

RSA SecurID is software developed by Security Dynamics which allows an organization to use a two-factor authentication system. This adds an additional layer of protection to an organizations network by requiring that each user provides an authentication number along with their UserID and password.

Signing into the Avera network from any device that is not on the Avera network will require this additional authentication. The following instructions will walk through the installation and setup of this software.

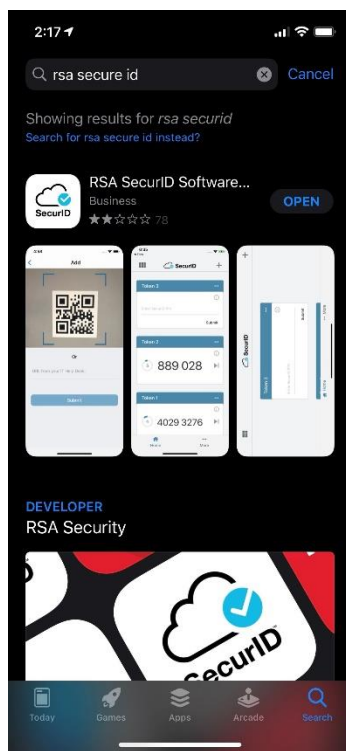
Steps to install and Setup

This software will need to be installed your Phone so you may access the Avera system when off campus. This does not allow you to access the Avera system through your phone but provides you with a portable App that can supply you with your authentication code. (RSA is not required to access your Avera email on your phone)

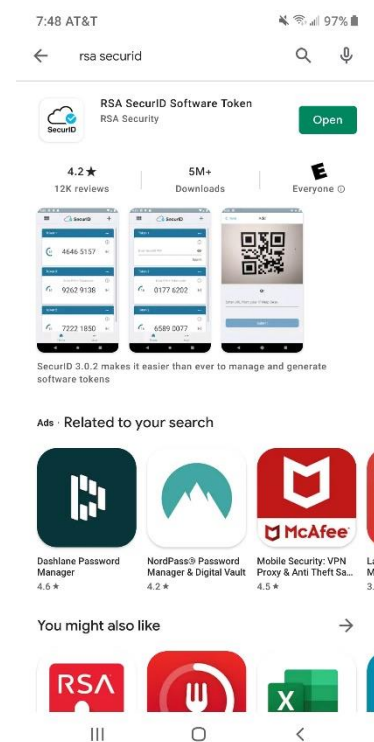
Step 1. Download the RSA App

The type of phone you own will depict how you will download this app.

- If you own an iPhone you will need to visit the Apple Store. Search for RSA SecurID.
- IF you own an Android based phone you will need to visit the Play Store. Search for RSA SecurID.



iPhone



Android

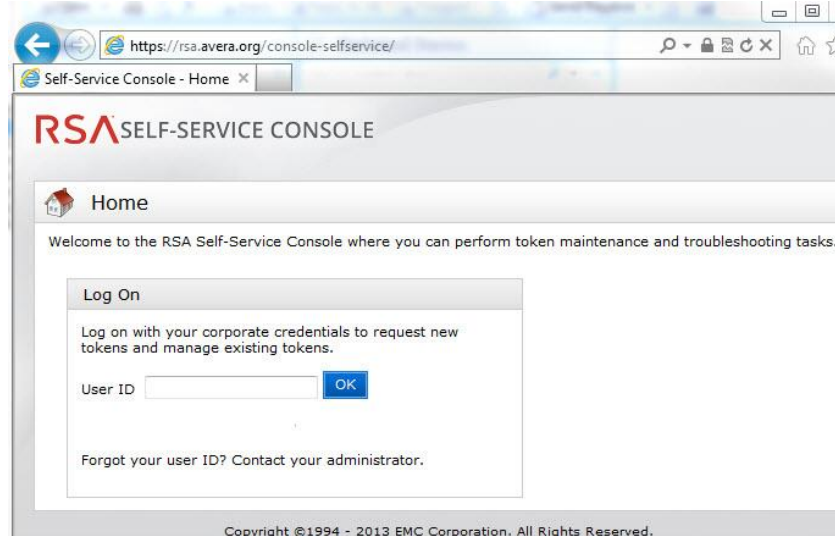
- You will want to download the **RSA SecurID Software Token**.
- Once installed launch the app to verify.

Step 2. Your RSA Self Service

To allow this software to work and provide you with an authentication code it will need to be registered to you by requesting a Token. Use the following link to access our RSA self-service site: <https://rsa.avera.org>

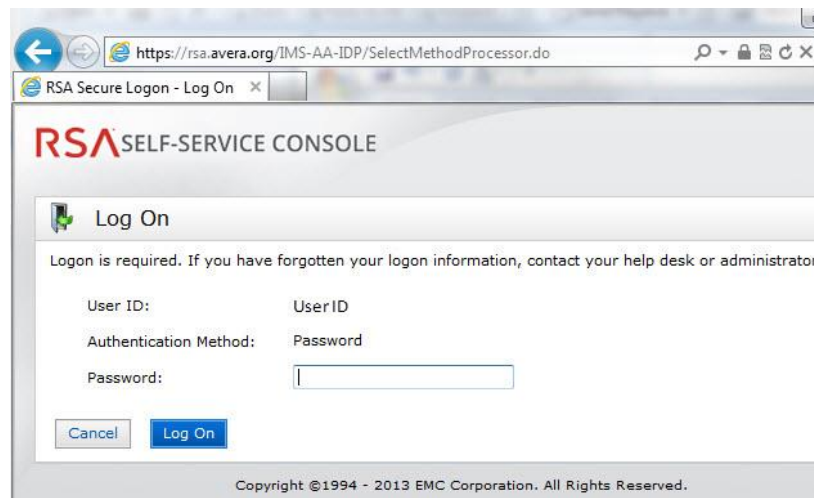
- Enter your **Avera Network User ID**
- Click **OK**

See image below



- Keep Authentication Method set as **Password**
- Click **Log On**
- Enter your **Avera Network Password**
- Click **Log On**

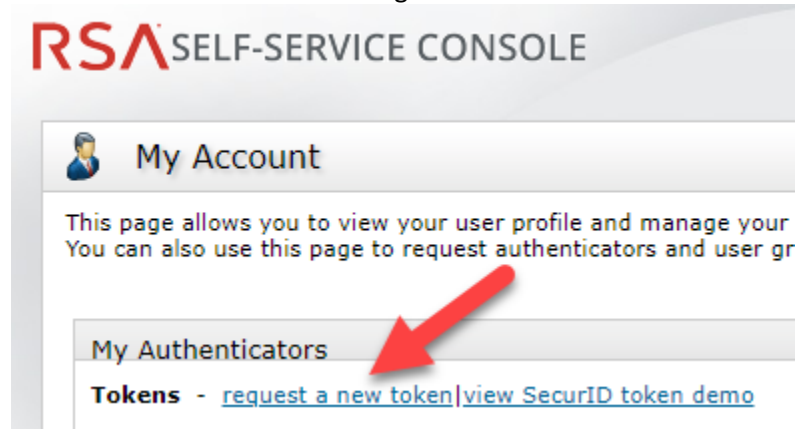
See image below



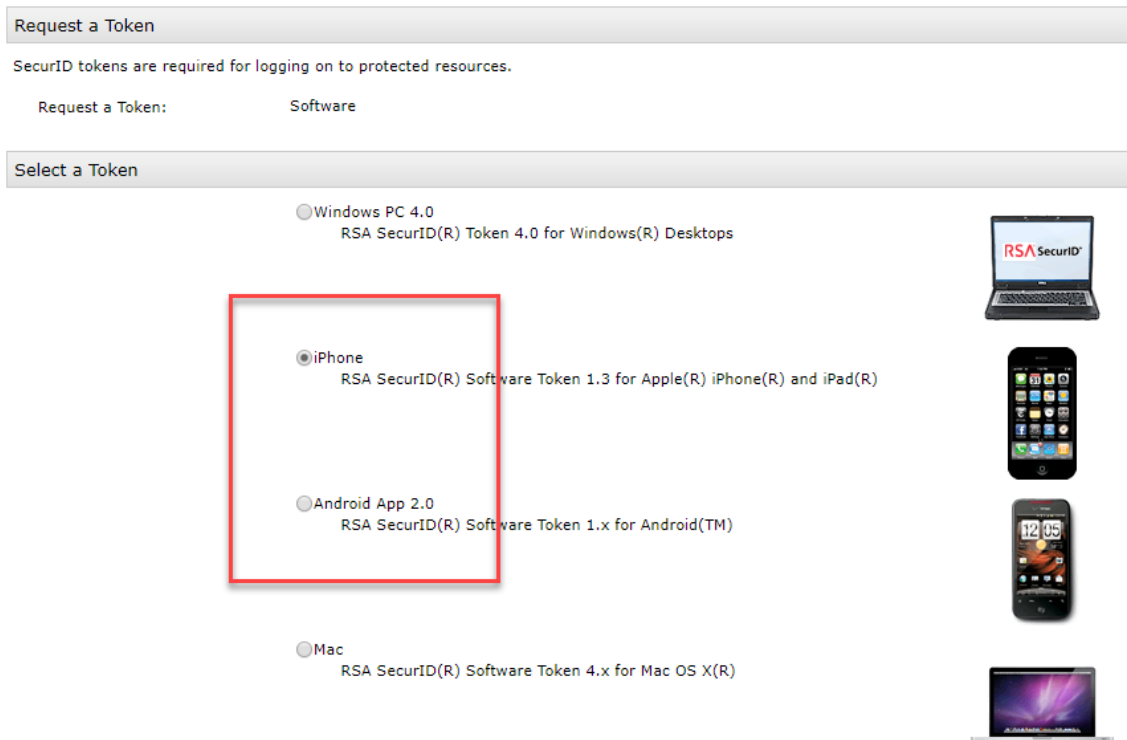
Step 3. Request an RSA token

At this time you will want to request your Token to register your RSA program. Select **request a new token**.

see image below



- On the next screen you will need to choose a token for your phone. Again you will need to choose iPhone or Android.



Be sure to select a token for your **iPhone** or **Android** based on your device

- After selecting your token **you must create a PIN** number for the new token.
- **Note: You are responsible for remembering this number. The system administrator is unable to obtain your PIN if forgotten or lost.**
- Your PIN must be between 4 and 8 characters long and **CANNOT** start with 0. (we recommend using 4 numbers since it is easy to remember)
- You **DO NOT** need to fill in a **Reason for Token Request**.
- Click **Submit**

see image below

Create Your PIN

You must create a PIN for the new token. A PIN is combined with a tokencode to create a passcode used for authentication.

Create PIN: * Your PIN must be between 4 and 8 characters long. You cannot re-use any of your last 3 PINs.

Confirm PIN: *

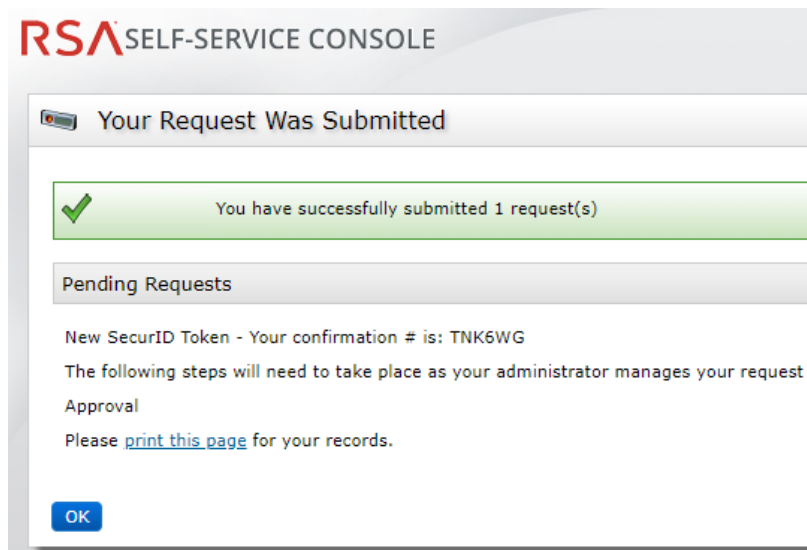
Reason for Token Request

~~Reason for Token Request:~~

Please explain why you are requesting this token. For example, to access a Virtual Private Network (VPN), or to replace a lost token.

You will now receive a confirmation page for your submitted request as well as a confirmation to your email.

- Avera staff will receive this in their work email
- Avera associates will receive this in their provided email



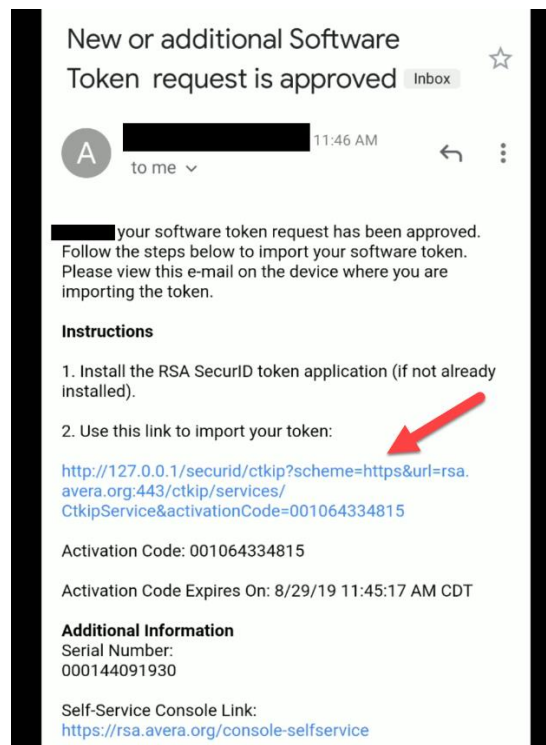
- The email will be from: rsa@avera.org



Step 5. Importing your Token and Activation Code

The turnaround time for the approval/denial is normally half an hour during our regular hours of 7 AM to 7 PM, Monday-Friday and 8 AM to 4 PM on Saturdays. You will receive a second email once your request is approved. This second email will contain the needed information to register your RSA program to you and your device. Find this email and open it.

- You will need to make sure this email is sent to an email account which you have setup on your Smartphone. (Avera employees that do not have their work email on their phone may forward this to a personal email if needed)
- With the still running in the background open the confirmation message and tap on the provided link.



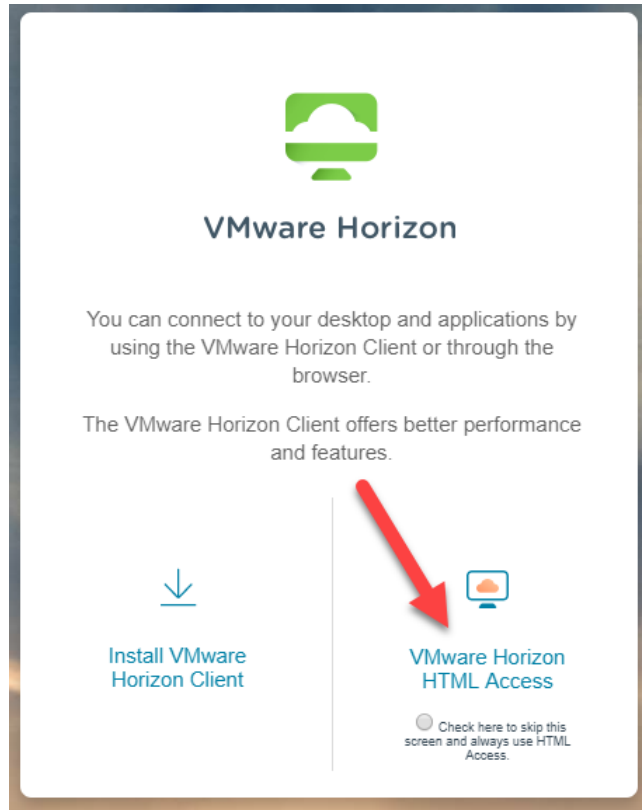
At this time the App should automatically import the token information. The App will inform you if token was imported successfully or unsuccessfully.

Note: If the token does not import automatically go to the email and copy the entire URL address. Open the App and select import token at the bottom of the screen and paste the URL into the App.

Step 6. Remotely Accessing the Avera Network

To access Avera resources from offsite you will need to connect to our network remotely through our VMware software. To access VMware and remote into Avera visit <https://view.avera.org/>

- Select VMware Horizon HTML Access



On this page you will be first prompted for your Username and passcode then your Username and password.

VMware Horizon

RSA Enter your RSA SecurID user name and passcode.

Username

Passcode

Login

Cancel

VMware Horizon

jsmith

.....

PHS-SFALLS

Login

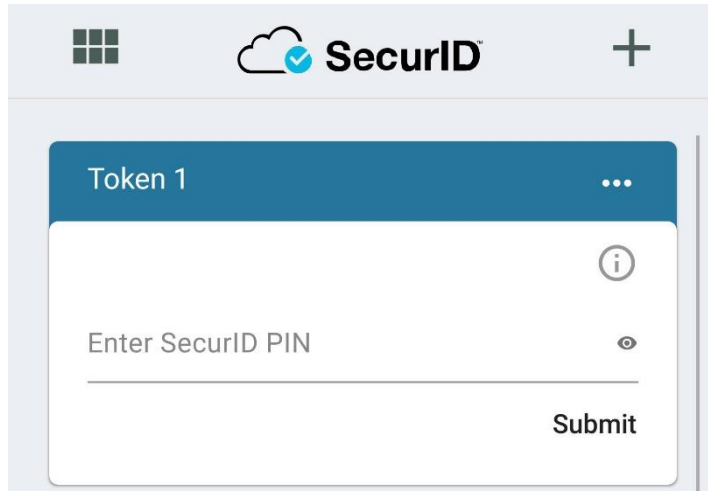
Cancel

Screen 1: **Username and Passcode** (see step 7)

Screen 2: **Username and Password**

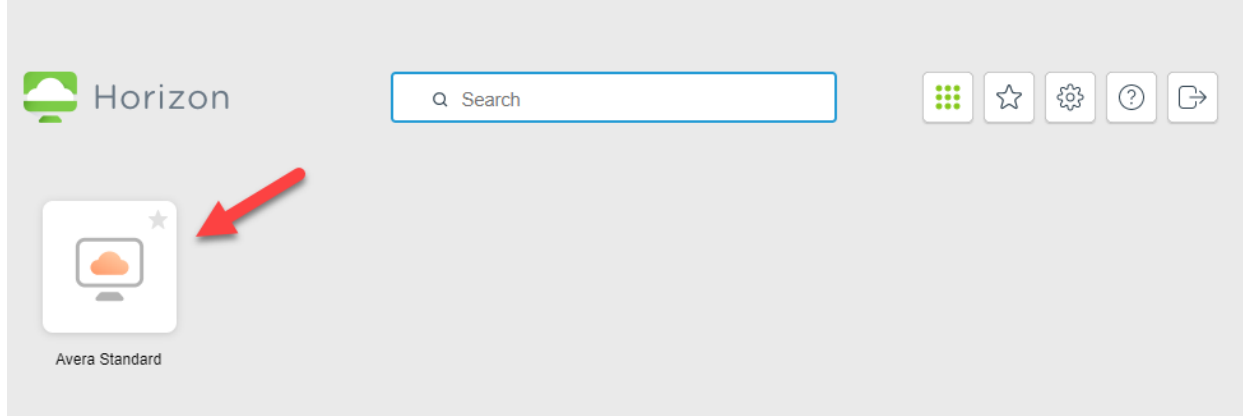
Step 7. Using the RSA App to Get Your Passcode

After successfully importing the token you can use the App to get your secure passcode when remoting into Avera. Launch the app and enter your **PIN** number to receive a valid **Authentication Number**. This number will change every 60 seconds so remember to check the timer below and be sure to give yourself enough time to enter the number before it changes.



Note: You will need to launch the RSA App and enter your **PIN** to receive your authentication code each time you remotely connect to the Avera system.

Once you have successfully entered your information (Username & Passcode) then (Username & Password) you will see the following screen. This is the selection for the virtual computer. Select the Avera Standard to launch.



If you have any questions or need immediate assistance, please call the Help Desk at (605) 322-6000.