Remote Access Token Activation

This package contains your new RSA SecurID VPN token and the key steps for activation. Detailed user instructions are available in the *PHSA Remote Access Users' Guide*, available on POD at http://pod/computers-phones-technology/it-security/Pages/Default.aspx. If you require any assistance, please send an email to twofactorauthentication@phsa.ca.

Activating your token (one-time only)

Step 1: Activate your token.
This step MUST be completed while you're on the PHSA Network. NOTE: You will need the Enablement Code from the automated email with the subject line: "Your Remote Access RSA token request requires your attention to activate."

To activate your token:
- Go to this site: https://spapprsa001.healthbc.org:7004/console-selfservice/EnableToken.do?action=nvEnableToken
- Enter your:
  - User name
  - Enablement Code (from the activation email)
  - Serial number from the back of your RSA token

Step 2: Set up your PIN
This step MUST be completed while you're on the PHSA network.

To set up your PIN:
- Go to the new Citrix Access page at https://apps.phsa.ca. (Hint: Add this link to your bookmarks for quicker access.)
- You will be asked to enter your:
  - **User name**: The user name you use to log onto the network.
  - **Domain password**: The password you use to log onto the PHSA network.
  - **Passcode**: The **first time** you log on to this page, the passcode is the 6-digit code on the front of the RSA token. This code is synchronized to the new version of Citrix and changes at regular intervals to provide extra security.
- Follow the on-screen instructions to create and confirm your PIN.

Step 3: Log on to Citrix
A new screen will pop up asking you for your Passcode. **Your Passcode for this step is different—it is now your PIN followed by the token code (with no spaces in between). This is the RSA Passcode.** To log onto Citrix, WAIT for the token code to change (this could take up to 60 seconds). Once it changes, enter your this new passcode.

Using Your Remote Access (after it has been activated)

- Go to this site: https://apps.phsa.ca
- Enter your:
  - **User name**: Tthe user name you use to log onto the network.
  - **Domain password:** The password you use to log onto the PHSA network.
  - **RSA Passcode:** PIN + RSA token code that appears on the token when you're logging in, with no spaces between characters.