Overview

What is RSA SecurID?

RSA SecurID is a multi-factor authentication technology that is used to protect network services. The RSA SecurID authentication mechanism consists of a "token", either hardware or software, which is assigned to a user, and generates a dynamic authentication code at fixed intervals. That code is then used when logging into a protected service from outside a network (e.g. from a home Internet connection, public Wi-Fi hotspot).

Use this link below to watch a RSA YouTube video that can help users learn more about RSA SecurID tokens. https://www.youtube.com/watch?v=BRCeHdhtWm0&index=25&list=PL69kuTXA11avzxE6Q6iM_D1ctlsk-s6o6

What is Multi-Factor Authentication (MFA)?

Multi-factor authentication (MFA) is a security feature that works to protect your account. It adds an extra layer of protection when you access secure services online by requiring two or more unique factors to verify a user’s identity. When you log into New York State services protected by MFA, this feature lets us know it’s you accessing your account.

Why MFA and RSA SecurID for New York State?

MFA is an important step in protecting New York State’s critical information assets. Using MFA will reduce risk to both New York State and users. MFA helps guard against fraudulent online activities like Phishing scams and identity theft.

As the Office of Information Technology Services broadly implements MFA across the enterprise, we are better protecting NYS critical information technology assets by providing a higher level of security to verify the identity of our users.

RSA SecurID Authentication User Guide

This manual is designed to guide users through the process of requesting an ITS-issued token (software or hardware). For users who request a software token, this guide will instruct you on how to download the RSA SecurID App and how to import your software token.

Need Help?

Your Service Desk is ready to help you! If you experience any issues or need assistance, please contact the Enterprise Service Desk (or your local Service Desk), email fixit@its.ny.gov or chat online with a Service Desk Representative at chat.its.ny.gov.
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Section I guides requestors through the registration process, which takes approximately 10 minutes. Users may request a hardware or software token.

If you have a state-issued device, such as a smart phone or tablet, you are required to obtain a software token.

Section II: Enabling the Hardware Token and Setting the PIN (Hardware Tokens Only)
Section II guides hardware token users through the process of enabling the hardware token and setting a PIN before using. This process is completed only after you receive your hardware token.

Section III: Downloading the RSA SecurID Software Token Application (Software Tokens Only)
Section II guides users who request a software token through the process of installing the software on their mobile device.

Section IV: Importing Your Token (Software Tokens Only)
Section III takes approximately 10 minutes to complete, and helps users successfully import the RSA software token.

Section V: Troubleshooting Your Token (Hardware or Software Token)
Section V guides users through common token and PIN troubleshooting issues.
Section I: Requesting a Hardware or Software Token

Users requiring a token may request a hardware or software token.

What type of token is right for me?

A hardware token is a small physical device (often referred to as a fob) that produces a secure and dynamic code for each use and displays it on a built-in LCD display.

A software token is deployed to your mobile device (e.g., smartphone or tablet). To use your software token you will need to install the RSA software on a mobile device. The RSA software can be downloaded to either a state-issued device, or any personal device you use. Note: if you have a state-issued device, such as a smart phone or tablet, you are required to obtain a software token.

Both types of tokens perform the same tasks, however, software tokens are super convenient. They can be used on the device you already have, and do not require you to carry anything extra with you.

Before you begin make sure you:

- Have at least 10 minutes to complete this process
- Read through the instructions
- Have access to a device with an Internet connection
- Have decided on which type of token is right for you
- If you choose a software token, you will need to know what type of operating system supports your device. Operating systems compatible with RSA SecurID tokens are as follows.
  - iOS
  - Android
  - Windows
  - Blackberry Series: Click here to identify Blackberries in the Blackberry 10 series
  - Blackberry 10 Series: Click here to identify Blackberries in the Blackberry series

Your Service Desk can assist in determining your operating system. For help, please contact the Enterprise Service Desk at 1-844-891-1786 (or your local Service Desk), email fixit@its.ny.gov or chat online with a Service Desk Representative at chat.its.ny.gov.
Follow the steps outlined in this section to request a hardware or software token.

**Step 1: Navigate to [https://mytoken.ny.gov](https://mytoken.ny.gov).**

You will land directly at the Self-Service Console.

**Step 2: Enter your email address** ([firstname.lastname@agency.ny.gov](mailto:firstname.lastname@agency.ny.gov)) in the User ID box. Then click Ok.

**Step 3: Choose your Authentication Method by Selecting Password from the dropdown and Click the Log On button.**
### Step 4:
Enter your Office365 Password (this is the same password you use to log onto your computer and email) and select Log On.

![Log On](image1)

### Step 5:
Click the Set Up link to set up your Security Questions. Set up is a prerequisite to token approval.

![My Account](image2)

### Step 6:
Select 5 security questions in the language of choice (answers will not be case sensitive). Once complete, select Submit Your Request. Security questions provide future verification of user authentication.

![Security Questions](image3)
Step 7: Once successfully completed you will receive confirmation. Select "Request a new token."

Step 8: Choose the type of token from the drop-down menu. You can choose either a software token or a hardware token. **If you choose a HARDWARE token, proceed to Step 9.**

**If you chose a SOFTWARE token, click here to jump to Step 12.**
Step 9: For Hardware Token Requests Only.

If you chose a hardware token, enter a reason for the token request. For example, “to access VDI”. Confirm or edit your mailing address. Select Submit when complete.

Step 10: You will receive confirmation once your request is submitted.

Your hardware token request is now complete.

Proceed to Step 11 on information related to token approval.
Step 11: Once your token request is approved you will receive an email notification from Enterprise.RSA.Prod@its.ny.gov advising you of your token status. Please retain this email until you receive your token. The enablement code will be required to enable your token.

Once you receive your token refer to Section II to enable your hardware token and set your PIN.

Note: Token requests are approved by a Token Administrator and not automatically generated by the system.
Step 12: For Software Token Requests Only

Select the radio button next to the operating system that powers your mobile device.

Please note: Sample mobile phone photos are included, however, an RSA token may be imported into any mobile device (phone or tablet) provided it is powered by one of the operating systems indicated.

Your specific Service Desk can assist in determining your operating system.

Note: Users should choose a token profile that begins with the word “Enterprise” followed by their device operating system. The “Support Use Only” token should not be requested by end-users.
Step 13: After selecting your device, scroll down to create a 1) nickname for the token (e.g. Mike’s Token). 2) PIN between 4 and 8 characters (a number you can easily remember), and 3) Reason for the token request. (e.g. “to access VDI”). Select Submit when complete.

Note: Do not edit the pre-populated device serial number field. This number simply serves as a placeholder. Device serial numbers are not required.

Step 14: You will receive confirmation once your request is successfully submitted. Click Ok.

Proceed to Section III: “Downloading the RSA SecurID App”.

Note: Token requests are approved by a Token Administrator and not automatically generated by the system.
Section II: Enabling the Hardware Token and Setting the PIN

Hardware token users must enable the hardware token and set a PIN before using. **This process is completed only after you receive your hardware token.** Follow the steps outlined in Section II to enable your hardware token and set your PIN.

**Before you begin make sure you:**

- Have your hardware token in hand
- Have access to a device with an Internet connection
- Have at least 2 minutes to complete this process
- Review the instructions

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**Step 1:** Once you have your hardware token, you are ready to enable your token. Open the email notification you previously received from Enterprise.RSA.Prod@its.ny.gov.

Note: If you misplaced or deleted this email contact the Enterprise Service Desk or your local Service Desk for assistance.

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<table>
<thead>
<tr>
<th>Step 1: Once you have your hardware token, you are ready to enable your token. Open the email notification you previously received from <a href="mailto:Enterprise.RSA.Prod@its.ny.gov">Enterprise.RSA.Prod@its.ny.gov</a>.</th>
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<tr>
<td><strong>To:</strong> Joyce Pavelchak (ITS)</td>
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<tr>
<td><strong>New or Additional Hardware Token request is approved</strong></td>
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<tr>
<td>Your New or Additional Hardware Token request is approved.</td>
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<td>Administrator Comments:</td>
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<td><em><a href="mailto:j.pavelchak@eve.ny.gov">j.pavelchak@eve.ny.gov</a></em> : You will be notified when token is ready for pickup</td>
</tr>
<tr>
<td><em><a href="mailto:j.pavelchak@eve.ny.gov">j.pavelchak@eve.ny.gov</a></em> : You may pickup token in Security Administration, Bldg 8, Room 331</td>
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<tr>
<td>Enablement Code: a83Tk6ix</td>
</tr>
<tr>
<td>SerialNumber : 000155302827</td>
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</table>
Step 2: Verify that the serial number in the email matches the serial number on the back of the token you received. Your token serial number is the 9-digit number on the back of your RSA SecurID hardware token. It can also be found in the self-service console by clicking view details next to the token image.

Important: If the number on the back of the RSA SecurID hardware token does not match the serial number listed in the email STOP. You will need to notify your specific Service Desk as you may have been issued an incorrect SecurID hardware token.

Step 3: Click on token enablement link listed in email notification to go directly to the Self-Service Console. Enter your User ID (your work email address), the enablement code identified in the email, and your token serial number. Click Ok.

You will receive a message stating “your token is ready to use”. Click OK to be automatically directed back to the home page of the self-service console.
Step 4: Click Create PIN.

- **Notes:**
  The PIN for your KEYFOB token needs to be created. To create a PIN, click create PIN in the My Authenticators > Tokens > KEYFOB section.

- **My Authenticators**
  - **Token(s):** request a new token/view SecurID token demo
  - **Key Fob:** View details and troubleshooting
  - **Token Serial Number:** 000135330541
  - **PIN:** none, Create PIN
  - **Expires On:** Feb 27, 2021 7:00:00 PM EST request replacement

- **Enterprise Key FOB - CKDIP:** View details and troubleshooting
  - **Token Serial Number:** 000135330541
  - **PIN:** created on Mar 17, 2016 10:29:08 AM EDT Change PIN
  - **Expires On:** Sep 29, 2020 8:00:00 PM EDT request replacement

- **Security Questions**
  - You’ve successfully setup your security questions. During logon you may be prompted to answer those questions to verify your identity.

Step 5: Create a new PIN between 4 and 8 characters. Click Save.

Step 6: You will receive a message indicating your PIN has been successfully created.
Section III: Downloading the RSA SecurID Software Token Application

Software token users must install the RSA SecurID software on their mobile device. Follow the instructions below, which takes approximately 2 minutes, to download the RSA SecurID App.

Before you begin make sure you:

- Have your mobile device in hand
- Have a network connection on your mobile device
- Have at least 2 minutes to complete this process
- Review the instructions

From the App store on your mobile device, download the RSA SecurID App. If you have difficulty finding the App type “RSA SecurID” in the search field.

The RSA SecurID Software Token application for iPhone or iPad can be found here


The RSA SecurID Software Token application for Android can be found here


The RSA SecurID Software Token application for Windows can be found here


The RSA SecurID Software Token application for Blackberry world can be found here

- [https://appworld.blackberry.com/webstore/content/33979888/?lang=en&countrycode=US](https://appworld.blackberry.com/webstore/content/33979888/?lang=en&countrycode=US)
Section IV: Importing Your Token

Software token users must import their token before use. The directions in this Section will guide software token users through the process of successfully importing the RSA software token. This section is divided into three different sections depending on the type of smart mobile device you choose to use. Since each token has a unique serial number, you can only import your token into the RSA App on one device.

Before you begin make sure you:

- Have installed the RSA SecurID Software Token application on your mobile device
- Have at least 10-15 minutes to complete this process
- Read through the instructions
- Have access to a device with an Internet connection. This device must be in addition to the mobile device in which you will import your token.
- Have your mobile device in hand
- Have a network connection on your device
- Can identify the type of device you have, and know what system operates it.

  - Click here for directions on importing your token for iOS / Android / Windows Devices
  - Click here to identify Blackberries in the Blackberry 10 series, and for directions to import your token
  - Click here to identify Blackberries in the Blackberry series, and for directions to import your token

If you have difficulty identifying the operating system for your device, please contact the Enterprise Service Desk at 1-844-891-1786 (or your local Service Desk), email fixit@its.ny.gov or chat online with a Service Desk Representative at chat.its.ny.gov.
### Step 1: Log on to the Self-Service Console

Log on to the Self-Service Console at [https://mytoken.ny.gov/console-selfservice](https://mytoken.ny.gov/console-selfservice) from a device other than the one on which the RSA SecurID Token App is installed.

### Step 2: In the My Authenticators section of the My Account page, click Activate Your Token.

In the My Authenticators section of the My Account page, click **Activate Your Token**.

**Tokens** - request a new token | view SecurID token demo

- **Enterprise iOS - CTKIP**
  - Token Serial Number: 000155560365
  - FIN: 000155560365
  - Expires On: Sep 29, 2020 6:00:00 PM EDT

- **Activate Your Token**
  - View details test troubleshoot

- **Change PIN**

- **request replacement**

### Step 3: Tap the RSA SecurID App on your mobile device to open.

Tap the RSA SecurID App on your mobile device to open.
### Step 4: If prompted, read the license agreement and tap Accept. You will be directed to the Welcome Screen.

![License Agreement](image)

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### Step 5: Tap the QR Code symbol on the lower left hand corner to launch the camera which will scan the QR code. Tap Ok to allow access to the camera.

![Welcome and QR Code](image)
Step 6: Point the camera at the QR code. The camera will scan the code and import your token.

Step 7: Once successfully imported, you will receive a message on your mobile device and on your computer screen.
Follow the directions below to import your token if you are using a blackberry from the Enterprise Blackberry 10 Series (pictured below).

<table>
<thead>
<tr>
<th>Blackberry Classic</th>
<th>Blackberry Z10</th>
<th>Blackberry Q10</th>
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</table>

**Step 1:** Tap the RSA SecurID App on your mobile device to open.

**Step 2:** If prompted, read the license agreement and tap Continue.

*RSA SecurID*
Step 3: Tap OK.

Step 4: On your device Mail Application, Open the email that you received from Enterprise.RSA.Prod@its.ny.gov with the subject line “New or additional Software Token request is approved” to Copy the URL.
Step 5: Touch and hold the entire link to copy. Select Copy.

Step 6: Navigate to the RSA SecurID app and select Import URL (+) located at the bottom of the screen.
Step 7: On the Import Token screen action bar, tap the Paste icon.

Step 8: On the Import Token screen action bar, tap Enter. Once successfully imported you will receive confirmation.

Note: Do not interrupt the import process. If your token is not imported within two minutes, contact your specific Enterprise or local Service Desk.
Step 9: After the token is imported, you can rename it. If you prefer not to rename it click cancel.

Note: You can rename your token later from the Token List Screen

Step 10: Enter your token PIN. This is the secure code you created when requesting a token

Note: Refer to step 13 in Section I: Requesting a RSA SecurID Token for information on Token PINs.
Step 11: For confirmation your token was successfully imported, ensure a Token Code is displayed once your PIN is entered.

Note: Token codes are needed to access protected applications when outside of the state network.
Follow the directions below to import your token if you are using a blackberry from the Enterprise Blackberry Series (pictured below).

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<th>Model 9650</th>
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<tr>
<td><img src="image5" alt="Model 9370" /></td>
<td><img src="image6" alt="Model 9930" /></td>
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</table>
**Token Requests**

**Step 1:** On your device Mail Application, **Open the email that you received from Enterprise.RSA.Prod@its.ny.gov** with the subject line “New or additional Software Token request is approved”.

**Step 2:** Tap the RSA SecurID App on your mobile device to open.

**Step 3:** If prompted, read the license agreement and tap **Continue to Accept**.
### RSA SecurID Token Requests

**Step 4:** Tap the Menu key, and tap Import Token.

**Step 5:** In the Enter Activation Code field, type in the activation code from the email you opened in Step 1.

**Step 6:** Select the Menu option and tap Switch Application to return to your email and copy the URL.
**Step 7:** Paste the URL in the Enter URL field. After the URL is pasted, you **MUST** remove the https:// from the field before tapping Enter.

**Step 8:** Once the Activation code and URL are entered, tap the Enter key. Once successfully imported, you will receive a message on your mobile device. Click OK.

**Note:** Do not interrupt the download until at least two minutes have elapsed. If you still have not received a message that your token was successfully imported contact your specific Enterprise or local Service Desk.

**Step 9:** Enter your token PIN. This is the secure code you created when requesting a token.

**Note:** Refer to step 13 in Section I: Requesting a RSA SecurID Token for information on Token PINs.
Step 10: For confirmation your token was successfully imported, ensure a Token Code is displayed once your PIN is entered.

Note: Token codes are required to access NYS protected services from outside the state network (e.g. from a home Internet connection or a public Wi-Fi hotspot).

Section V: Troubleshooting Your Token

Follow the directions below if you have forgotten your PIN to create a new PIN.

Step 1:
Step 2: Sign in with your agency email address.

Step 3: Answer your previously defined security questions. Click Continue. Note: Answers are not case-sensitive.

Step 4: Choose "I forgot my PIN" from the "Common problems with SecurID tokens..." menu. Hit "OK" after selecting the appropriate option.
Step 5: Create a new PIN

Hit “OK” after entering your new PIN.

Note: Your PIN must be between 4 and 8 numerical characters long and cannot begin with a zero. You cannot re-use any of your last 3 PINS.

Follow the directions below to replace a lost or damaged token.

Step 2: Sign in with your agency email address.

Log On
Logon is required. If you have forgotten your logon information, contact your help desk or administrator.

User ID: [ ]

OK

Step 3: Answer your previously defined security questions

Help Verify Your Identity
For enhanced security, you must verify your identity.

Required field
Identity Confirmation: Security Questions
Confirm your identity by answering 3 security questions. You must enter answers in the same language that you used during;

Father's middle name

Street you lived on as a teenager (do not include rd., road, etc.)

Name of your favorite pet

Cancel Continue

Step 4: Choose “Token is permanently lost or damaged” from the “Common problems with SecurID tokens…” menu

Troubleshoot Your Token
Common problems with SecurID tokens...

Indicate the issue you are experiencing with your token:

- Token is permanently lost or damaged
- I forgot my PIN

Cancel OK
Step 5: Complete the displayed “Replace a Lost or Damaged Token” form

Note: Your PIN must be between 4 and 8 numerical characters long and cannot begin with a zero. You cannot re-use any of your last 3 PINS.
Need Help?

Contact the Enterprise Services Desk at:

1-844-891-1786

Reach us through online chat at: chat.its.ny.gov
Send us an email at: Fixit@its.ny.gov

If your Agency is listed below, please continue to contact your Local Help Desk:

<table>
<thead>
<tr>
<th>Administrative and General Services</th>
<th>Division of the Budget</th>
<th>(518) 486-4357</th>
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<td>Citizens Services</td>
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<td></td>
<td>State Board of Elections</td>
<td>(518) 473-4803</td>
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<td>State Inspector General</td>
<td>(518) 474-1010</td>
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<td>Adirondack Park Agency</td>
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<td>Public Safety</td>
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<td></td>
<td>Department of Corrections and Community Supervision</td>
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<td>Division of State Police</td>
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<td></td>
<td>Office of Victim Services</td>
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<td></td>
<td>Division of Criminal Justice Services</td>
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ATTN: Local Districts of Social Services county employees: Please follow existing protocol and contact your local Human Services Enterprise Network (HSEN) LAN Administrators for assistance, before reaching out to the ITS Enterprise Service Desk.