Instructions for Using Two-Factor RSA Token with Citrix Workplace Environment (CWE)

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Using Your RSA Token with Citrix

Step 1 – Establish a connection to the Internet and connect to <u>https://workplace.doe.gov</u>.

Step 2 – Users who are using their RSA Token for the first time should follow the steps below for their PIN creation. Others who have already set up their PIN and used their RSA Token before should proceed to step five.



Step 3 – The main login page (see above image) will be displayed. Enter your User ID and your passcode by typing your generated RSA Token code and then click the Login button. Example; your generated RSA token code is **032848**. In the Passcode box, you will enter **032848**, and then click the Login button.



DOE HQ OCIO Application Hosting Environment Instructions for Using RSA Token with Citrix Workplace Environment

Step 4 – The RSA application will direct you to set up a new PIN based on 4 to 8 alphanumeric characters. You will need to type it again for the second time to Confirm your New PIN. Please refer to the image below for reference. This PIN will become a permanent part of your new two-factor token so make sure you set it to something you can remember.

Set PIN - Windows Internet Explorer prov	ided by DOE COE	
File Edit View Favorites Tools Help		
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Address 🗃 https://workplace.doe.gov/Citrix/MetaFrame	s/suth/change_pin_user.aspx	Links 📆 🔹
Web Int for MetaFrai	erface ne [®] Presentation Server	~
Set PIN 🕥	DOE Citrix Workplace	
	You must choose a new PIN.	
New PIN	Enter the new PIN in both boxes and click OK. After setting your PIN, you will need to log in with your new PIN before you can use MetaFrame Presentation Server.	
	Message Center	
OK Cancel	The Message Center displays any information or error messages that may occur.	
	👔 If you wish to use the latest MetaFrame Presentation Server Client (ActiveX) for 32-bit Windows, you can install it.	
	Select the icon below to install the client.	
	detaFrame Presentation Server Client for 32-bit Windows	
	Other clients are available from the Citrix client download site	
Done	🔒 🧶 Inter	net
🛃 start 🔰 🥂 🗿 🔞 🐣 🖓 Set PIN - 1	Windows In	🕅 🦚 9:56 AM

After successfully creating and confirming you, you will be redirected back to the main login page.

Step 5 – On the RSA SecurID main login page, enter your User ID and passcode by typing a combination of your (two-factor pin + followed by generated RSA Token code) and then click the Login button. Example; your two-factor pin is **1234** + your generated RSA token code is



032848. In the Passcode box, you will enter **1234032848**, and then click the Login button.

The RSA SecurID numeric token code changes every 60 seconds, and if three or more unsuccessful attempts happen before the token code changes the token will

automatically be disabled and you will need to contact PKI Support for re-activation.



Note: The bars on the left side of your RSA token screen show how much time is left until a new 6-digit display will appear. If your RSA display shows one bar, you may want to wait until the new number is displayed before entering this part of your Password

Step 6 – After successfully logging in, the Citrix Workplace portal page will be displayed with all of your authorized Corporate Applications.