

Installing the SecureAuth One Time Password (OTP) system to be used to log into GSA Remote Access Services

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<p><u>Install and Configure client:</u></p>	<p>The use of 2 Factor authentication is a requirement by OMB for all agencies for remote access. GSA currently requires the use of the GSA Access Card for access to VPN by all GSA employees.</p> <p>The next phase of our implementation of 2 factor authentication will be to implement a 2 factor logon solution called “SecureAuth OTP” for those users of our VPN system for those who cannot or do not have a GSA Access Card. This system will require users to enter their GSA network username/password as well as enter a one time password which is provided to them.</p> <p>NOTE: GSA employees who have GSA Access Cards will continue to use those cards for access to VPN. This has not changed.</p> <p>Before you can use the SecureAuth OTP system to log into GSA’s VPN, you’ll need to install the SecureAuth OTP app on your Apple or Android smartphone or tablet.</p>
<p><u>SecureAuth One Time Password (OTP) application installation</u></p>	
<ul style="list-style-type: none"> You now need to install the SecureAuth OTP (one time password) app on your smartphone. 	
<ul style="list-style-type: none"> Go to either the iTunes Store or Google Play (depending on your device) and search for Secureauth OTP. Download and install this app. <p>Note: This application <u>does not</u> function on a Blackberry. An iPhone or Android smartphone is required.</p>	 <p>The image shows two overlapping screenshots from an iPhone. The top screenshot is the App Store page for the 'SecureAuth OTP' app by SecureAuth Corporation. It shows the app icon, a search bar, and an 'OPEN' button. The bottom screenshot is the 'Set Passcode' screen, which prompts the user to 'Enter a passcode' with a numeric keypad (1-6 visible).</p>

- After installing the mobile device app, launch it. You will need to register the app one time.

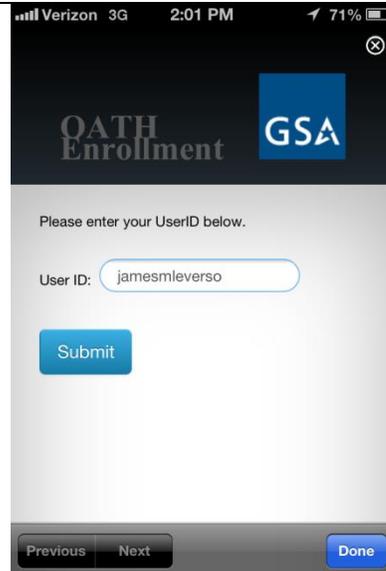


- You will be asked for the authentication server name.

Type in **SECUREAUTH.GSA.GOV** and click **START** or **REGISTER** (screen may show either option).



- You will then be asked for your ENT/GSA Network username. Please enter this now and click **SUBMIT**.



- You will then be asked where you'd like your "registration code" sent to.

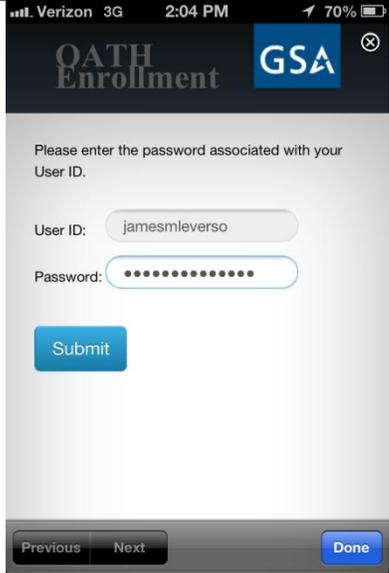
NOTE: This is a ONE TIME process to confirm that you are who you say you are.



- Select one of the methods, click **SUBMIT**, and when the “registration code” arrives, enter it into this screen and click **SUBMIT**.



- You'll then be asked to enter your ENT/GSA network password. Enter this and click **SUBMIT**.
- This will ensure that you are validated when you request a 1 time password in the future.



<ul style="list-style-type: none"> You'll then be asked to setup a "passcode" to access this one time password generation app on your phone. This ensures that if someone finds your phone, they won't be able to use this app to log into the GSA network as you. Type in a 4 digit code that you'll remember to access this application in the future. <u>You'll be asked for it each time you want to use this application.</u> 	
<ul style="list-style-type: none"> After you type in your "passcode", you'll get into the application, where a 1 time password will be displayed. You'll have <u>2 minutes</u> to use this 1 time password (you'll see the countdown timer showing how many seconds you have left). 	
<ul style="list-style-type: none"> Your SecureAuth One Time Password application setup is now complete 	<p>You may now use this application to access GSA Mobile Device VPN or External Contractor VPN – See other user guides on IT Insider for the process of logging in using the SecureAuth OTP app into remote access resources.</p>