

# Remotely Access to the VOG Network Via RSA Token for Android Devices

Getting online is really easy – just follow these three easy steps one-by-one and you'll be ready to go in no time!

The first thing you will need to do is download an app on your mobile phone (personal device or a work, if you have one) and have access to the email sent by ICT with the RSA Token Link.

## Step one - Downloading and Installing on an Android Device

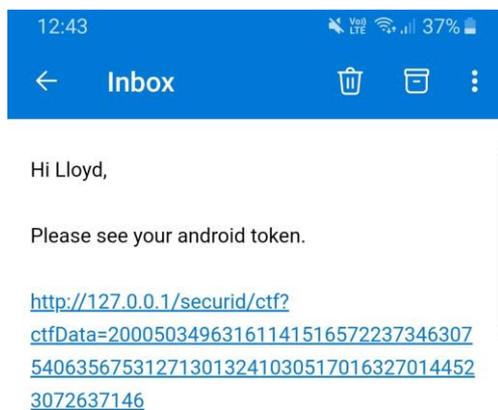
1. Open the **Google Play** app, on your mobile phone. it looks like this:



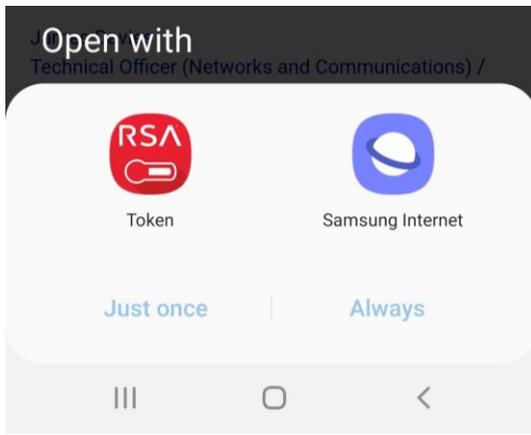
2. Search for the **RSA SecurID Software Token app** and select **install** to download. it looks like this:



3. When you open the app, **accept the terms and conditions**.
4. You will then need to go back to your email and open the one from ICT that contains your token/link. It should appear as a link like this:

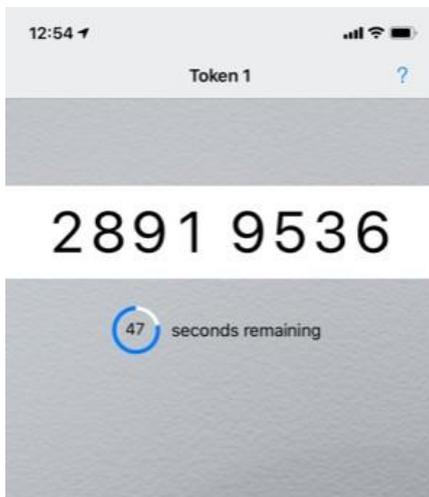


5. Select the link and you will be presented with the following options, choose the **RSA Token** option, and then press **Always**:



You may at this point be asked for a password. This can be found in the same email that you had your token sent.

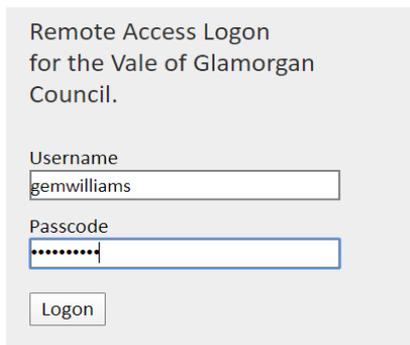
6. You should now have your token imported and will see something like the following screen (please note your numbers will be different). Note also the counter.



**You will need to open this app every time you wish to log on from home.**

## Step Two - Setting Up Access On Your Computer

1. On your work laptop, **disconnect from VPN or Cassiopeia** but ensure you are connected to your home internet.
1. Select the **Remote Access** link on your desktop to go to <https://remoteaccess.valeofglamorgan.gov.uk>.
2. Enter your windows username, e.g. gemwilliams.
3. For Passcode, open the **RSA Token App** and enter the 8 digits displayed. Remember this number will refresh every 50 seconds (see figure 1).



Remote Access Logon  
for the Vale of Glamorgan  
Council.

Username  
gemwilliams

Passcode  
.....

Logon

Figure 1

4. You will now be prompted to setup a PIN. Select **yes** and click **logon** (see figure 2).

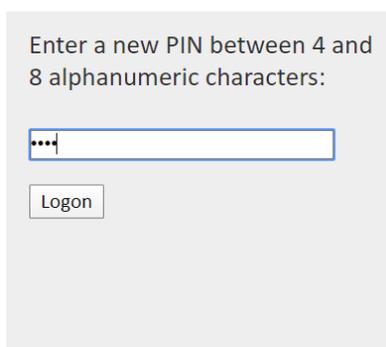


To continue you must enter a  
new PIN.  
Are you ready to enter a new  
PIN?

No  
No  
Yes

Figure 2

5. Choose and enter a **PIN** between 4 – 8 digits and select **logon** (see figure 3).



Enter a new PIN between 4 and  
8 alphanumeric characters:

...|

Logon

Figure 3

6. Once this is done, you are now setup!

7. The first time you login, enter your windows username and the new passcode in the format of PIN followed by 8 digits from the RSA App (see figure 4).

**The PASSCODE is your PIN + THE 8 DIGIT RSA TOKEN CODE**

- a. For example, if your PIN was 9876 and the RSA app is showing 1234 5678, you would enter 987612345678 as the passcode.
- b. Remember this number will refresh every 50 seconds, the most recent number should be used.
- c. For all subsequent logins you will need to use your pin + your RSA token code together

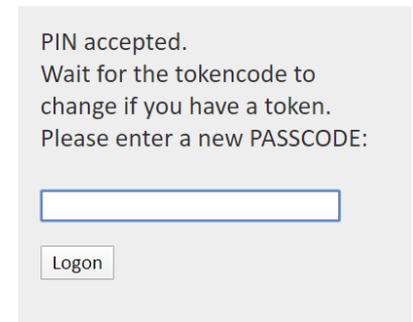


Figure 4

**Important Notes**

PASSCODE = 4 Digit PIN + 8 Digit Number from phone

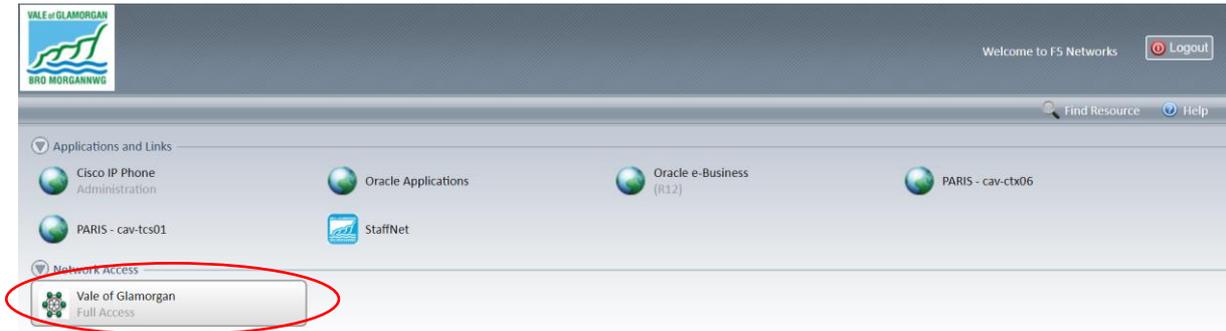
TOKENCODE = 8 Digit Number from phone

Please ensure you are using the correct code as the system will lock if you attempt to put in the wrong one.

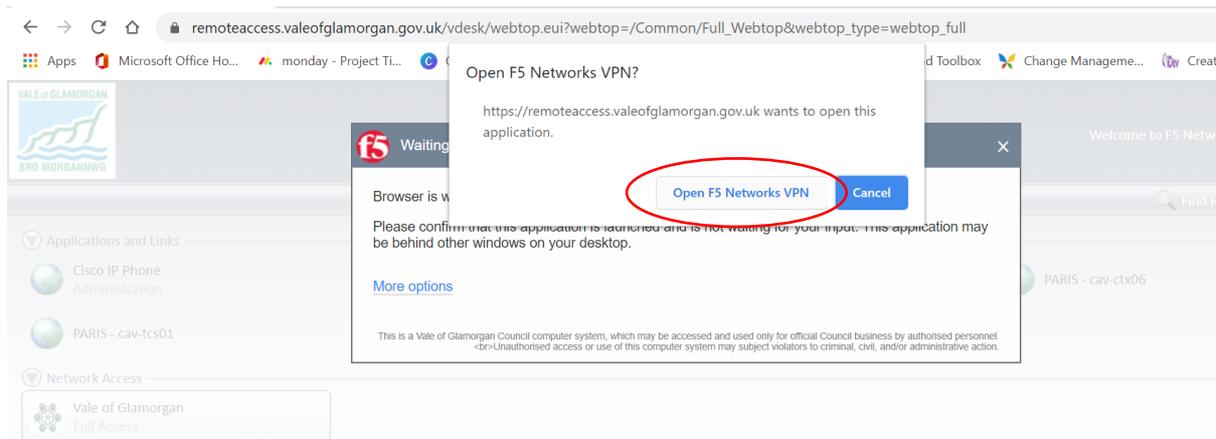
If you get prompted to put in a 'Next Tokencode' make sure you do NOT put in your PIN. You just need the Token from the phone (8 digits). Remember – Tokencode = 8 Digits from phone, Passcode = 4 Digit PIN + 8 Digits from Phone

## Step Three - Getting Online

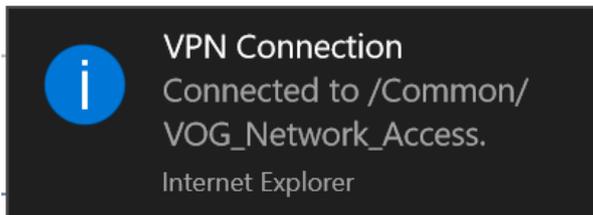
7. Select the **Vale of Glamorgan Full Access** button:



8. You will be prompted to select **Open F5 Network VPN**:



9. You are now connected to the network and can work as normal.



## For Subsequent Logins

1. Login to Windows as normal.
2. Select the **Remote Access** link on your Desktop.
3. Open the RSA App on your mobile phone.
4. At the Remote Access Login Screen, enter your Windows Username.
5. In the Passcode box enter your PIN followed by the 8 digits currently displayed in the RSA App on your mobile phone.
6. Select the **Vale of Glamorgan Full Access** button.
7. Select **Open F5 Network VPN** when prompted.