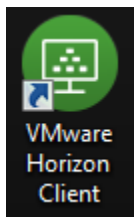
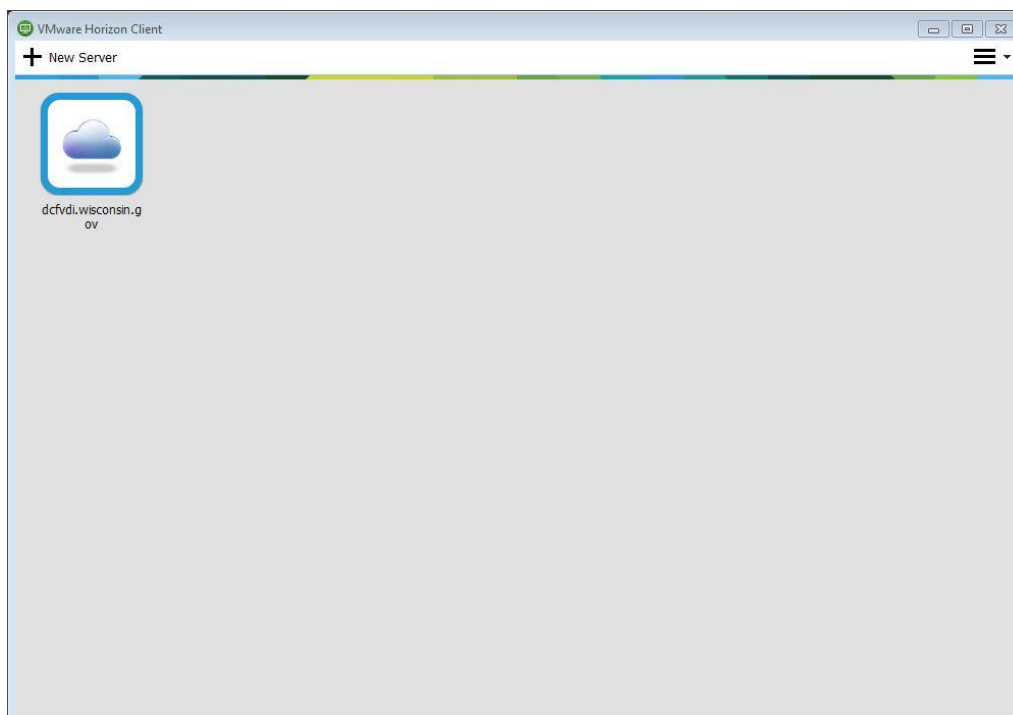


Using Vasco Two-Factor Authentication

- 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) Physical authenticator:
 - i) A physical authenticator known as a key fob will be delivered to you. This will be a keychain sized random number generator which will create your {ONE-TIME PASSWORD}.
 - ii) The physical authenticator will be pre-registered for your use by DCF Security.
 - b) 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 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.

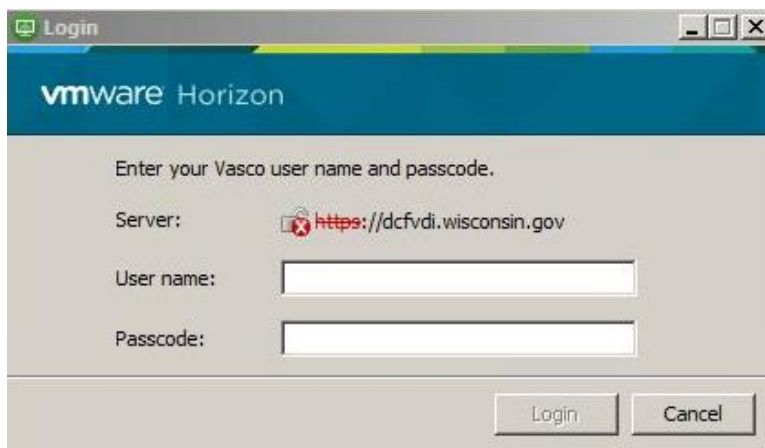


- 3) Double click the **dcfvd.wisconsin.gov** tile:

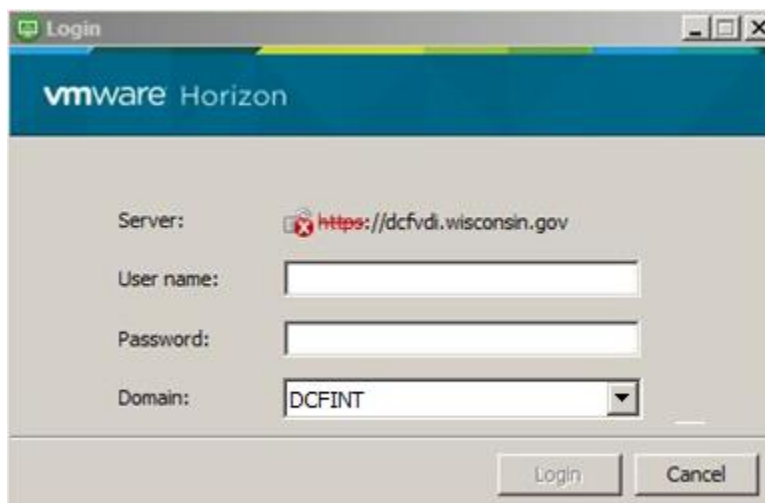


- 4) Click **Continue** on the certificate message if it comes up. Otherwise proceed to the next step.
- 5) At the first login screen enter your **User name** and **Passcode**. Your Passcode is your {PIN} followed by the {ONE-TIME PASSCODE}.
 - a) Your username is your Accounts username that you use to log in to your email.
 - b) Your {PIN} will be provided to you and will not change. For example, a {PIN} could be 53703.
 - c) 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) Physical authenticator – this is the number on your key fob. To regenerate a number, press the button on the key fob. You have 30 seconds to log in once the number is generated.
 - ii) Virtual authenticator – Launch the DigiPass Mobile application. The {ONE-TIME PASSCODE} is automatically displayed. You have 30 seconds to log in once the number is generated.

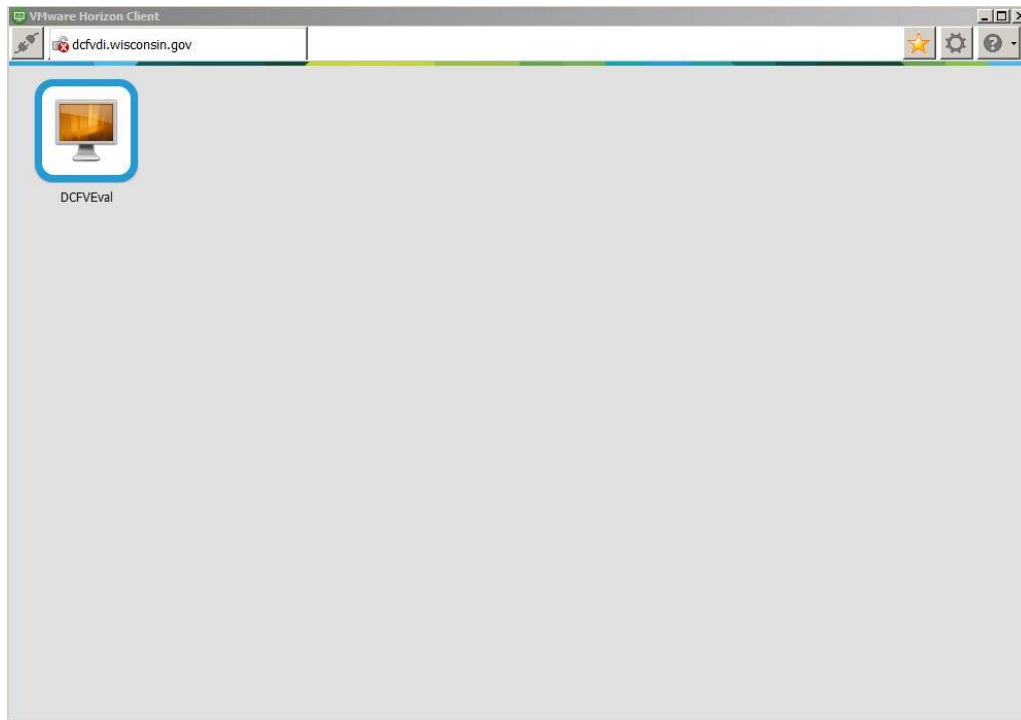
Click **Login** continue.



- 6) To log in enter the following information and click **Login**:
 - i) **User name** = your DCFINT user name.
 - ii) **Password** = your DCFINT password.
 - iii) **Domain** = DCFINT



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