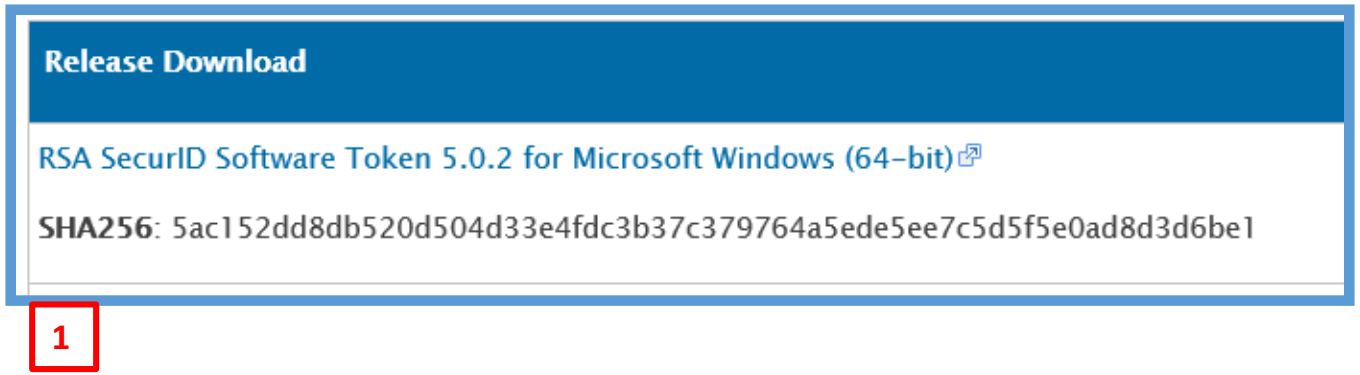


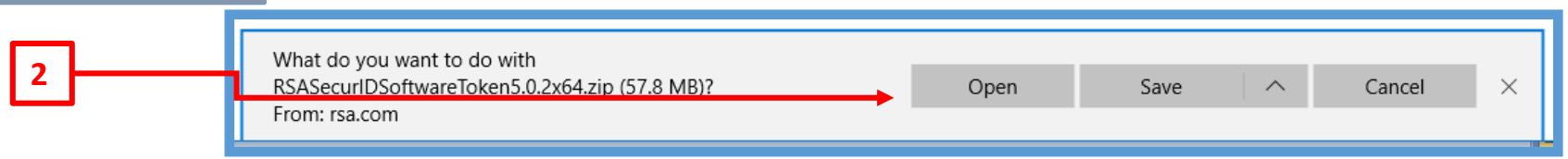
Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

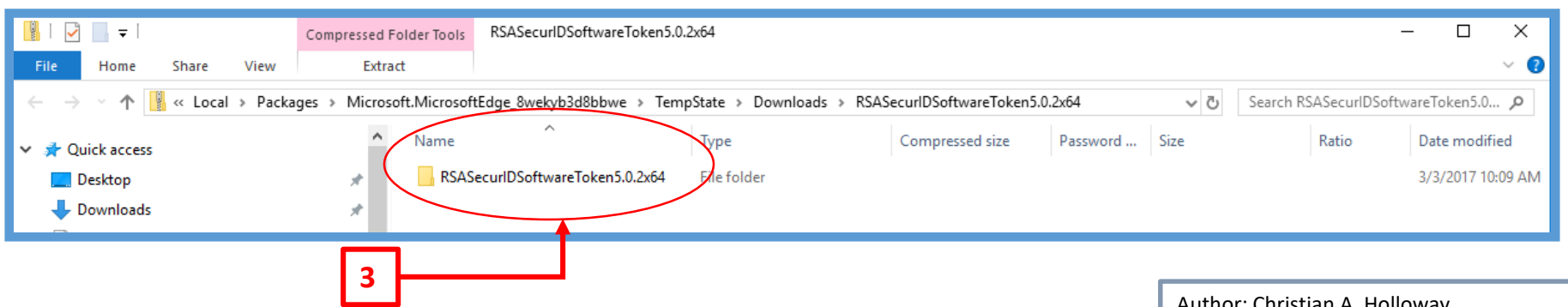
https://community.rsa.com/docs/DOC-73395

Release Download

1. You will be prompted by a download decision:
2. Select **Open**
3. Select the file folder labeled **RSASecurIDSoftware Token5.0.2x64** (File folder)



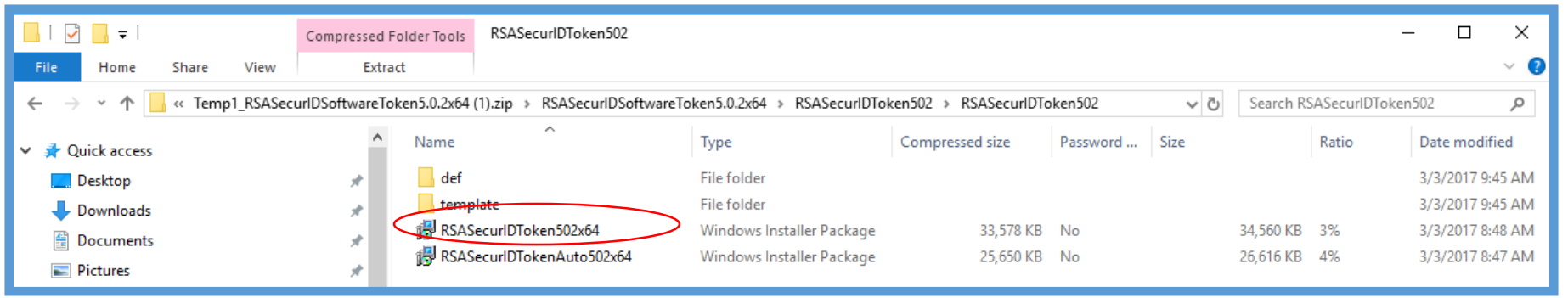




Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA SecurIDToken5.0.2x64

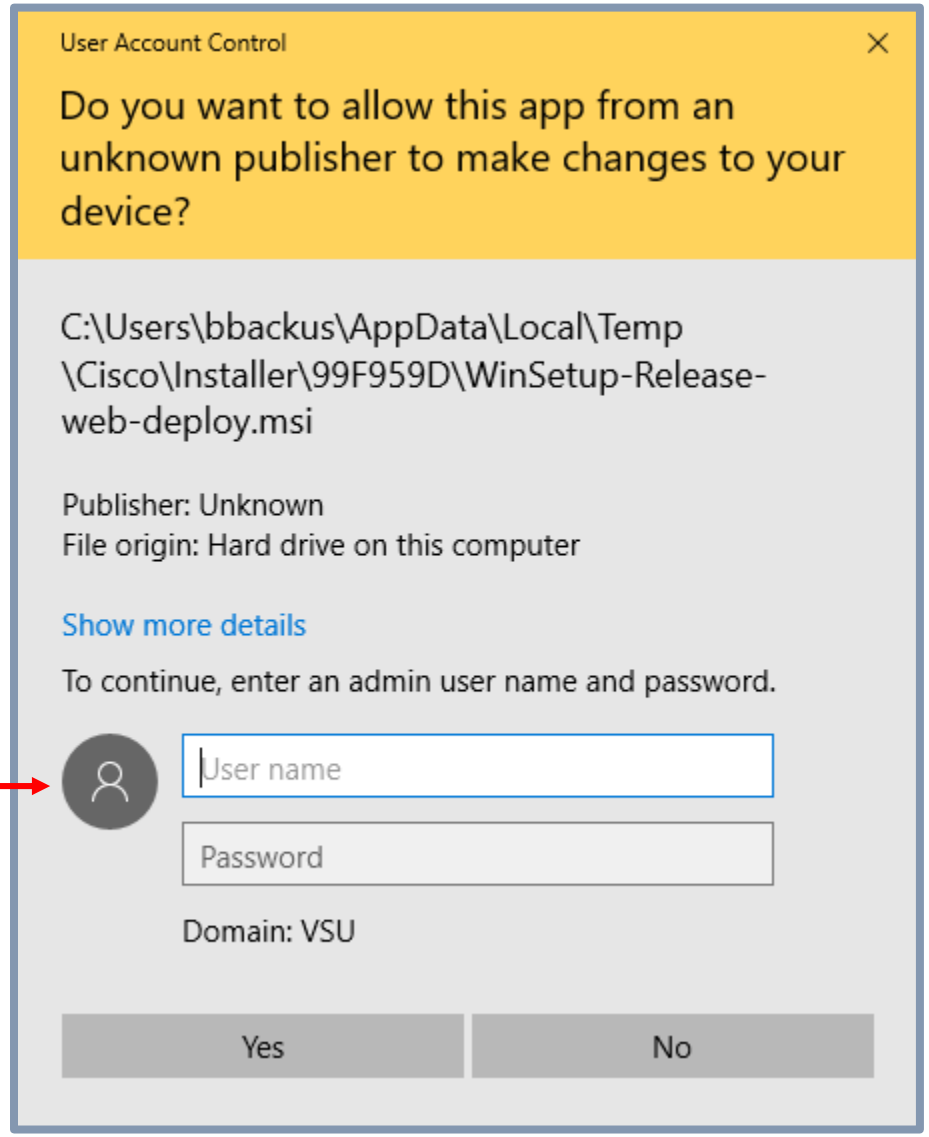
1. Select the file: **RSASecurIDToken502x64** (Windows Installer Package)



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

User Account Control for the RSA Token Download

1. *The System Administrator completes this screen*



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

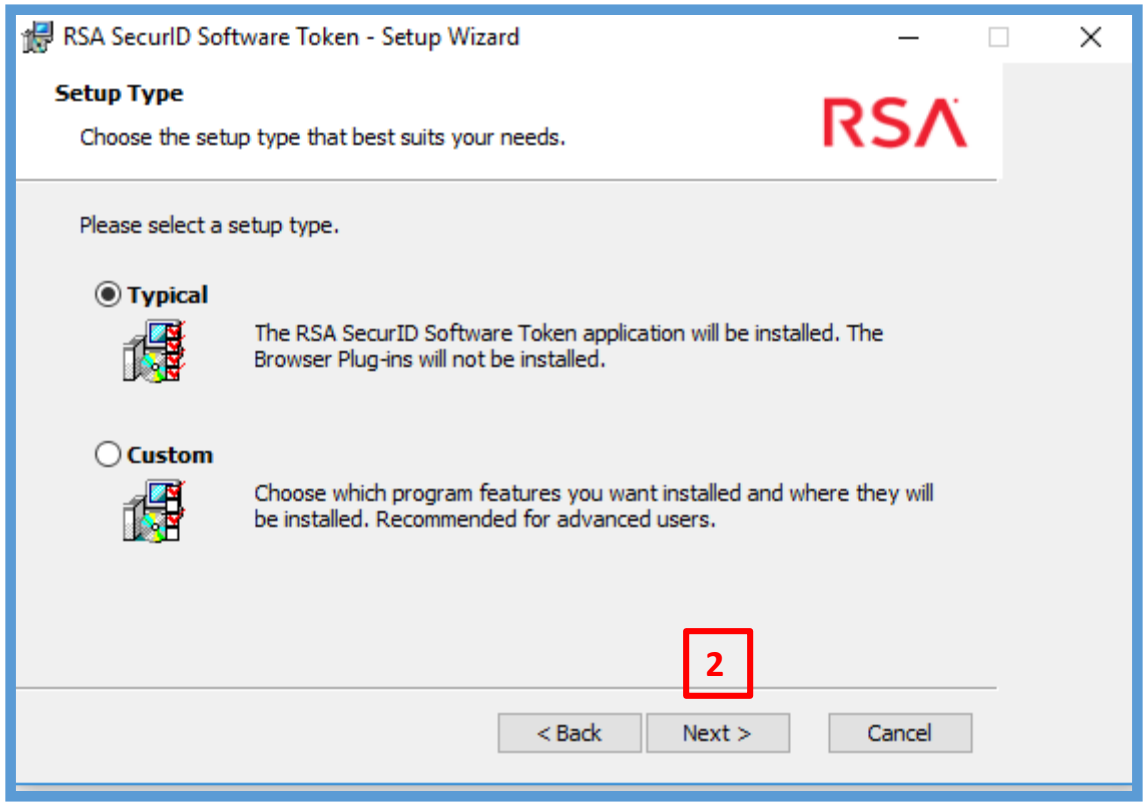
RSA SecurID Software Token – Setup Wizard

1. Select the radio button **I accept the terms in the license agreement**
2. Select **Next**

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA SecurID Software Token – Setup Wizard

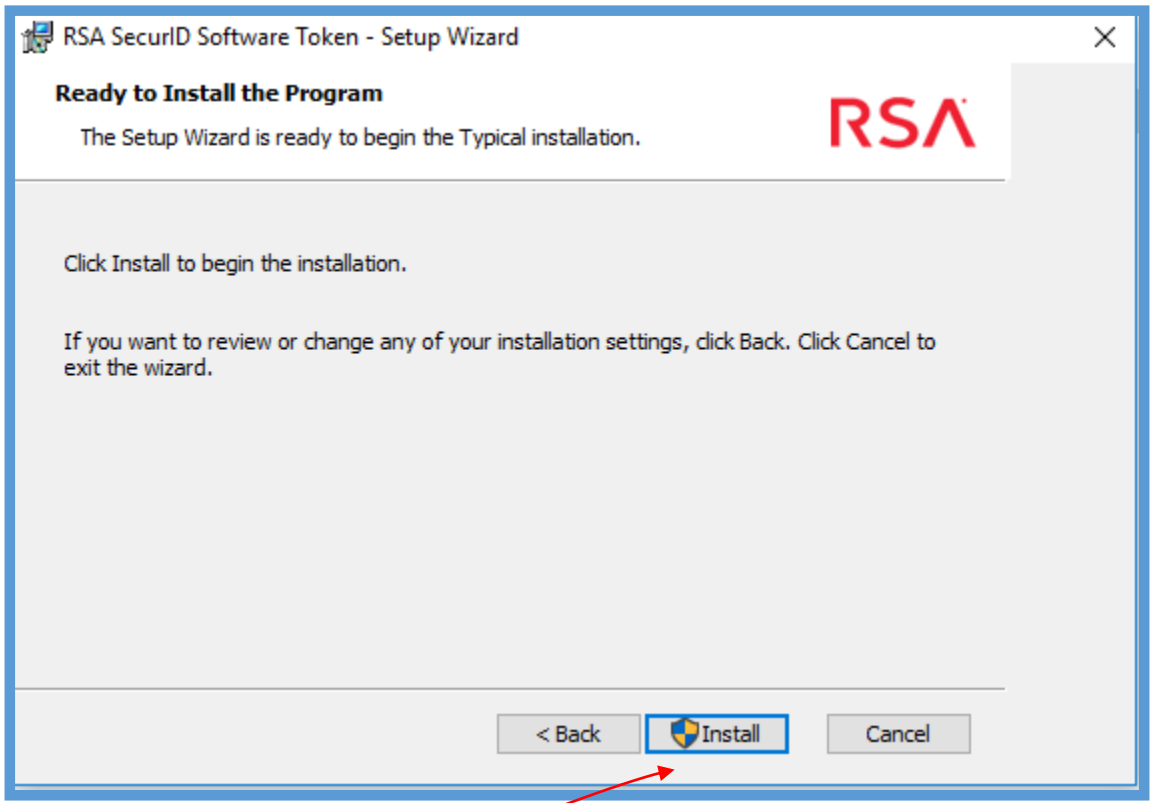
1. Select the radio button **Typical**
2. Select **Next**



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA SecurID Software Token – Setup Wizard

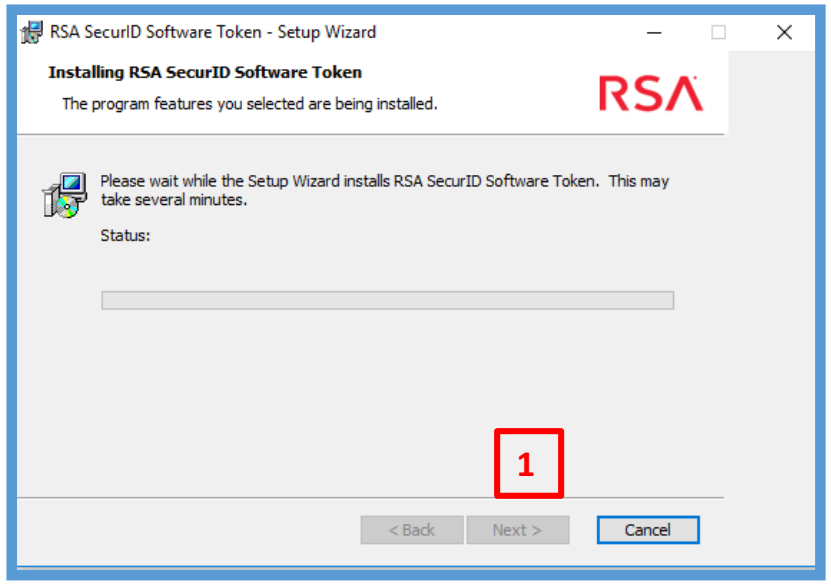
1. Select **Install**

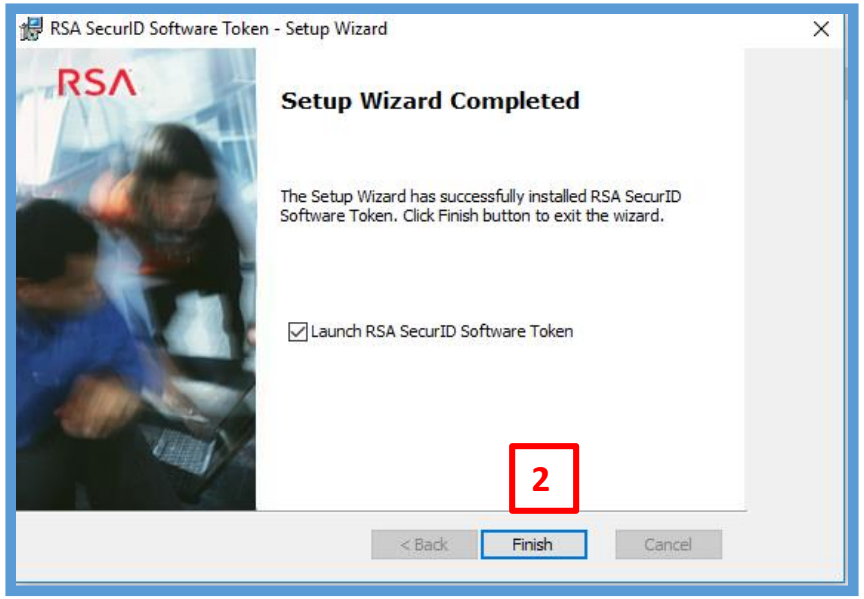


Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA SecurID Software Token – Setup Wizard

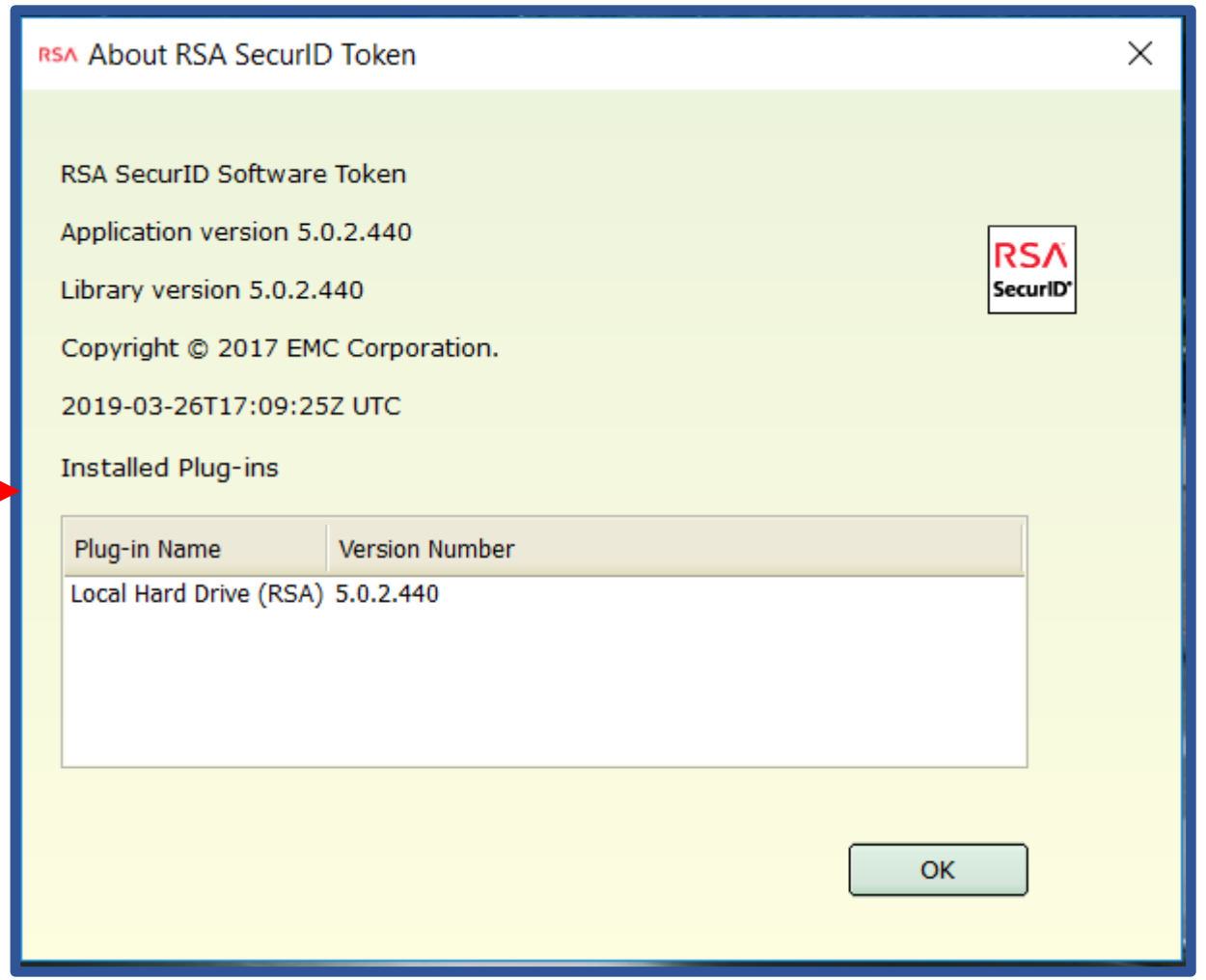
1. Select **Next**
2. Select **Finish**





Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

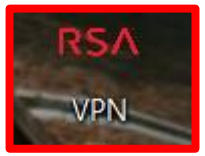
RSA SecurID Software Token Application
The version of the software is to the right that has been downloaded.



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Import Token
Step 2: Import Soft Token for RSA SecurID

On your Desk top select the RSA icon:



"Your new RSA SecurID will not display a Tokencode for initial use"

Select the **"Down Arrow"** on **Options**

Select "**Import Token**"

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Import Token

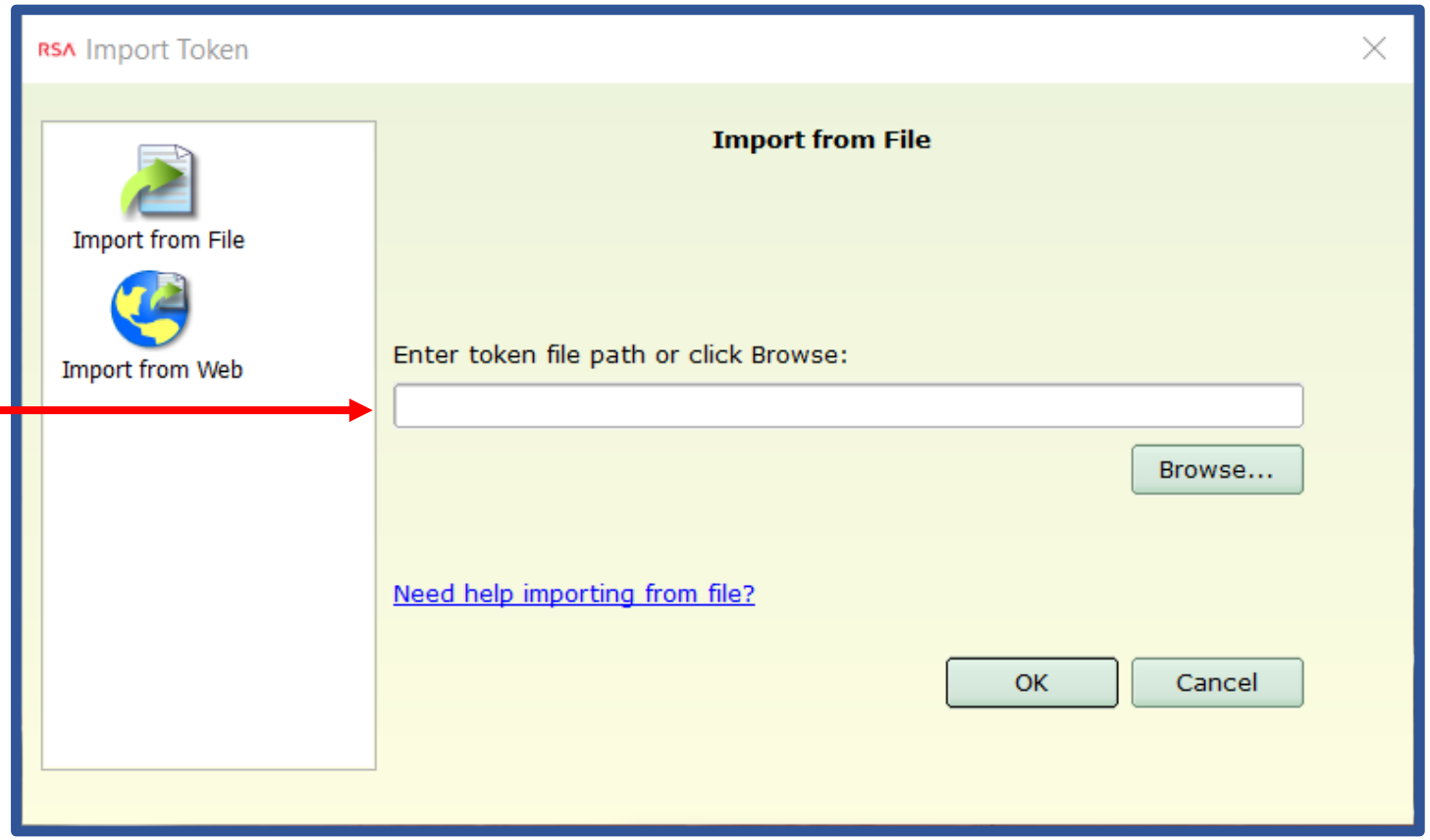
This file will have already been sent to you by email as an attachment from the VSU RSA Administrator. It will be sent as a ZIP file and have inside of it a file with an .SDTID extension. If you have not received this file, (*stop-do not go further*) please contact the VSU RSA Administrator or VSU Service Desk (804.524.5210).

Select **"Import from File"** (Browse to the location where you downloaded the emailed ZIP file on your hard drive)

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Import Token

Enter Token File Path
OR
Browse to the location where you downloaded the emailed ZIP file on your hard drive

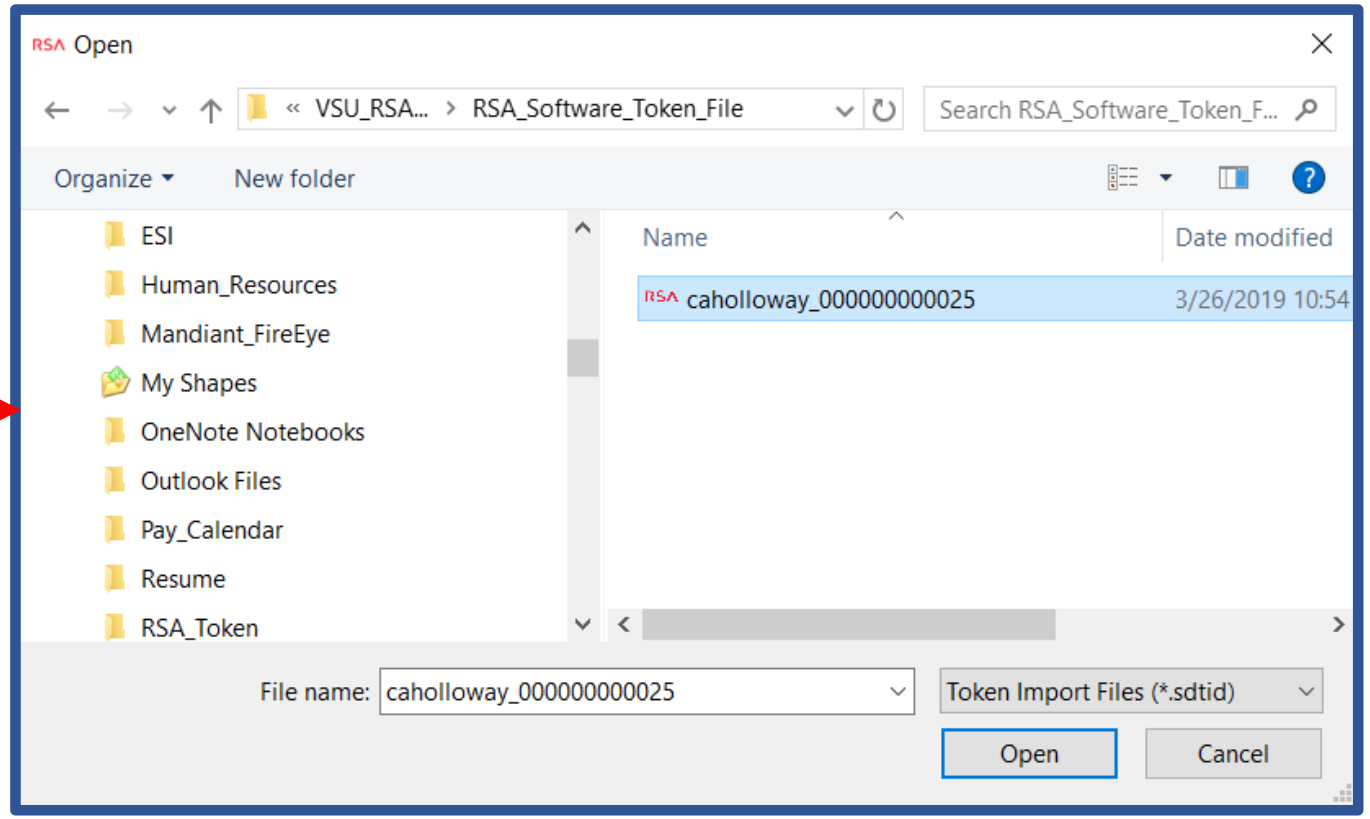


Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Import Soft Token

Example of token file location after un-zipping the ZIP file. (*Where you saved the file may be in a different location. Write down your location*.)

Select **"Open"**



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Self-Service Console Step 3: Create Software Token PIN

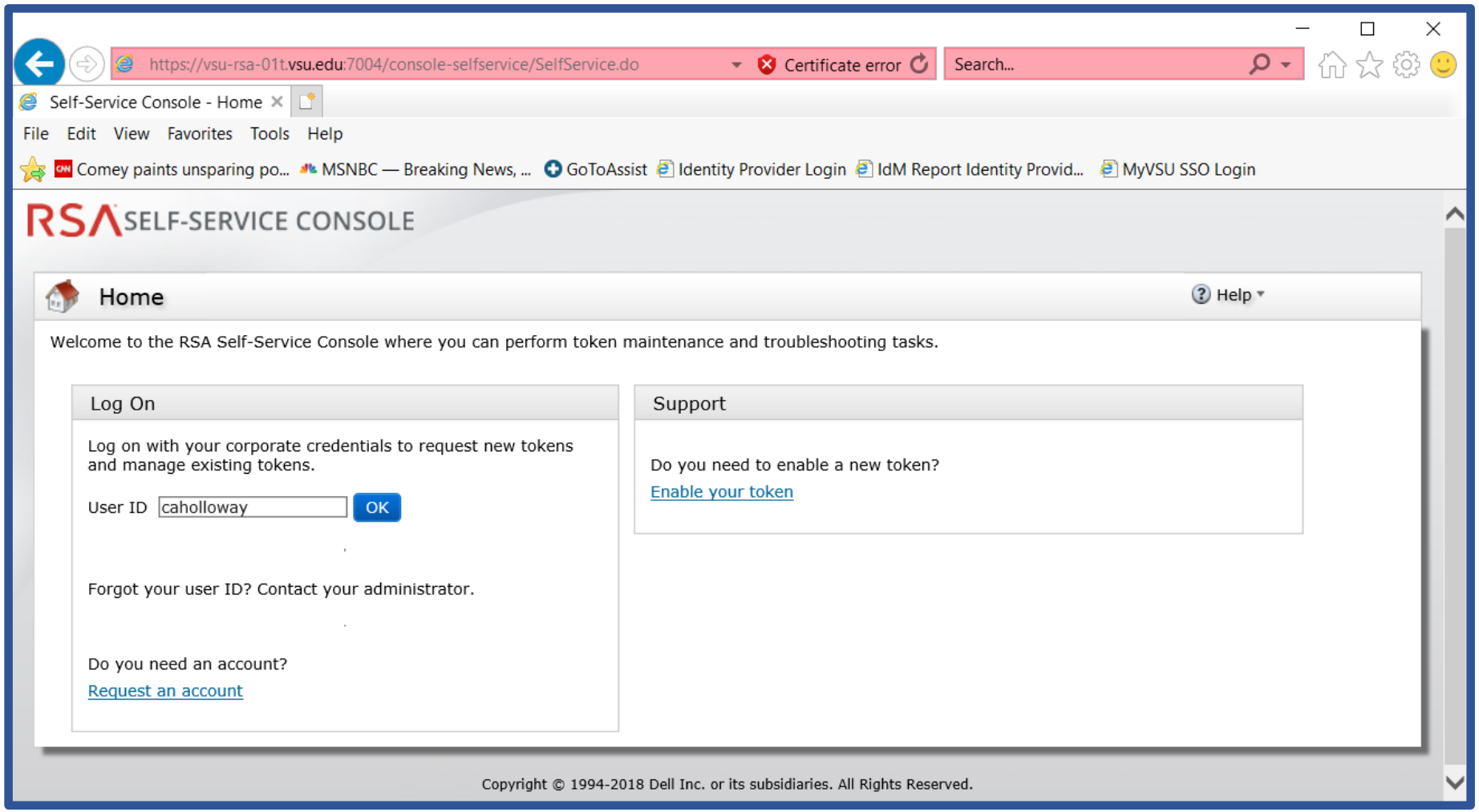
Access to the portal is at https://rsaweb.vsu.edu

Log on screen to portal to the right:

Enter your assigned credentials

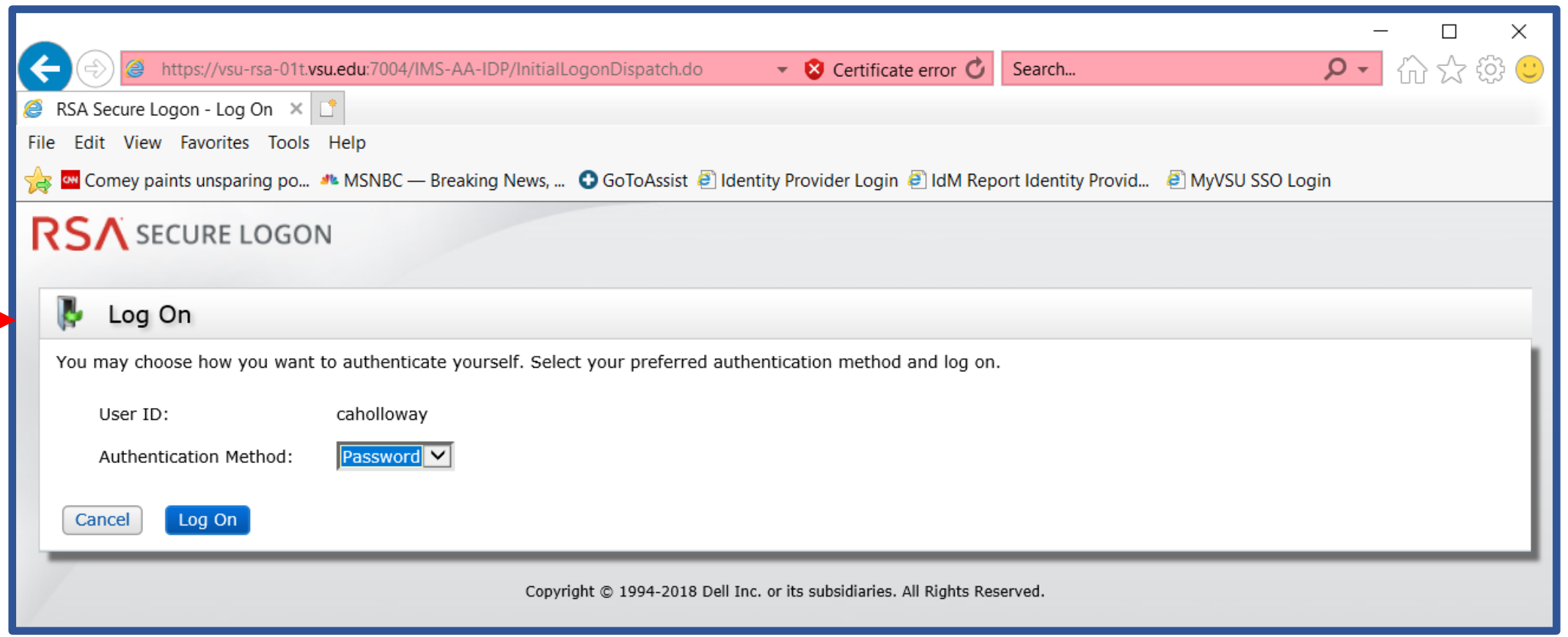
Example:
caholloway

Select **"OK"**



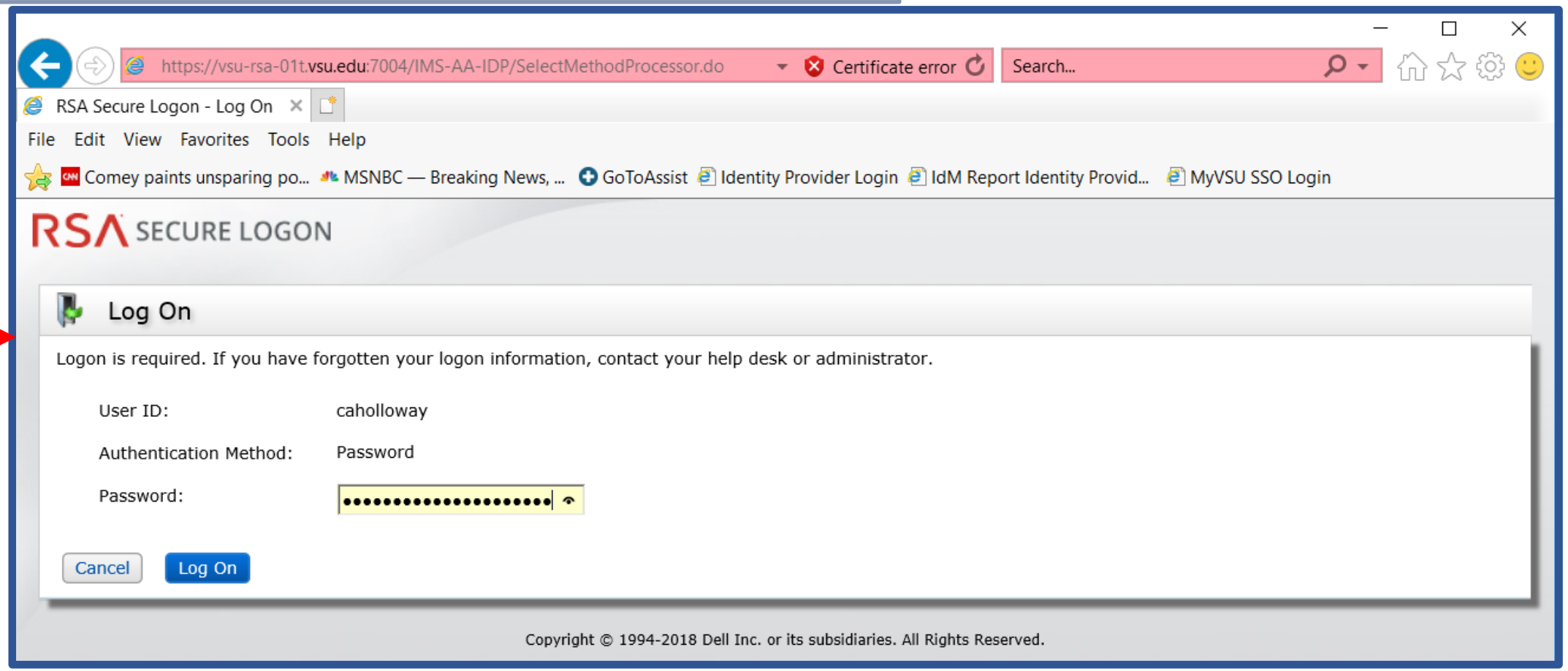
Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

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



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

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

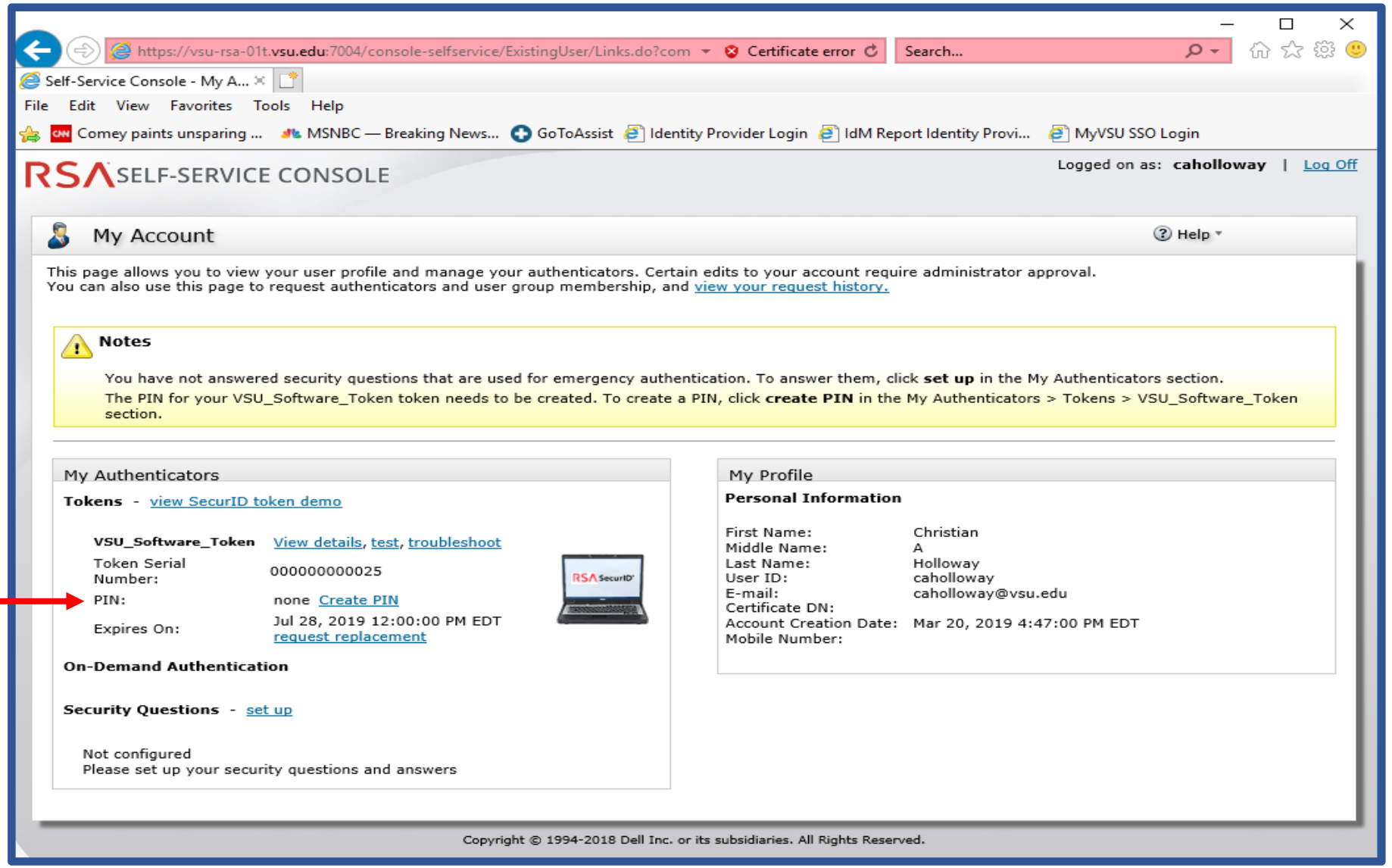


Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Self-Service Console
My Account

Your soft token serial number will have been assigned. If not assigned, please contact the administrator.

Select **"Create PIN"**



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Self-Service Console
Create New PIN

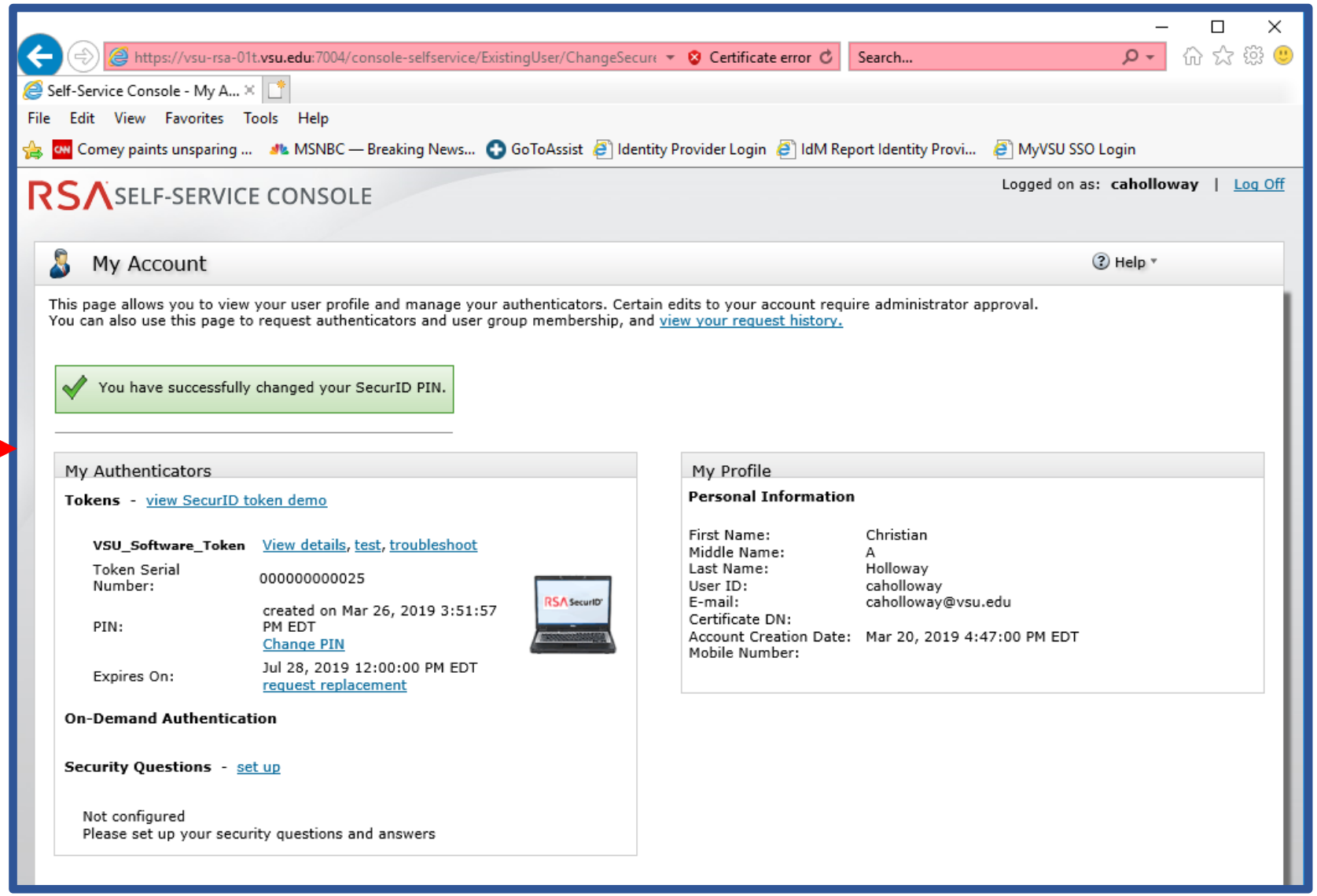
Complete the following steps marked required *:

Select **"Save"**

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Self-Service Console

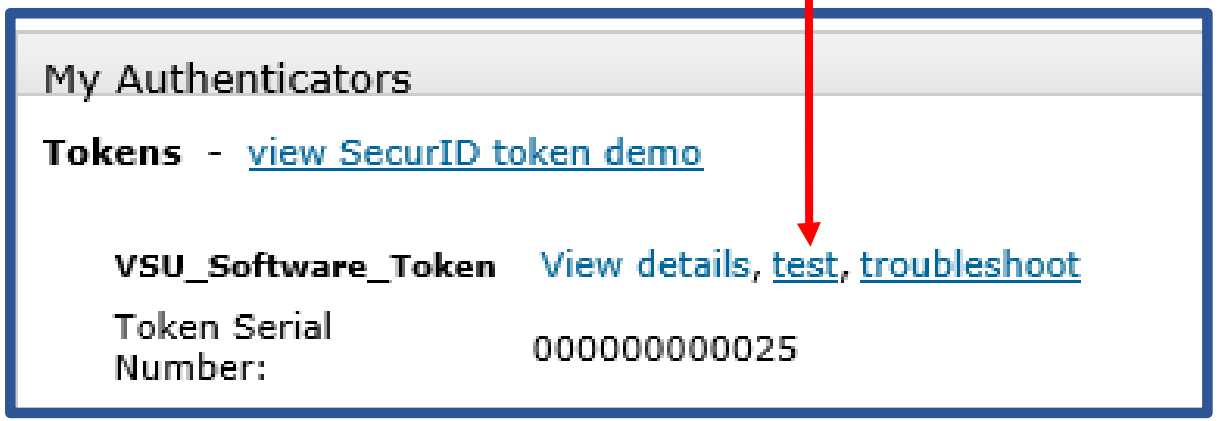
Upon completion of creating your new PIN, you will receive the following confirmation screen.



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Self-Service Console
Step 4: Test Your PIN & Tokencode/RSA SecurID

Select **"test"**

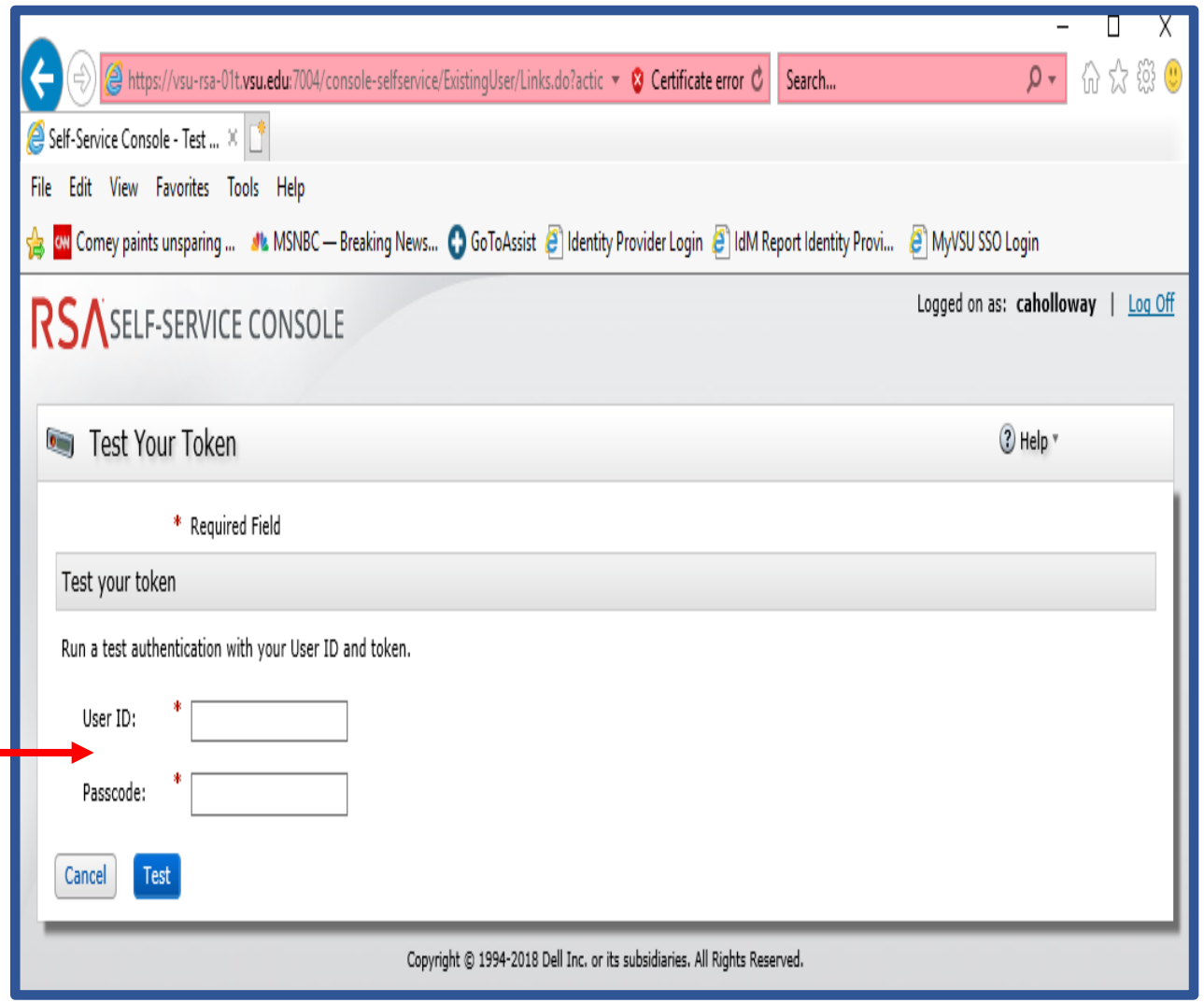


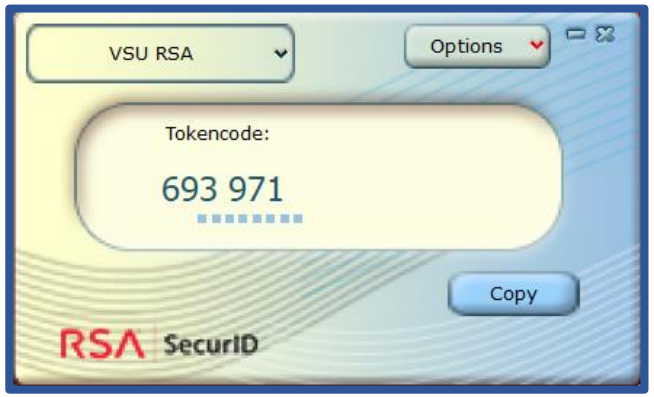
Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

RSA Self-Service Console
Test Your PIN &
Tokencode/RSA SecurID

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

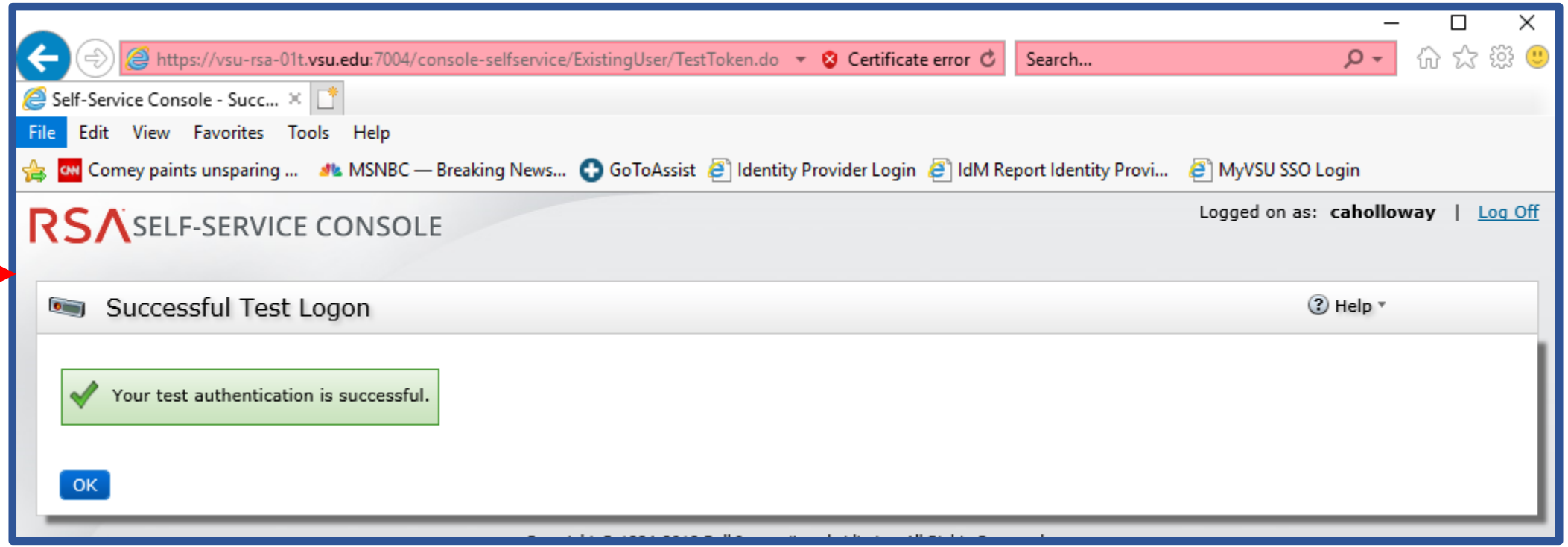
Enter **"Passcode"** with Your **PIN** and the **Tokencode** from Your **RSA SecurID client screen** with no spaces.





Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

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

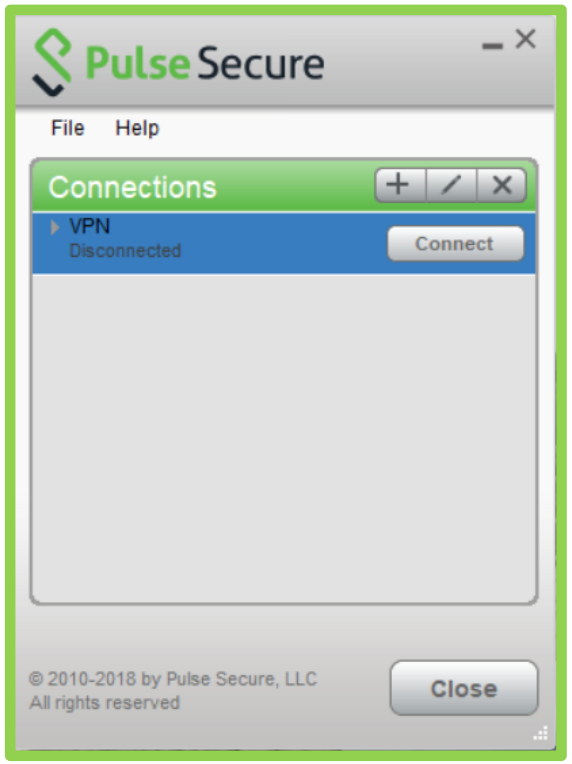


Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

Pulse Secure Client
Step 5: VPN Software Configuration

VPN Software
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.



Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

Pulse Secure Client
Edit Connection

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

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

Pulse Secure Client
Add Connection

Enter Name:
VSU VPN RSA

Enter the Server URL information to the following.

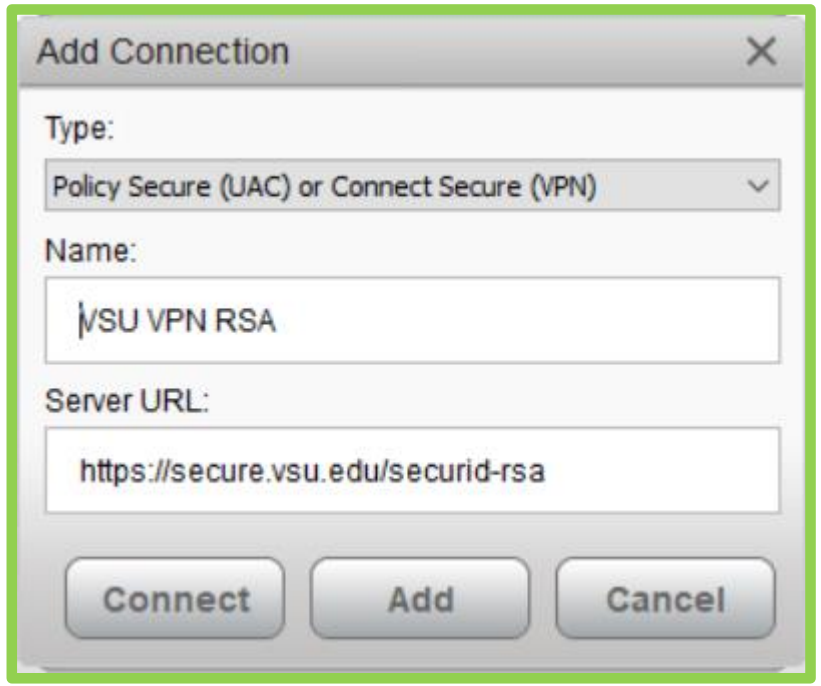
Server URL:

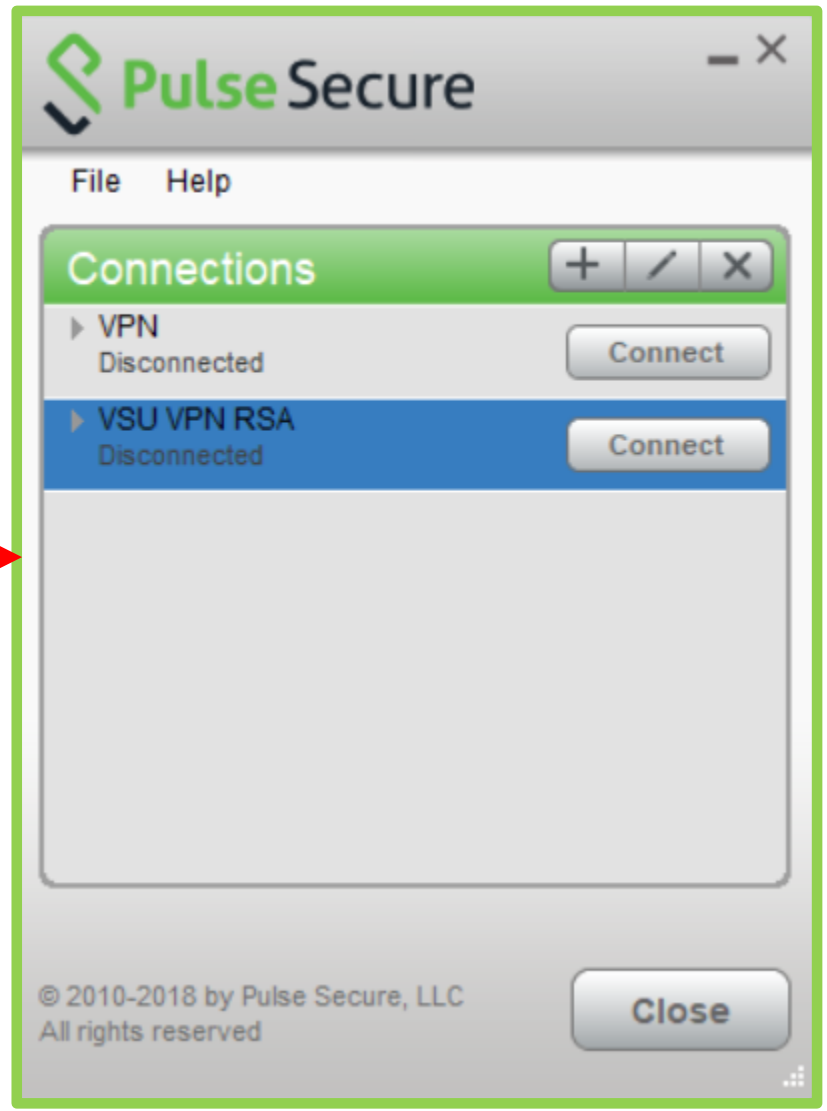
https://secure.vsu.edu/securid-rsa

Select **"Add"**

Your Pulse Secure Connections List should appear as displayed.

New URL:





Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

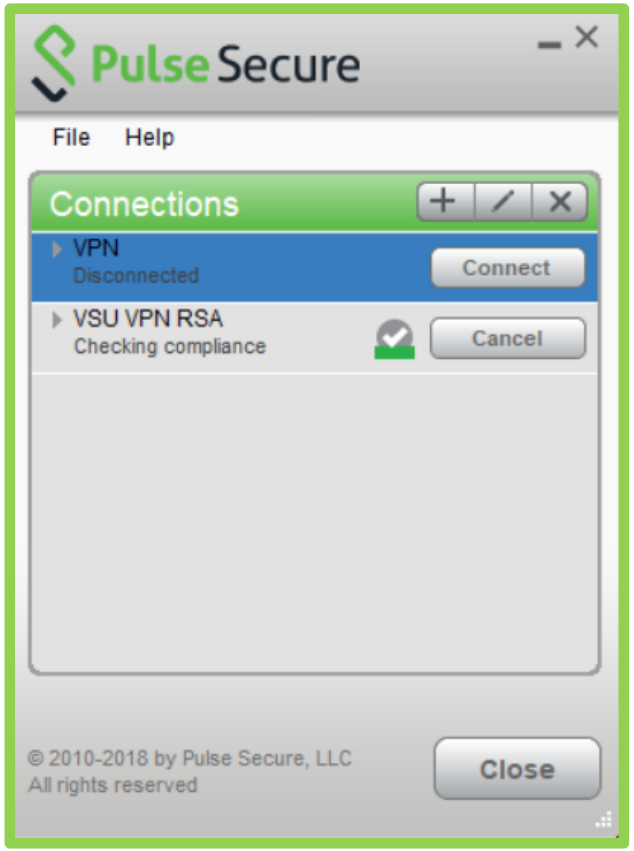
New Connection Screen When Using RSA

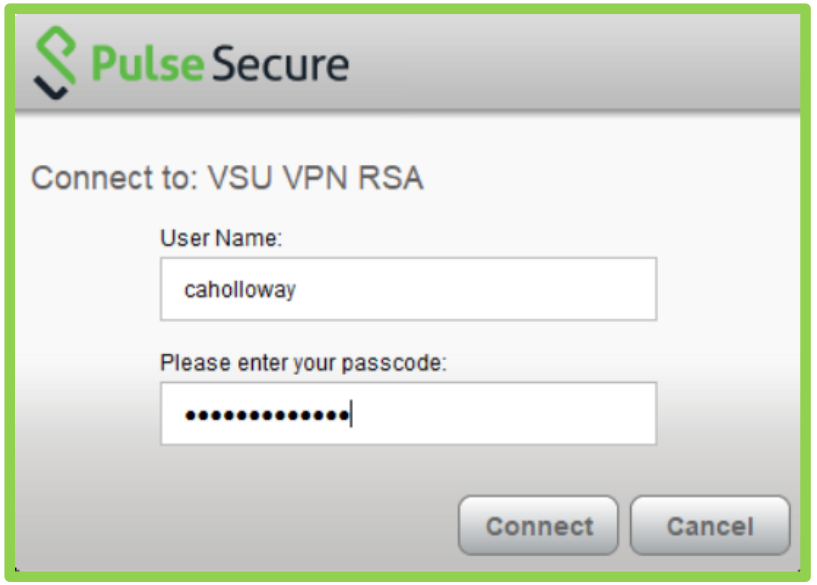
Pulse Secure Client VPN Logon

Select the Pulse Secure Client Icon on your desktop:

Enter **"User Name:"**

Enter **"Please enter your passcode:"**
(Type your PIN + 6Digit RSA tokencode from the RSA SecurID client with no spaces)





Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019

Technology Services Securing Academic Data On The Move

End of Document

Author: Christian A. Holloway
Created: 03/26/2019 Revised: 09/25/2019