Using Vasco Two-Factor Authentication
Only for COVIDCOOP3 Users

1) Ensure you have a Vasco authenticator. If you do not have an authenticator, contact the DCF Service Desk to begin the remote access request process. You will be provided a (PIN) and your choice of a physical or virtual authenticator.

   a) Virtual Authenticator:
      i) An app may be installed on your state issued mobile device or state issued smartphone as an alternative to the physical authenticator. To use this, TSS will install the Auth-ES (DigiPass Mobile) application on your device.
      ii) Once installed, you will be prompted to enter a registration code. The registration code will be provided by DCF Security and consist of an assigned Serial Number and Activation code.

2) Launch the VMWare View Horizon Client by double clicking the icon on your desktop.

3) Double click the dcfvdi.wisconsin.gov tile:

4) Click Continue on the certificate message if it comes up. Otherwise proceed to the next step.
5) At the first login screen enter the Username: **COVIDCOOP3** and **Passcode**. Your Passcode is **8675309** followed by the {ONE-TIME PASSCODE}.
   a) Your {ONE-TIME PASSCODE} is the 6 digit number created by your authenticator. For example, a {ONE-TIME PASSCODE} could be 345678. This number changes on a regular time interval.
   i) Virtual authenticator – Launch the Auth-ES (DigiPass Mobile) application. The {ONE-TIME PASSCODE} is automatically displayed. You have 30 seconds to log in once the number is generated.

   Click **Login** continue.

6) To log in enter the following information and click **Login**:
   i) **User name** = your Accounts user name.
   ii) **Password** = your Accounts password that you use to log in to your email.
   iii) **Domain** = ACCOUNTS

7) Double click the tile for your VDI to launch it.
If you have any questions or concerns with these instructions, please contact the DCF Service Desk:

- 608-264-6323 – Madison Local
- 414-264-6323 – Milwaukee Local
- 855-264-6323 – Toll Free

DCFServiceDesk@wisconsin.gov – Open a ticket by email