


HOW-TO HELPSHEET



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

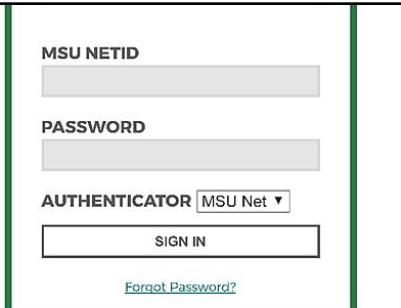
To access FRIB applications from outside the laboratory, you must use the Symantec two-factor VIP Access application. Please follow the instructions below to assure access to laboratory resources.

1



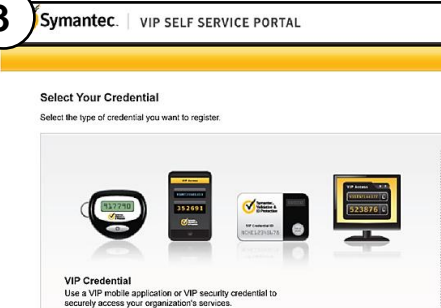
- To install the app go to the application store for your device (App Store for iPhone, Play Store for Android, or Windows Store for Windows devices). Search for and install "Symantec VIP Access."
- Start up the app and accept the license agreement.

2



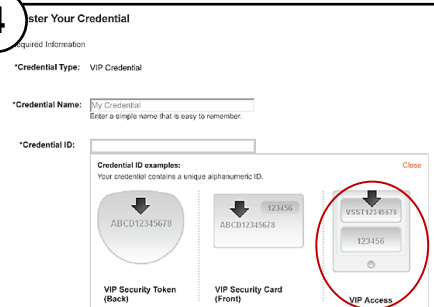
- Go to <https://two-factor.msu.edu/> and log in using your MSU Net ID and password.
- A prompt may appear asking you to confirm your identity. Follow the given directions.
- On the new page select "register" next to "register another credential."

3



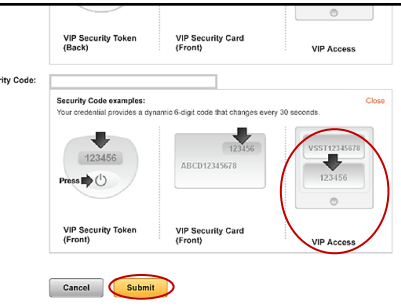
- You will be redirected to Symantec's VIP Self Service Portal and presented with the "Select Your Credential" screen.
- On the website, under the "VIP Credential" section, click "Select" which will present the "Register Your Credential" screen.

4



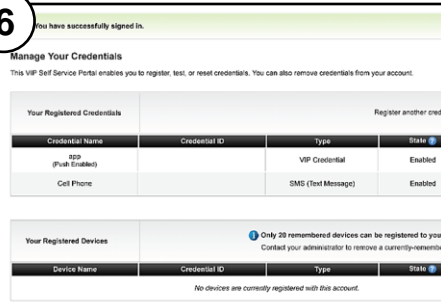
- In the "Credential Name" field, choose a name for the credential that you can easily remember.
- In the "Credential ID" field, enter the alphanumeric number that appears at the top of your VIP Access app.

5



- In the "Security Code" field, enter the 6-digit security code from the "Security Code" field in your VIP Access app.
- Click "Submit" and you will be presented with the "Manage Your Credentials" screen.

6



- 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 helpme@frib.msu.edu

or by phone at ext. 7-7407.

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



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