

# Remotely Access the VOG Network via RSA Token for Apple

## Devices

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

Before completing these steps, you should have received an email from ICT with an **.sdtid** file attached and a password. Please read each step carefully before attempting to download the app and connect your pc or laptop to the network.

### Step One - Downloading and installing the RSA token app on an Apple iOS Mobile:

1. Open the **App Store** on your mobile phone.
2. Search **RSA SecureID Software Token** and select **Get** to download the app (See Figure 1).
3. Open the RSA Token App and accept the Terms and Conditions.

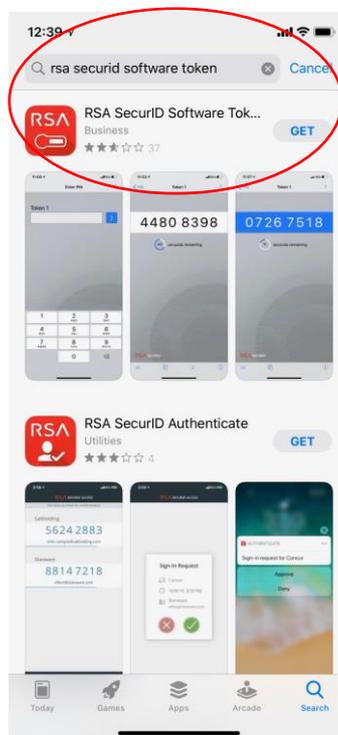


Figure 1

4. Open your email on your mobile phone and select the ICT email and click on the **.sdtid** file included. **If you have trouble opening the token via a third-party app (Gmail, Outlook), then please open the token using your Apple mail client (Mail App).**
5. A new box will pop up from the bottom of your screen. Where the Apps appear, scroll to the right of the apps and select **more** (see Figure 2).

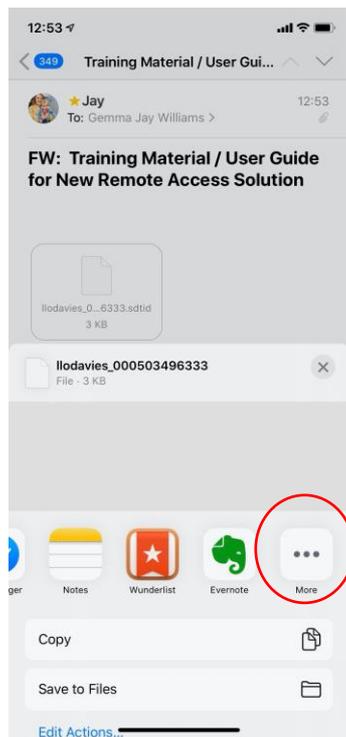


Figure 2

6. Scroll down to the bottom of the screen and select **copy to Token** (see Figure 3).

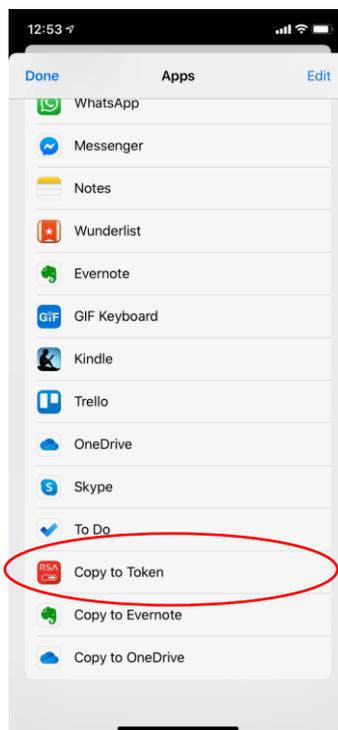


Figure 3

7. This will now open the **RSA Token app** and show a message that the token has been successfully installed, select **OK**. You may be asked for a password – if so then you can find this in the original email that contained your token.

8. You should now see 8 digits, that refreshes every 50 seconds (see Figure 4).

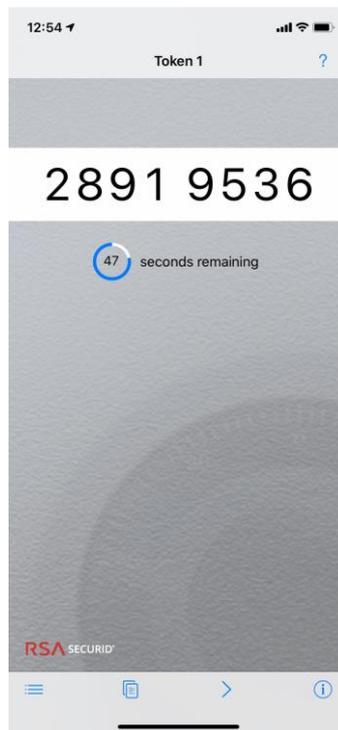


Figure 4

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

### Step Two - Setting Up Access On Your Computer

9. On your work laptop or pc, disconnect from VPN or Cassiopeia and connect to your home internet. (note you may need to disconnect the VoG VPN up to four times before it remains disconnected)

10. Select the **Remote Access** link on your desktop or go to <https://remoteaccess.valeofglamorgan.gov.uk> in your web browser (please use internet explorer).



11. Enter your windows username, e.g. gemwilliams.
12. 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

13. You will now be prompted to setup a PIN. Select **yes** and click **logon** (see figure 2).
14. Choose and enter a **PIN** between 4 – 8 digits and select **logon** (see figure 3).

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

No ▾  
No  
Yes

Figure 2

Enter a new PIN between 4 and 8 alphanumeric characters:

....

Logon

Figure 3

15. Once this is done, you are now setup!
16. To login, enter your windows username and the passcode, which is your PIN followed by the 8 digits from the RSA App (see figure 4).

For example, if your PIN was 9876 and the RSA app is showing 1234 5678, you would enter 987612345678 as the passcode.

Remember this number will refresh every 50 seconds, the most recent number should be used.

PIN accepted.  
Wait for the tokencode to change if you have a token.  
Please enter a new PASSCODE:

.....

Logon

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.

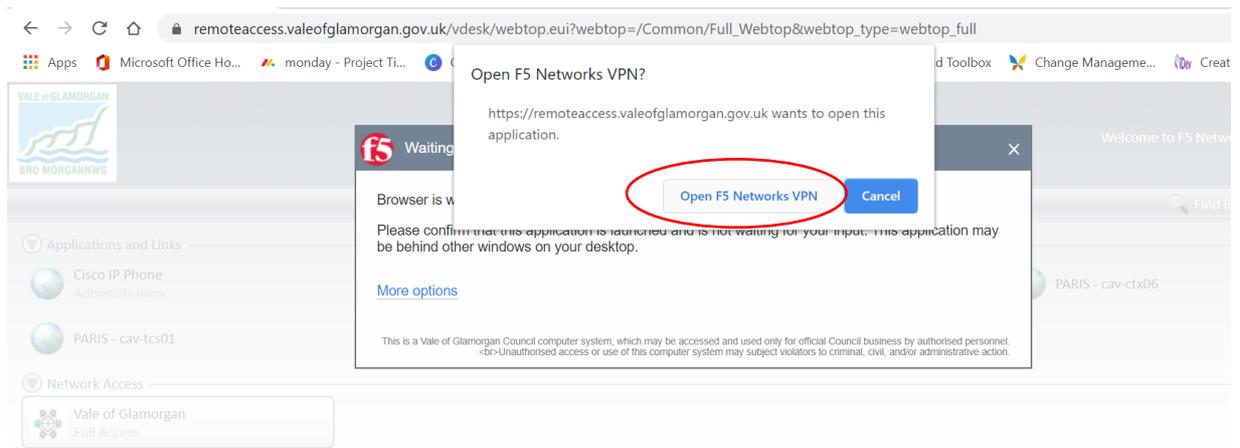
If you get prompted to put in a 'Next Tokencode' make sure you do NOT put in your PIN. You just need the Token from the phone (8 digits). Remember – Tokencode = 8 Digits from phone, Passcode = 4 Digit PIN + 8 Digits from Phone

## Step Three - Getting Online

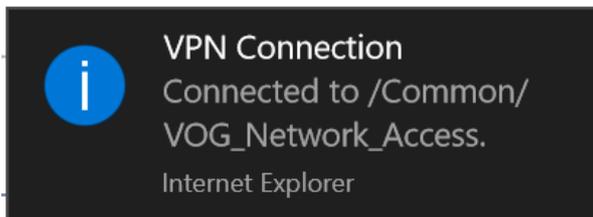
17. Select the **Vale of Glamorgan Full Access** button:



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



19. 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.