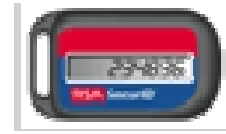


SETTING UP YOUR SecurID FOB

Access to the MLA network from outside of the office is provided using the Remote Access Terminal Server (TS), Virtual Private Network (VPN), Outlook Web Access (OWA). These methods of accessing the network require the use of a SecurID fob. If you do not have a SecurID fob, please contact a member of the IT Department to have one set up for you.



1. If this is the first time you have used your *SecurID fob* and you have not yet created a PIN, you will be prompted to create one the first time you attempt to login to the MLA network remotely.
2. Type only the code appearing on your *SecurID fob* in the Enter PASSCODE field. Then click **OK**.
3. You will be prompted to create and confirm a 4-digit numeric PIN. Select the option to Create your own PIN; enter your chosen 4-digit number; confirm it; and click OK.
4. Once the PIN is created, this screen will return.
5. From that time on, you should enter your PIN and the code on the SecurID fob, no spaces, this is now your PASSCODE. This first time, you must wait for the *SecurID* display to change at least once, then type your new PIN followed by the code.



SETTING UP YOUR SecurID FOB INSTALLED ON YOUR BLACKBERRY

1. If this is the first time you have used your *SecurID* token and you have not yet created a PIN, you will be prompted to create one the first time you attempt to login to the MLA network remotely. Select the RSA icon on your Blackberry; press your trackwheel. At the Enter PIN: screen press the trackwheel again and select the get passcode option.
2. Type only the code appearing on the screen in the Enter PASSCODE field and click OK.
3. You will be prompted to create and confirm a 4-digit numeric PIN. Select the option to Create your own PIN; enter your chosen 4-digit number; confirm it; and click OK.
4. When the enter Passcode window returns to your display go back to the RSA icon on your Blackberry; enter your 4-digit pin at the Enter Pin: window and either pres the enter key on your Blackberry or click the trackwheel. Then enter the 8-digit passcode in the enter PASSCODE box.

5. Once the first-time PIN setup is done to use your RSA token on your Blackberry at the RSA authentication screen you will enter the PIN on the Blackberry then type the displayed Passcode in the enter PASSCODE box on the computer screen.

IMPORTANT NOTES ABOUT USING THE RSA SecurID FOB:

1. **Terms:**
 - **Password:** is your normal network password
 - **Passcode:** is your 4-digit PIN plus the 6-digit number in the token display
 - **Token code:** is only the 6-digit number in the token display.
2. If at anytime you are entering your Passcode and the dialog box prompts you to "enter next token code" wait for the token display number to change and enter only the Token code. Once entered you may be prompted to enter your full Passcode again.