## HOW-TO HELPSHEET

## How to Set Up Two-Factor Verification Required to Access FRIB Applications Off-Campus



To access FRIB applications from outside the laboratory, you must use the Symantec two-factor VIP Access application. Please follow the instructions below to assure access to laboratory resources.

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	2 MSU NETID	3 Symantec.   VIP SELF SERVICE PORTAL
		Select Your Credential Select the type of credential you want to register:
	Forgot Password?	VIP Credential Use 3/P mobile application or VIP security credential to securety access our organization's services.
<ul> <li>To install the app go to the application store for your device (App Store for iPhone, Play Store for Android, or Windows Store for Windows devices). Search for and install "Symantec VIP Access."</li> <li>Start up the app and accept the license agreement.</li> </ul>	<ul> <li>Go to <u>https://two-factor.msu.edu/</u> and log in using your MSU Net ID and password.</li> <li>A prompt may appear asking you to confirm your identity. Follow the given directions.</li> <li>On the new page select "register" next to "register another credential."</li> </ul>	<ul> <li>You will be redirected to Symantec's VIP Self Service Portal and presented with the "Select Your Credential" screen.</li> <li>On the website, under the "VIP Credential" section, click "Select" which will present the "Register Your Credential" screen.</li> </ul>
quied Information	VIP Security Token VIP Security Card VIP Access	Oru have successfully signed in. Manage Your Credentials
"Credential Type: V/P Credential	*Security Code: Security Code examples: Close	This VIP Self Service Portal enables you to register, test, or reset credentials, You can also remove oredentials from your account.
*Credential Name: Ky Creatial Eter a single nomo flat is davy to remember: *Credential ID: Credential ID: Credential ID: Credential ID: Credential ID: Credential ID: Credential ID: Trad coloritat or single aplanumeric ID. ADCD12245678 VIP Security Token VIP Security Token VIP Security Card (Front) VIP Access	Cancel	Your Registered Devices         Cendential ID         Type         Registere ander           0000         0000         VIP Decential         Enabled           0000         0000         VIP Decential         Enabled           Cell Proce         SME (Inst Monage)         Enabled           Very Registered Devices         Context Very 20 remembered devices can be registered to year         Context Very 20 remembered devices can be registered to year           Very Registered Devices         Context your administration to remove a currently registered and the Dis account.         No devices are consulty registered with the account.
<ul> <li>In the "Credential Name" field, choose a name for the credential that you can easily remember.</li> <li>In the "Credential ID" field, enter the alphanumeric number that appears at the top of your VIP Access app.</li> </ul>	<ul> <li>In the "Security Code" field, enter the 6-digit security code from the "Security Code" field in your VIP Access app.</li> <li>Click "Submit" and you will be presented with the "Manage Your Credentials" screen.</li> </ul>	• The page shows your credential as you registered it. You can select your credential the next time you log into an MSU or laboratory two-factor application.

## For more information

Please contact Helpme at <u>helpme@frib.msu.edu</u>

or by phone at ext. 7-7407.

Review FRIB training fliers at portal.frib.msu.edu/helpsheets.

