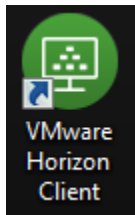
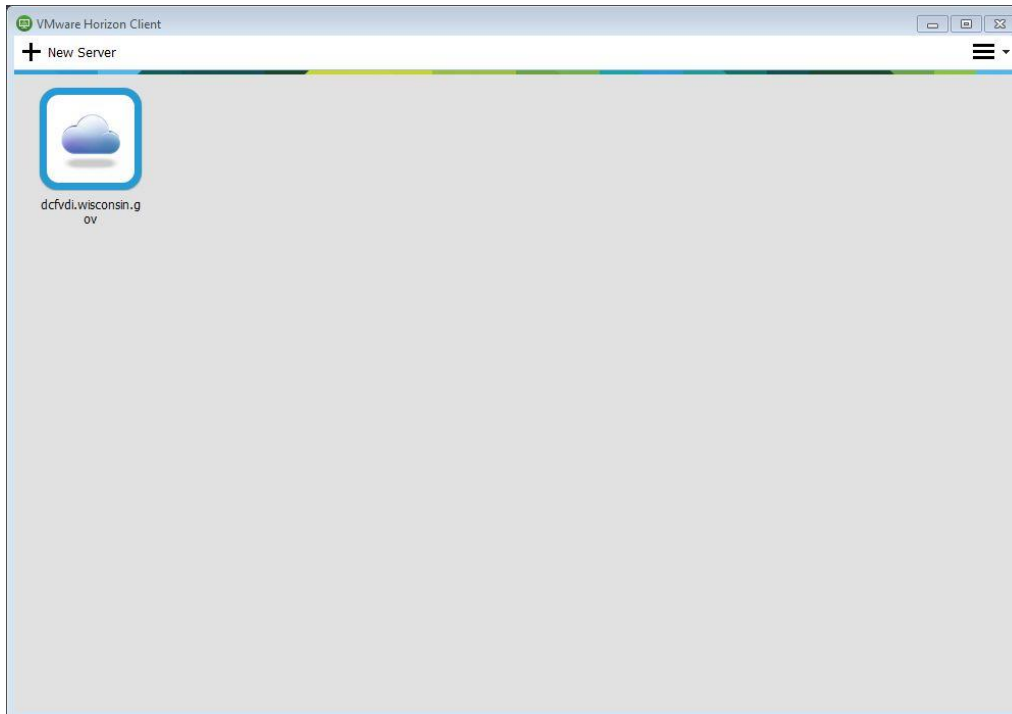


Using Vasco Two-Factor Authentication Only for COVIDCOOP3 Users

- 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.



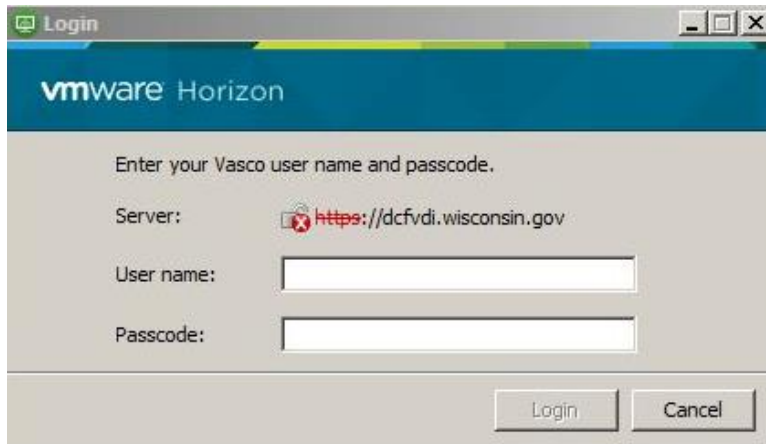
- 3) Double click the **dcfvd.wisconsin.gov** tile:



- 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.



vmware Horizon

Enter your Vasco user name and passcode.


Server: <https://dcfvdi.wisconsin.gov>

User name:

Passcode:

Login Cancel

- 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



vmware Horizon

Enter your Vasco user name and passcode.

Server: <https://dcfvdi.wisconsin.gov>

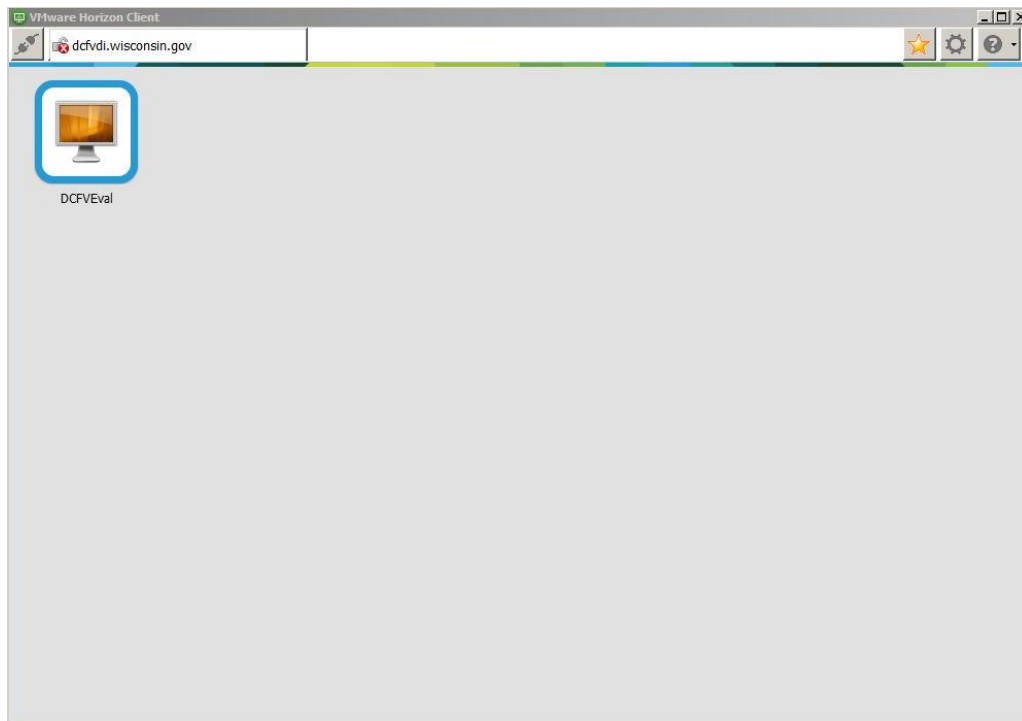
User name:

Password:





Domain: ACCOUNTS

Login Cancel

- 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