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 on the device that you will be using when you are off campus: work provided computer, personal Windows PC, or personal Mac.

Step 1. Download the RSA software

Visit the following link to install the RSA program on your device: http://download.avera.org/rsa/
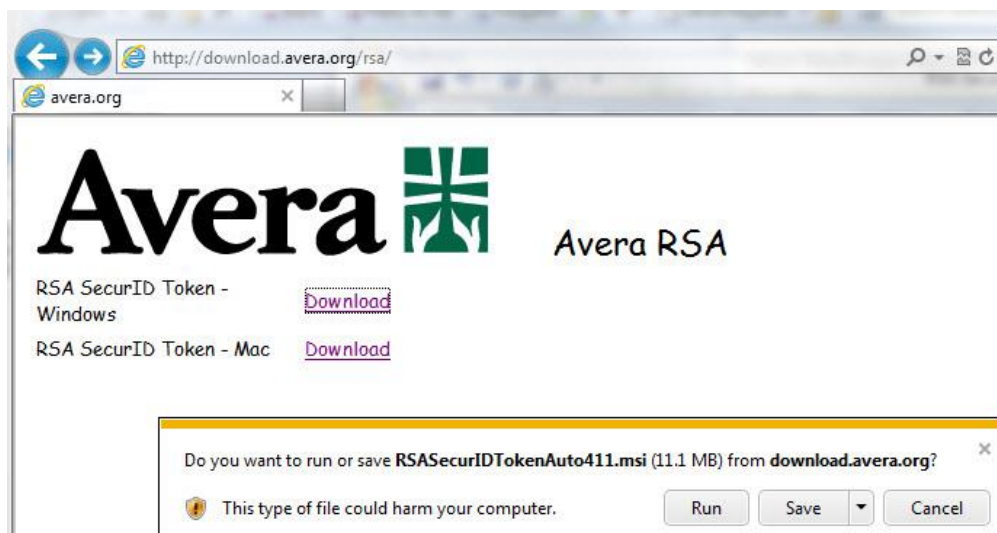
Select the Download for your particular device. You will want to select **Run** to install (on a PC). Follow the instructions in the install windows as they come up.

- After this down load you will now need to visit our RSA self service site

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/console-selfservice/
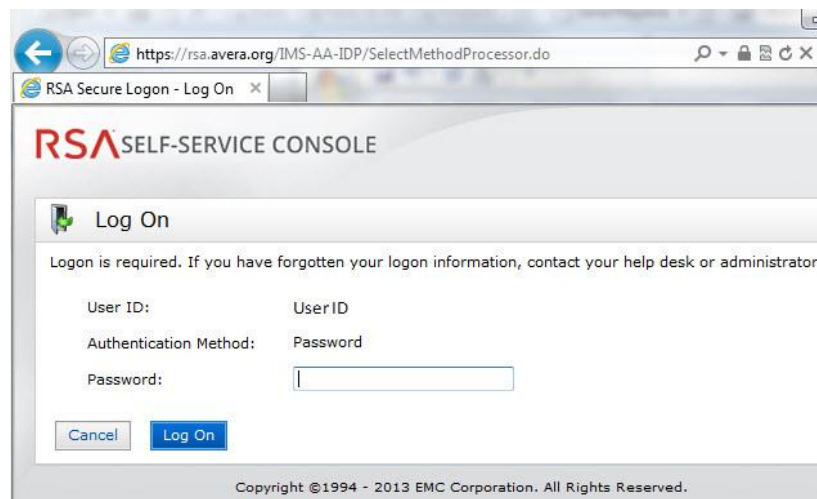
- Enter your **Avera Network User ID**
- Click **OK**

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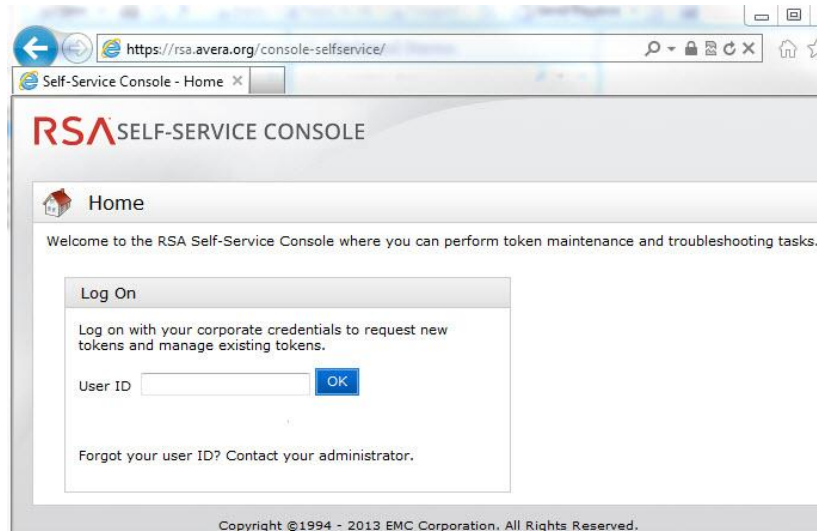
- Keep Authentication Method set as **Password**
- Click **Log On**
- Enter your **Avera Network Password**
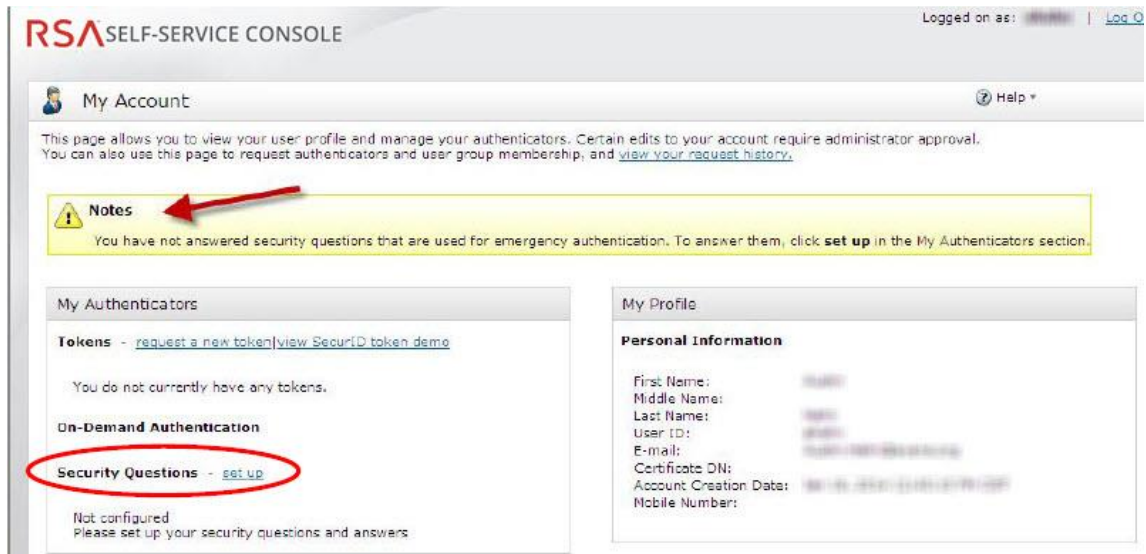- Click **Log On**

See image below

Step 3. Setup your Security Questions

When logged in you will need to setup a series of security questions.

- Click **Set Up** in the **My Authenticators** section.

See image below

- Select and answer 5 security questions.
- Once all 5 questions have been selected and answered click **Submit Your Request**.

See image below

Step 4. Request an RSA token

After submitting the security questions it will bring you to the confirmation page. 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 device. Again this will be for the device you will be using to access the Avera system when you are off site: work provided computer, personal PC, or personal Mac.
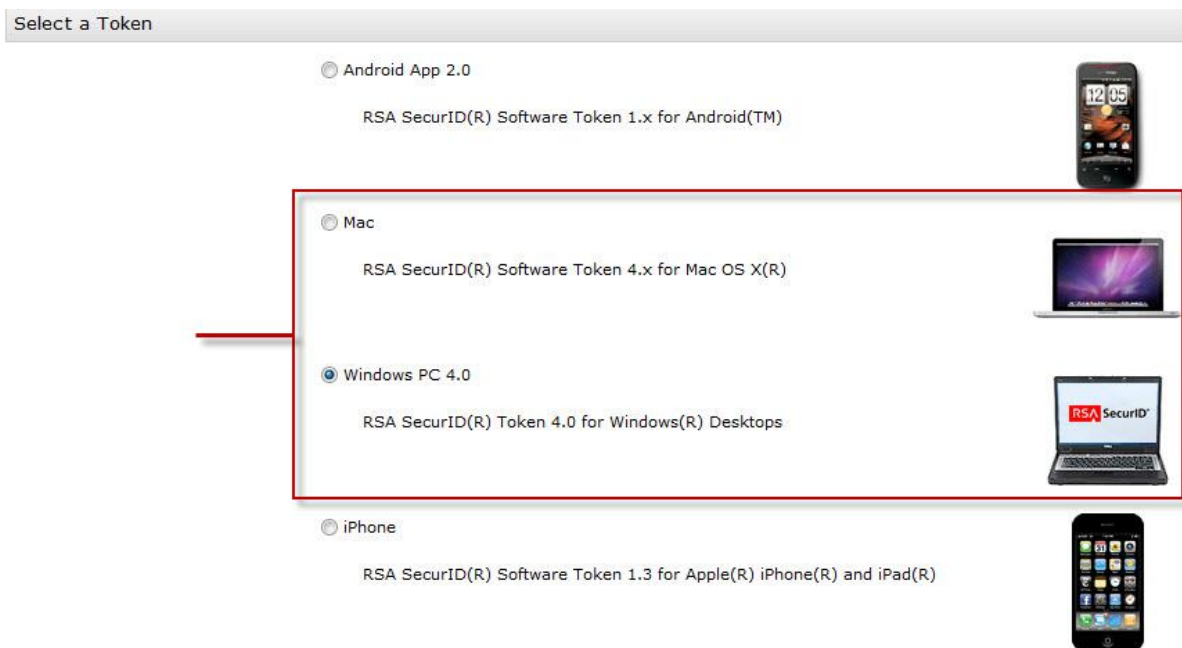
Be sure to select a token for your **Mac** or **Windows PC** based on your device

- 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**

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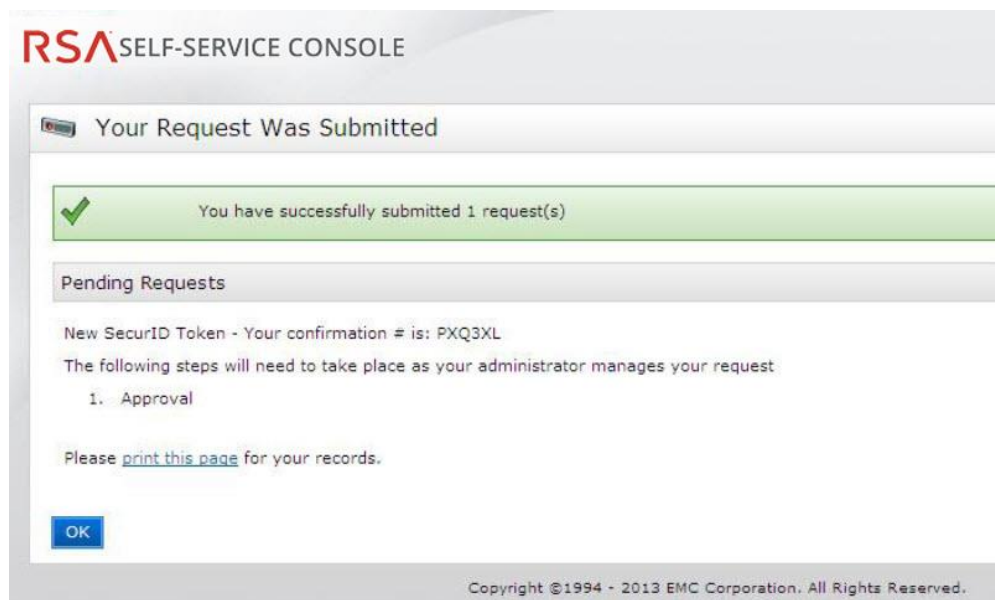
- The email will be from: rsa@avera.org

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.

- When you open this email **DO NOT CLICK ON THE LINK**

> **Instructions**
> 1. Install the RSA SecurID token application (if not already installed).
>
> 2. Use this link to import your token:
>
> https://rsa.avera.org:443/ctkip/services/CtkipService
>
> Activation Code: 001752457112
>
> Activation Code Expires On: 3/3/14 2:29:45 PM CST
>
> **DO NOT CLICK ON THIS LINK**
>
> **Additional Information**
> Serial Number:
> 000144090520
>
> Self-Service Console Link:
> https://rsa.avera.org/console-selfservice
>
> **Request Details**
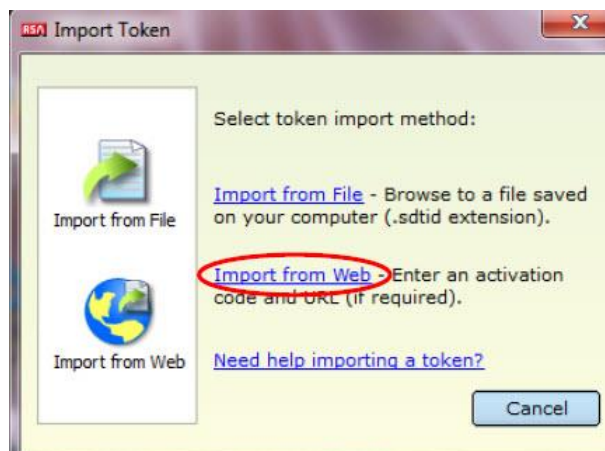> This request was initiated by:
> Confirmation #: PXQ3XL
> Approval Date: 2/24/14 8:29:45 PM CST
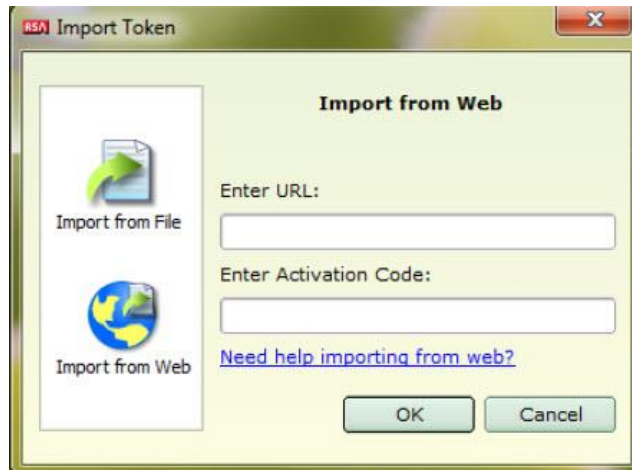> Token Type: Desktop PC 4.0

Once this email has been opened you will need to find and launch the RSA program. The program can be found in the following locations.

- On a PC go to your start menu and select all programs and locate RSA and click on the RSA folder. Now choose the RSA SecurID Token folder and again select RSA SecurID Token.
  Start (button) -> All Programs -> RSA -> RSA SecurID Token -> RSA SecureID Token

- On a Mac you will need to select your Hard Drive/Main computer icon on your desktop a go to Applications. Select the RSA folder and Launch RSA application.
  Hard Drive -> Applications -> RSA folder -> RSA application

When you launch the program it will ask you how you want to import your token. Select Import from Web.

> **Import Token**
>
> Select token import method:
>
> Import from File
> Import from File - Browse to a file saved on your computer (.sdtid extension).
>
> Import from Web
> Import from Web - Enter an activation code and URL (if required).
>
> Need help importing a token?
>
> Cancel

Once making this selection the screen will look like this:

Now go back to your approval email and **COPY** the **URL / LINK** then **PASTE** it in to the Enter URL text box.

- To **COPY** highlight the text then you can hit the **CTRL** + **C** keys
  or
  You can **Right Click** when highlighted and select **COPY** from the menu

- To **PASTE** click into the text box you want and you can hit the **CTRL** + **V** keys
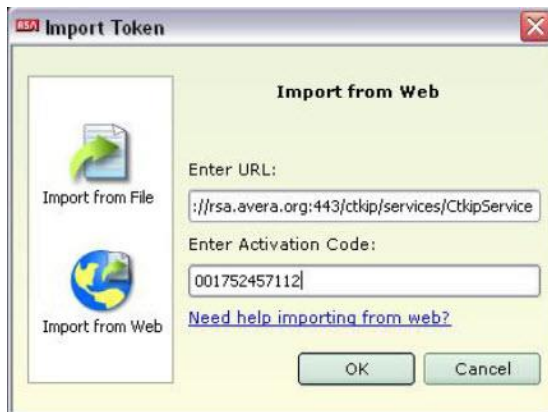 or
  You can **Right Click** and select **PASTE** from the menu.

URL and Activation Code

Repeat this to copy and paste the **Activation Code** from the email into the Enter Activation Code text box
- *Note: This Activation Code is only good for 7 days*

The RSA program should look like this once you have copied and pasted both the URL and Activation Code.
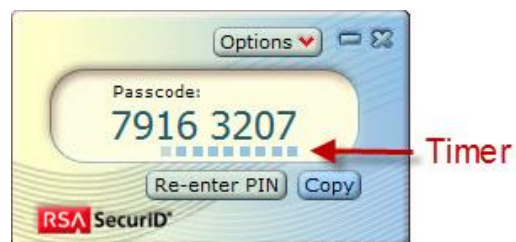
see image below

- Click **OK** when URL and Activation Code are entered.
- On the next screen you **DO NOT** need to change your token name.
- Click **OK**

- At this time the RSA program will confirm if the token was imported successfully and then will go to the PIN entry screen.

You can now enter your **PIN** number to receive your **Authentication Code**.

- **Your RSA authentication setup is now complete**
- This number can be COPIED and PASTED from RSA into any other program.
- 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 program and enter your **PIN** to receive your authentication code each time you remotely connect to the Avera system.

If you have you have questions or need additional assistance, please contact IT at (605) 322-6000.l