AZNet II

VPN Set Up User Guide-Soft Tokens

Congratulations, you have been assigned an AZNet II VPN account. Follow the steps below to activate your account. ,

Step 1:

You will receive an email from AZNet VPN Services with your User ID, password and link to set up your RSA account via the RSA Self-Service Console. This is an admin console where you can request a soft or hard token (FOB), activate the token, establish/change your PIN, etc.

Example Email:

From: AZNet VPN Services <AZNetVPN@centurylink.com>
Date: Wed, 29 Apr 2015 19:34:48 +0000
To: VPN User
Subject: AZNet II VPN Account Information

Your AZNet II VPN Account profile has been established and you will need to activate it.   Please make every effort to complete your activation and test out your new account as soon as possible.

Go to the link listed below to complete your registration and request your token. Some agencies may only be allowed to use the hard token device (FOB). Please verify with your agency coordinator if you are not sure if you should be requesting a hard or soft token.

Your username: XXmyname

Your temporary password: XXXXXXX (you will be prompted at the first login to change your password to something you have selected)

Online Account Registration   https://reset.aznet.gov

If you believe you have received this in error, please contact the ADOA Service Desk at 602-364-4444, Option 1 or AZNETSUPPORTDESK@AZDOA.GOV and they can identify your agency coordinator.

This communication is the property of CenturyLink and may contain confidential or privileged information. Unauthorized use of this communication is strictly prohibited and may be unlawful. If you have received this communication in error, please immediately notify the sender by reply e-mail and destroy all copies of the communication and any attachments.

The content of this email is confidential. It is intended only for the use of the persons named above. If you are not the intended recipient, you are hereby notified that any review, dissemination, distribution or duplication of this communication is strictly prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Step 2:

Next you will need to "request" your soft token via the RSA Self-Service Console we mentioned above.

Click on the https://reset.aznet.gov link in the email to be directed to the RSA Self-Service Console.

Enter the User ID that you were provided in the email and click "OK".

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Enter the temporary password you were provided in the email and click "Log On".

Step 3:

You will be prompted to change your password.

Enter the temporary password again in the "Current Password" space.

Choose a new password, and enter it into the second space.

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NOTE: Password must contain at least: **1 alphabetic**, **1 uppercase**, **1 lowercase**, **1 numeric**, and **1 special characters**. Check the 'What is a valid password' hint for more details on the password requirements. **You are **not** allowed to use any of the last 10 passwords you have used in the past for this console****

Re-enter the new password one more time, and click on "OK"

Take note of, or remember this password as you will need it again if you ever need to log into the RSA Self Service console.

Step 4:

The next page will provide you with the options to setup your security questions, and to set up your token.

Begin by setting up your security questions.

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Once you have set up your Security Questions click on either of the "**Submit Your Request**" buttons.

The system will confirm you have set up your Security Questions and you are now ready to set up your token.

There are two links, one says "request a new token" the other says "view SecurID token demo".

You may go ahead and view the demo, but for the purposes of these instructions, we will go directly to the "request a new token" link.

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Step 5:

From the drop down menu choose the type of token you would like to use, Hardware or Software. We will select the **Soft Token** option in this case.
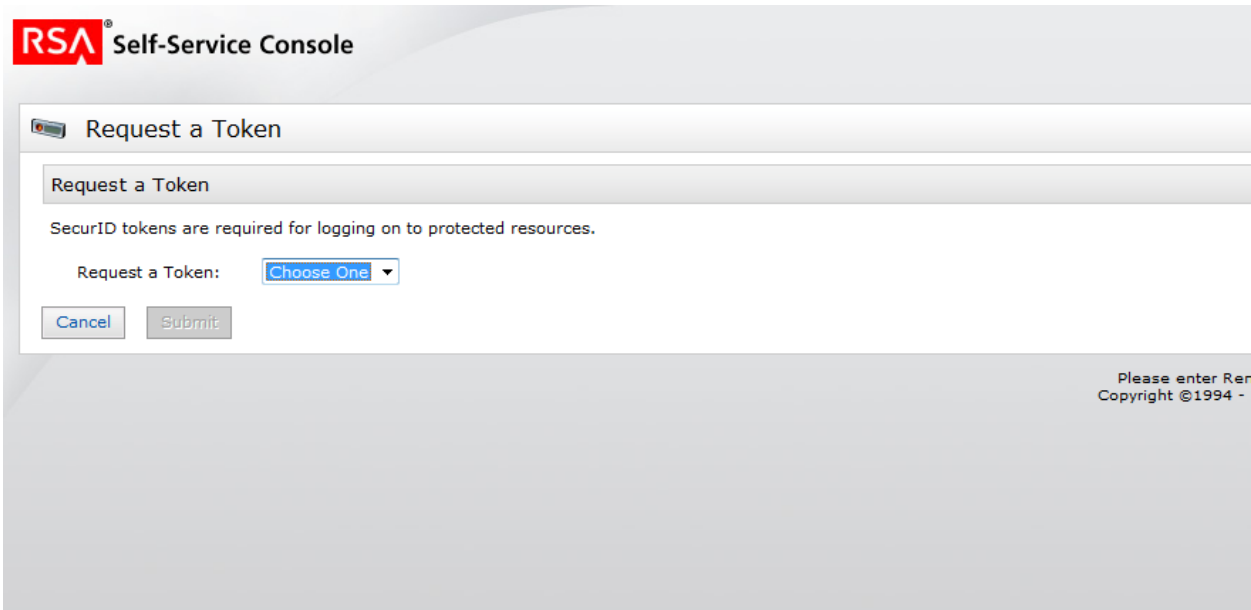
Choose the type of Operating system for your soft token that you plan on using. For this example, we will select Android, but all supported options are available for you to select on this page.
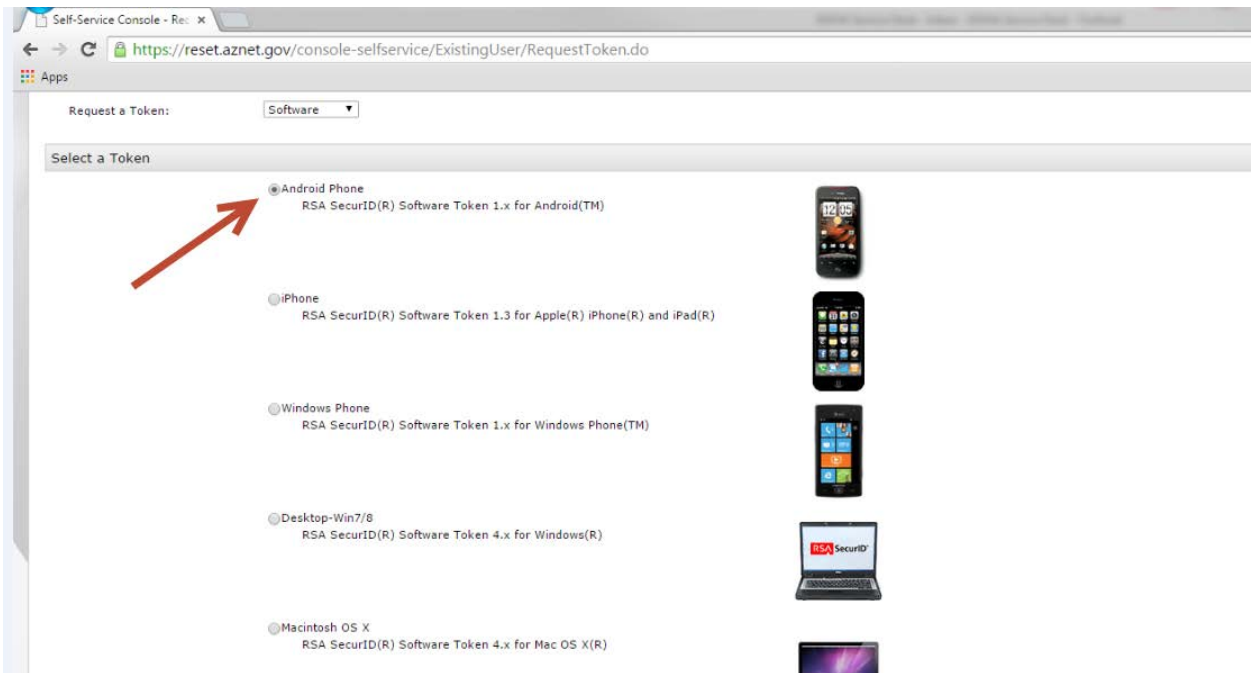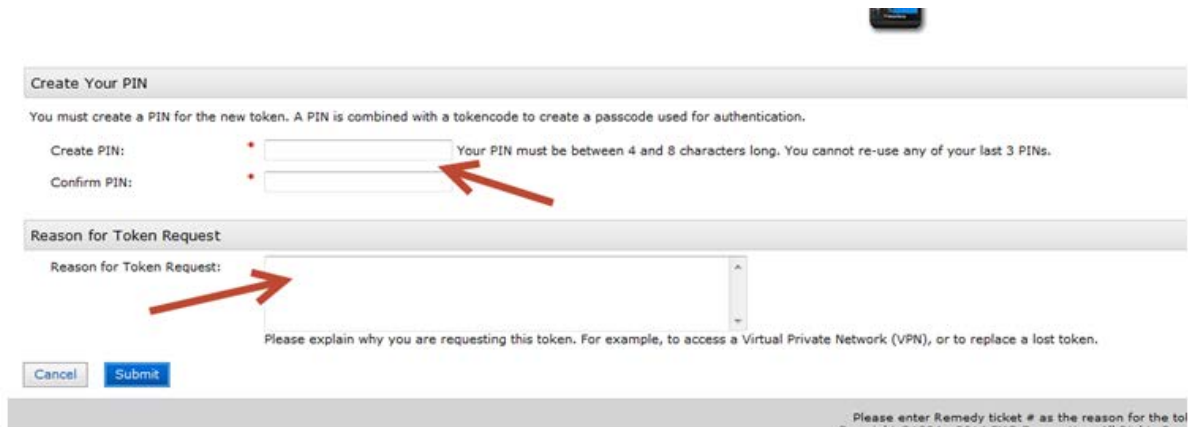
Step 6:

Scroll down the page to set your PIN.

NOTE: Your PIN must be between 4-8 characters (numbers are recommended!)

The "Reason for your Request" field is not a mandatory field, but if you know your Remedy Ticket number, this will expedite the final processing of your account.
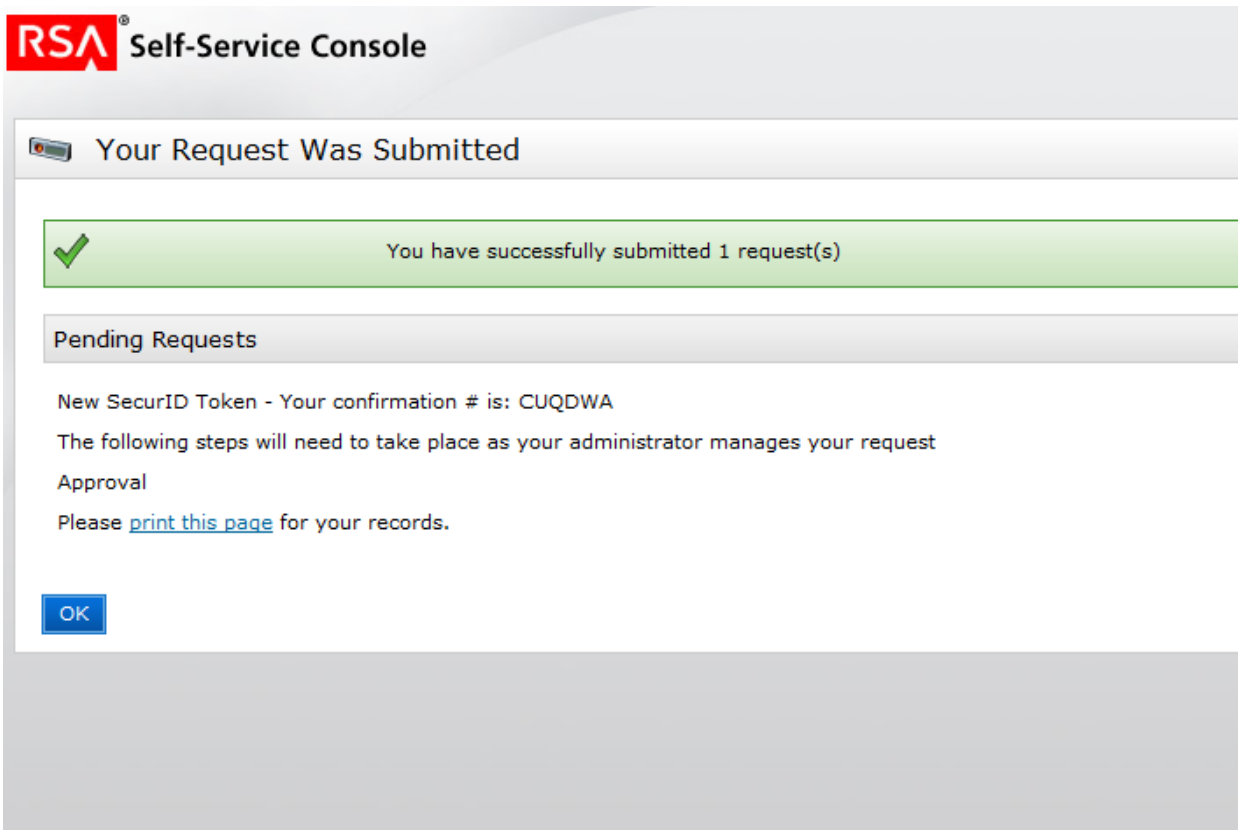

Click on "Submit"

You will receive the following message confirming your account request has been submitted and pending approval.

Step 7:

Click on "Ok"

The next page will have confirmation that your account is pending, you may click on the demo if you would like, or you can Log Off .
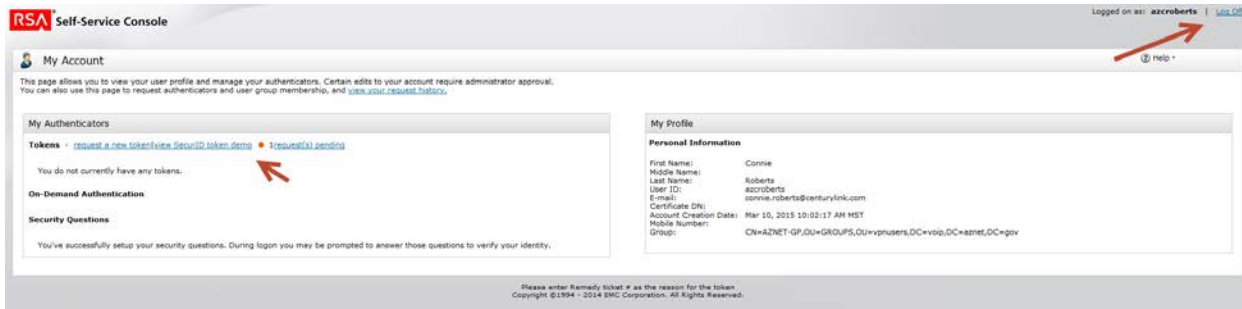
Step 8:

Check your email!!! Within a minute or two, you will receive and email containing the following information. There is nothing for you to act on at this point, this is just a confirmation that the request has been submitted.

Example Email:

Your AZNet VPN New or additional Software Token request is submitted.
Request Details:
Requested by:
Confirmation #: CUQDWA
Submit Date: 4/24/15 10:29:17 AM MST
If you did not initiate this request, please call 602-364-4444 or email
AZNETSUPPORTDESK@AZDOA.gov and they can assist you.

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Step 9:

You will receive another email once your request has been approved. It will contain links and information you will need to finalize your account so you can begin using your token.

Example Email:

your AZNet VPN software token request has been approved. Follow the steps below to import your software token. Please view this e-mail on the device where you are importing the token.

Instructions

1.

1. Install the RSA SecurID token application (if not already installed).

http://www.emc.com/security/rsa-securid/rsa-securid-software-authenticators/ms-windows.htm

2. To import your token open the RSA SecurID Software Token Application and select Import from Web. Paste this url into the Enter URL section :

https://reset.aznet.gov:443/ctkip/services/CtkipService

2.

Activation Code: 002142452468

Activation Code Expires On: 5/1/15 10:37:15 AM MST

Additional Information
Serial Number:
000150254025

Self-Service Console Link:
https://reset.aznet.gov/console-selfservice

Request Details
This request was initiated by:
Confirmation #: CUQDWA
Approval Date: 4/24/15 10:37:15 AM MST
Token Type: Desktop PC 4.x

Please delete this email after successfully importing your token.
If you did not initiate this request, please call 602-364-4444 or email
AZNETSUPPORTDESK@AZDOA.gov and they can assist you.

1) If you click on the first link listed in your email, this will direct you to a site where you can download the RSA token application for your device. **This is geared more for users who will be using their PC to download and install the RSA Soft Token software. We recommend you use Google Playstore (Android) or the App Store (IPhone) for Mobile devices to download the RSA software.**

2) Proceed to the second step to import your token once you have successfully downloaded the RSA Soft Token software onto your device.

The rest of the directions supplied in this document will only be for users who will be using a PC to download and use the RSA soft token software. Supplemental instructions for mobile devices are available through the support desk.

NOTE: The 2nd link will bring you to the RSA page where you can also make changes to your account like changing your PIN or Password.

Step 11:

At the RSA token site,scroll down to the "RSA SecureID Software Token for Microsoft Windows" Option and click on the blue link.

RSA SecurID Software Token for Microsoft Windows

Secure Microsoft Windows devices in your organization with strong two-factor authentication.

Select the "Download the Token" link

Choose the correct token software to download based on your version of Windows (32 or 64 bit). Please verify with local IT support if you do not know the Windows version your PC is running.

RSA SecurID Software Token 5.0 Downloads for Microsoft Windows (64-bit)
2 months ago in RSA Software Token for Microsoft Windows Downloads

RSA SecurID Software Token 5.0 Downloads for Microsoft Windows (32-bit)
2 months ago in RSA Software Token for Microsoft Windows Downloads
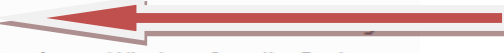
Save the file to the desktop of your PC.

*Please note, Windows XP is <u>not</u> supported with this version of RSA. If you are running Windows XP, please speak with your local IT to discuss alternate token options.
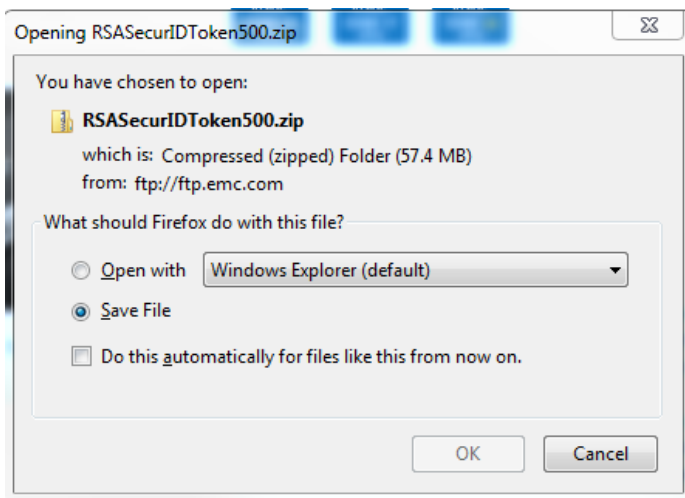
Open the folder that is downloaded and select the "RSASecureIDToken500x(xx).msi" to install the software to your PC.

DO NOT INSTALL THE "AUTO" VERSION OF THE SOFTWARE. THIS SOFTWARE WILL NOT WORK WITH THE SOFT TOKEN

Step 12:

Once the RSA Token software has been installed, you will need to import the token using the web option. Refer back to the email you received and use the link provided in step 2 to import the token to the software. You will be asked for the activation code from the email as well at this time.

Once you have imported your token to your PC, you are ready to access the State's AZNet II VPN! For detailed instructions, see the **AZNet Remote User Access Guide** available at https://aset.az.gov/aznet-ii-arizona-network under the Resource Tab.