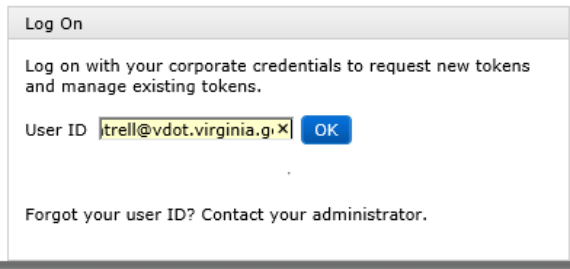


# Token - How to request/activate a VPN token

To request a new token go to <https://mobilersa.cov.virginia.gov/console-selfservice/> (use Internet Explorer)

Your User ID will be your full email address



Log On

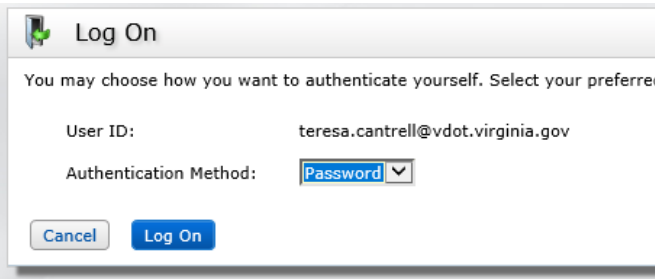
Log on with your corporate credentials to request new tokens and manage existing tokens.

User ID:

Forgot your user ID? Contact your administrator.

Click OK

Your Authentication Method should be set to Password



Log On

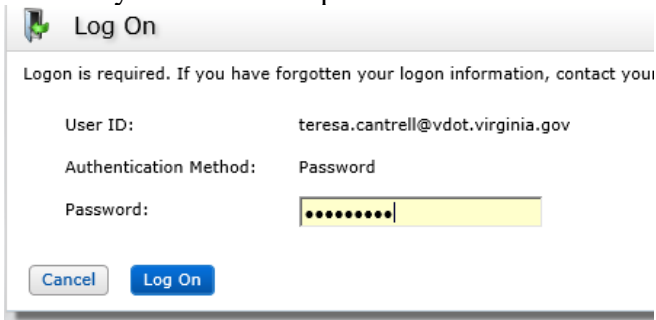
You may choose how you want to authenticate yourself. Select your preferred

User ID:

Authentication Method:

Click Log On

Enter in your DOMAIN password



Log On

Logon is required. If you have forgotten your logon information, contact your

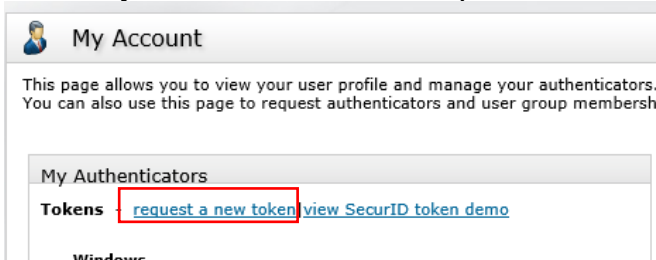
User ID:

Authentication Method:

Password:

Click Log On

Under My Authenticators click “request a new token”



My Account

This page allows you to view your user profile and manage your authenticators. You can also use this page to request authenticators and user group membership

My Authenticators

Tokens [request a new token](#) [view SecurID token demo](#)

Windows

# Token - How to request/activate a VPN token

## Choose 'Windows Desktop/Laptop' token

Select a Token

Windows Desktop/Laptop  
RSA SecurID(R) Software Token 4.x for Windows(R)

iOS  
RSA SecurID(R) Software Token 2.x for iOS

Android  
RSA SecurID(R) Software Token 2.x for Android(TM)

## Create Your Pin

**\*\*Your PIN must be 7 alpha-numeric characters long. You cannot re-use any of your last 24 pins.\*\***

Create Your PIN

You must create a PIN for the new token. A PIN is combined with a tokencode to create a passcode used for authentication.

Create PIN: \*  Your PIN must be between 6 and 8 characters long, contain alpha-numeric characters. You cannot re-use any of your last 24 PINs.

Confirm PIN: \*

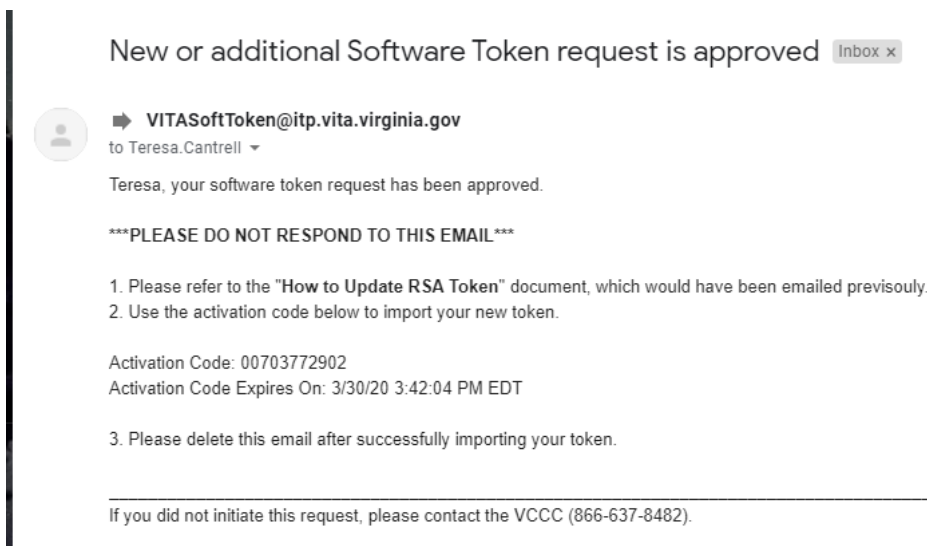
Reason for Token Request

Reason for Token Request:

Please explain why you are requesting this token. For example, to access a Virtual Private Network (VPN) with a lost token.

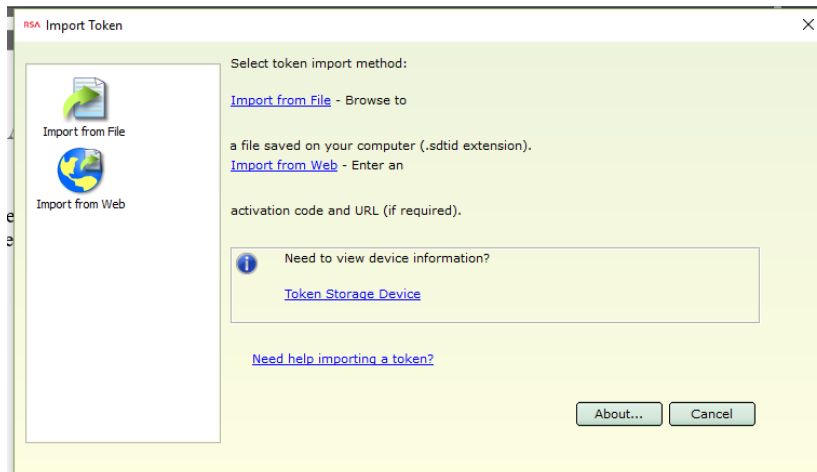
## Click Submit

You will receive an email from [VITASoftwareToken@itp.vita.virginia.gov](mailto:VITASoftwareToken@itp.vita.virginia.gov) once your token is assigned (this should only take a couple of minutes)

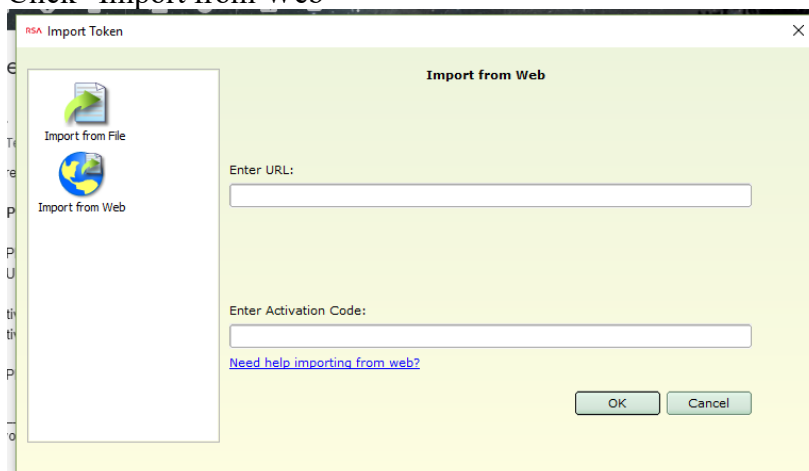


# Token - How to request/activate a VPN token

Once you receive the email go to your Programs, click the RSA folder, then click RSA SecureID Token



Click "Import from Web"



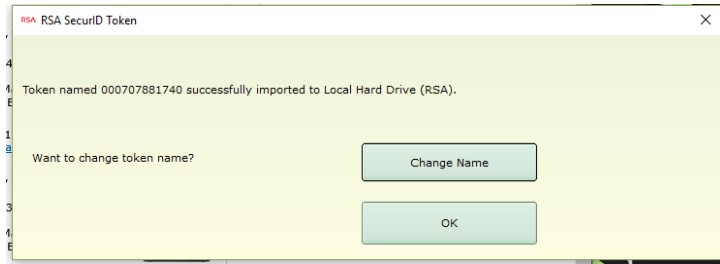
Enter URL: <https://selfsrv.vita.virginia.gov:443/ctkip/services/CtkipService>

Enter Activation Code: From email

Click OK

**DO NOT Change Your Token's Name**

# Token - How to request/activate a VPN token



Click OK

You have successfully added your token to your machine.

