

# **Instructions for Using Two-Factor RSA Token with VPN**

**Revision 1.2**

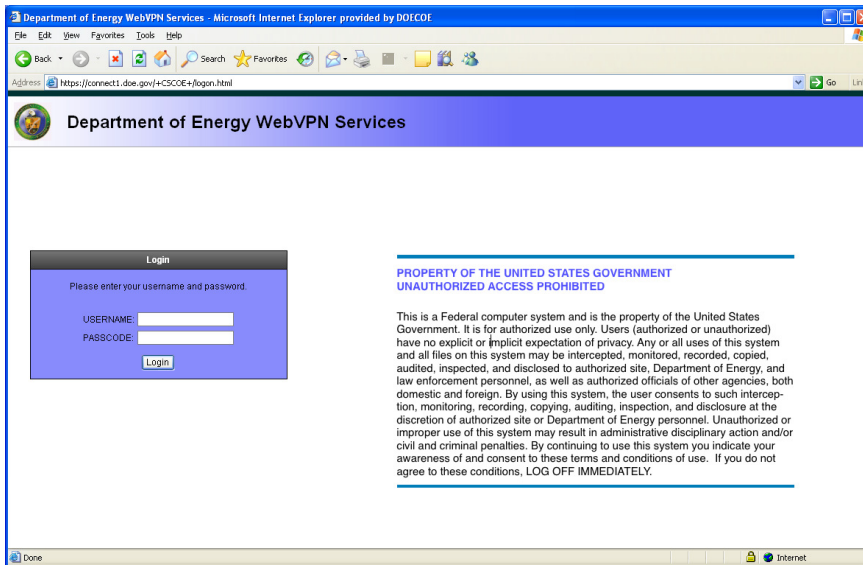
**September, 2008**

**Office of IT Operations (IM-621)  
Office of the Chief Information Officer  
United States Department of Energy**

## Using Your RSA Token with WebVPN

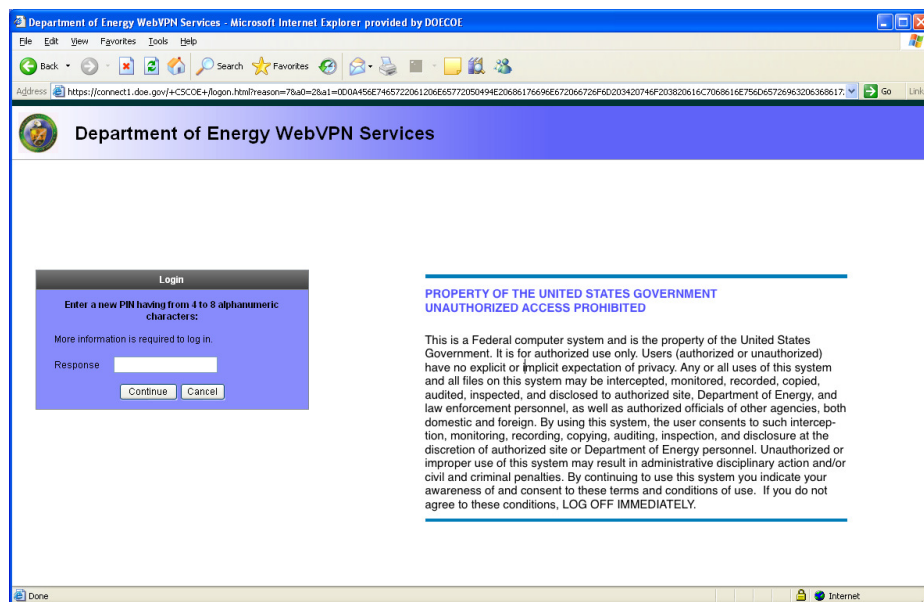
**Step 1** – Establish a connection to the Internet and connect to <https://connect.doe.gov>

**Step 2** – Users who are using their RSA Token for the first time should follow the steps below for PIN creation. Others who have already set up their PIN and used their RSA Token before should enter their six digit numeric Username and passcode, which is the PIN + the RSA token code. The result of this successful login will be Step 8 below.



**Step 3** – A login page similar to the picture on the left will be displayed. Enter your VPN Username (six-digit numeric ID) and your Password by typing your generated RSA Token code and then click the Login button. Example; your generated RSA token code is **032848**. In the Password box, you will enter **032848**, and then click the Login button.

**Step 4** – The WebVPN application will direct you to set up a new PIN based on 4 to 8 alphanumeric characters. This PIN will become a permanent part of your new two-factor token so make sure you set it to something you can remember. Please refer to the image to the right for reference.



## DOE HQ OCIO Virtual Private Network Team IM-621.4 Instructions for Using Two-Factor RSA Token with VPN

**Step 5 –**  
After successfully entering in a 4 to 8 alphanumeric character PIN you will be required to re-enter the PIN and token code to finalize the process.

Department of Energy WebVPN Services - Microsoft Internet Explorer provided by DOE/COE

Department of Energy WebVPN Services

**Login**

Please re-enter new PIN:

More information is required to log in.

Response

Continue Cancel

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This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. If you do not agree to these conditions, LOG OFF IMMEDIATELY.

**Step 6 –** Wait for your RSA Token code to change and your passcode, which is a combination of your two-factor pin + the RSA Token code. Once this is done click **Continue** to proceed to the final step in this process.

Department of Energy WebVPN Services - Microsoft Internet Explorer provided by DOE/COE

Department of Energy WebVPN Services

**Login**

PIN Accepted. Wait for the token code to change, then enter the new passcode:

More information is required to log in.

Response

Continue Cancel

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This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel. Unauthorized or improper use of this system may result in administrative disciplinary action and/or civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. If you do not agree to these conditions, LOG OFF IMMEDIATELY.

**Example:** your two-factor pin is **1234** + your generated RSA token code is **032848**. In the Response: box, you will enter **1234032848**, and then click the **Continue** button.

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***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 8** – If you were successful in logging in with your pin + pass code you will be prompted with the Department of Energy WebVPN Services page

DOE HQ Remote Access Services - Microsoft Internet Explorer provided by DOECOE

Address <https://connect1.doe.gov/+CSCO+0075676763663A2F2F656E662D6963612E75652E7162722E746269++/front2/>

### Department of Energy WebVPN Services

**DOE COE Apps**

- Outlook Web Access
- Citrix Workplace
- CIO Operations
- DOE Cyber Security Portal



**Science Apps**

- SC Outlook Web Access
- Office of Science Sharepoint Portal
- Office of Science FAS

**IE Apps**

- Lotus Notes 1
- Lotus Notes 2

### OFFICE OF THE CHIEF INFORMATION OFFICER

You are now connected to the DOE HQ LAN. Please use the navigation panel on the left to select and access your desired application remotely. When you are finished working, please remember to disconnect from the system by closing your browser windows, or by right clicking  (the green icon in the navigation toolbar which is located at the top right hand corner of your desktop). You may return to this page at any time by clicking the Home button  on the navigational toolbar. If you would like to change your AT&T password then please [click here](#).

This is a Federal Government System hosted by the U.S. Department of Energy. All attempts to access this system are logged and unauthorized users will be prosecuted. Log off immediately if you do not agree to these terms.

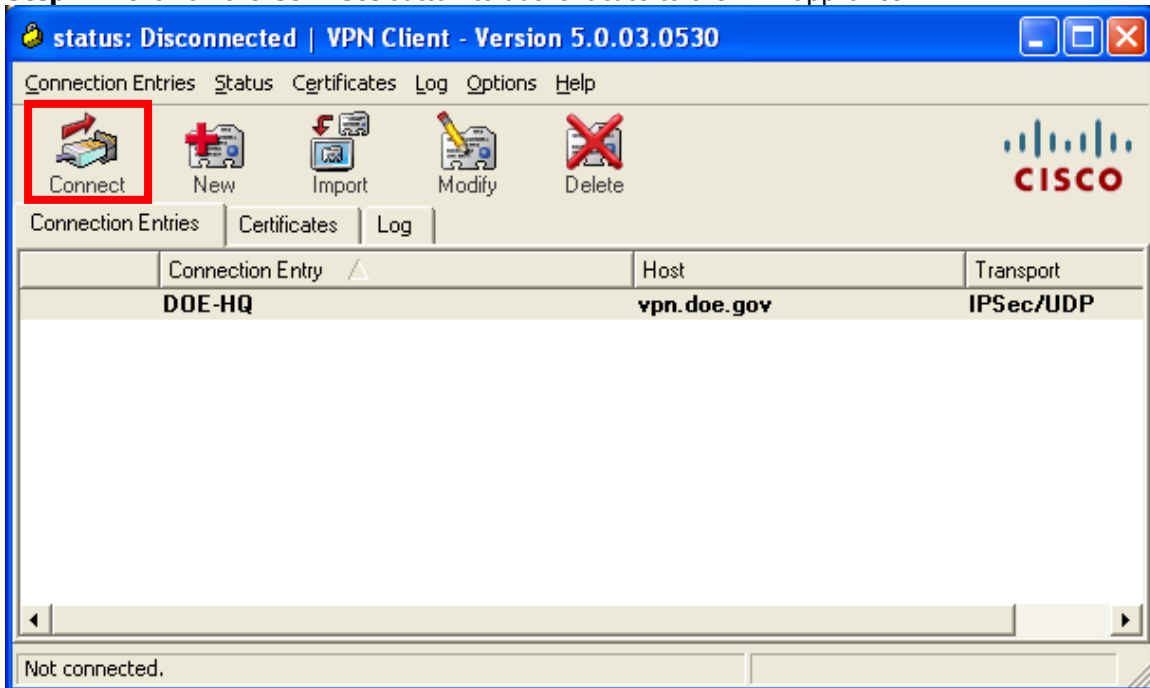
For questions or comments regarding all Remote Access Services please contact the CSC Helpdesk by phone at 301-903-2500.

U.S. Department of Energy

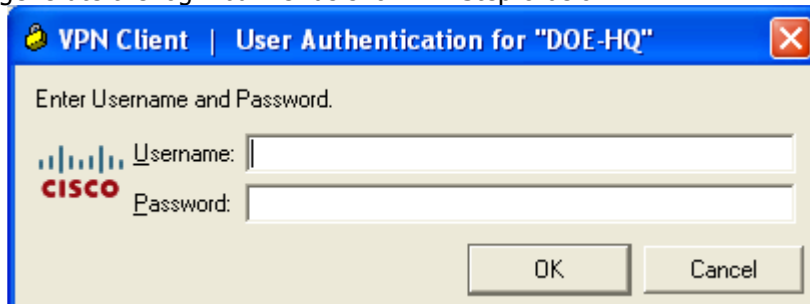
## Using Your RSA Token with the Cisco Systems VPN Client

**Step 1** – Establish a connection to the Internet and open the Cisco Systems VPN Client by clicking on **Start → All Programs → Cisco Systems VPN Client → VPN Client**.

**Step 2** – Click on the **Connect** button to authenticate to the VPN appliance.



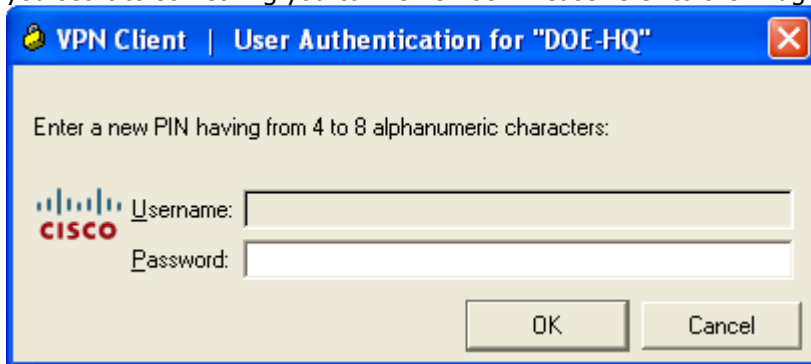
**Step 3** – A login page will be displayed as represented below. Users who are using their RSA Token for the first time should follow the steps below for PIN creation. Others who have already set up their PIN and used their RSA Token before should enter their Userid of six numeric digits and their passcode, which is made up of their PIN + the RSA token key. A Successful login will generate the login banner as shown in Step 8 below.



**Step 4** – A login page similar to the picture above will be displayed. Enter your VPN Username (six-digit numeric ID) and the code on the RSA Token and then click the "OK" button. Example: your RSA token code is **032848**. In the Password box, you will enter **032848**, and then click the "OK" button.

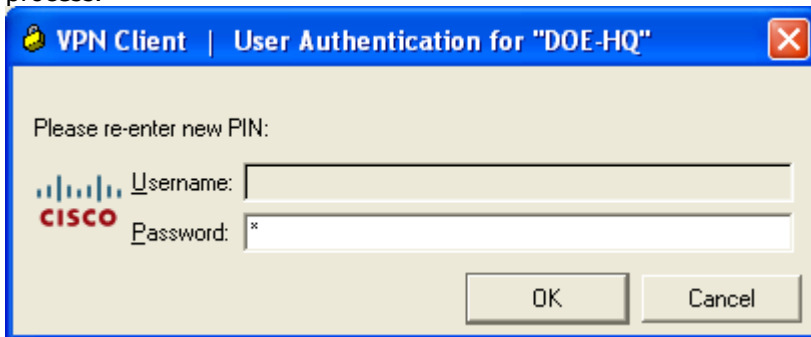
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**Step 5** – The VPN application will direct you to set up a new PIN based on 4 to 8 alphanumeric characters. This PIN will become a permanent part of your new two-factor token so make sure you set it to something you can remember. Please refer to the image below for reference.




The screenshot shows a dialog box titled "VPN Client | User Authentication for 'DOE-HQ'". The main text reads: "Enter a new PIN having from 4 to 8 alphanumeric characters:". Below this, there is a Cisco logo and two input fields: "Username:" and "Password:". At the bottom, there are "OK" and "Cancel" buttons.

**Step 6** – After successfully entering in a 4 to 8 alphanumeric character PIN you will be required to re-enter the PIN to confirm it. Once this is done click **OK** to proceed to the final step in this process.



The screenshot shows the same dialog box as in Step 5. The main text now reads: "Please re-enter new PIN:". The "Username:" field is empty, and the "Password:" field contains a single asterisk (\*). The "OK" and "Cancel" buttons are at the bottom.

**Step 7** – After successfully entering in a 4 to 8 alphanumeric character PIN you will be required to re-enter the PIN and token code to finalize the process. Wait for your RSA Token code to change and enter your pin + the RSA token code in the text-box. Once this is done, click "OK" to proceed to the final step in this process.



The screenshot shows the same dialog box. The main text reads: "PIN Accepted. Wait for the token code to change, then enter the new passcode:". Below this, there is a Cisco logo and two input fields: "Username:" and "Password:". The "OK" and "Cancel" buttons are at the bottom.

**Example:** your two-factor pin is **1234** + your generated RSA token code is **032848**. In the Password box, you will enter **1234032848**, and then click the "OK" 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.***

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**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 8** – If you were successful in logging in with your pin + pass code you will be prompted with the Department of Energy Security Banner. Click the “Continue” button to complete the logon.

