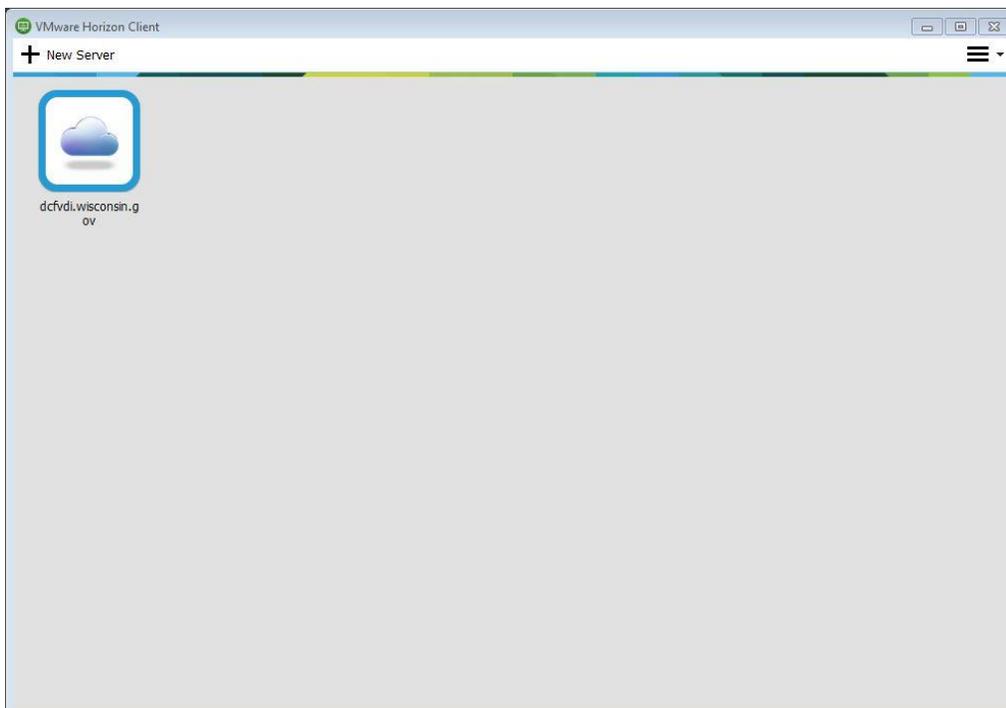


Using Vasco Two-Factor Authentication

- 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 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.

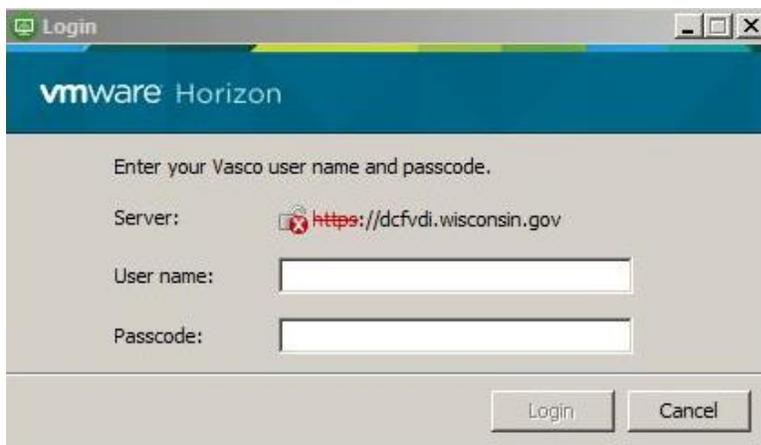


- 3) Double click the **dcfvd.wisconsin.gov** tile:



- 4) Click **Continue** on the certificate message if it comes up. Otherwise proceed to the next step.
- 5) At the first login screen enter 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 Auth-ES (DigiPass Mobile) application. The {ONE-TIME PASSCODE} is automatically displayed. You have 30 seconds to log in once the number is generated.

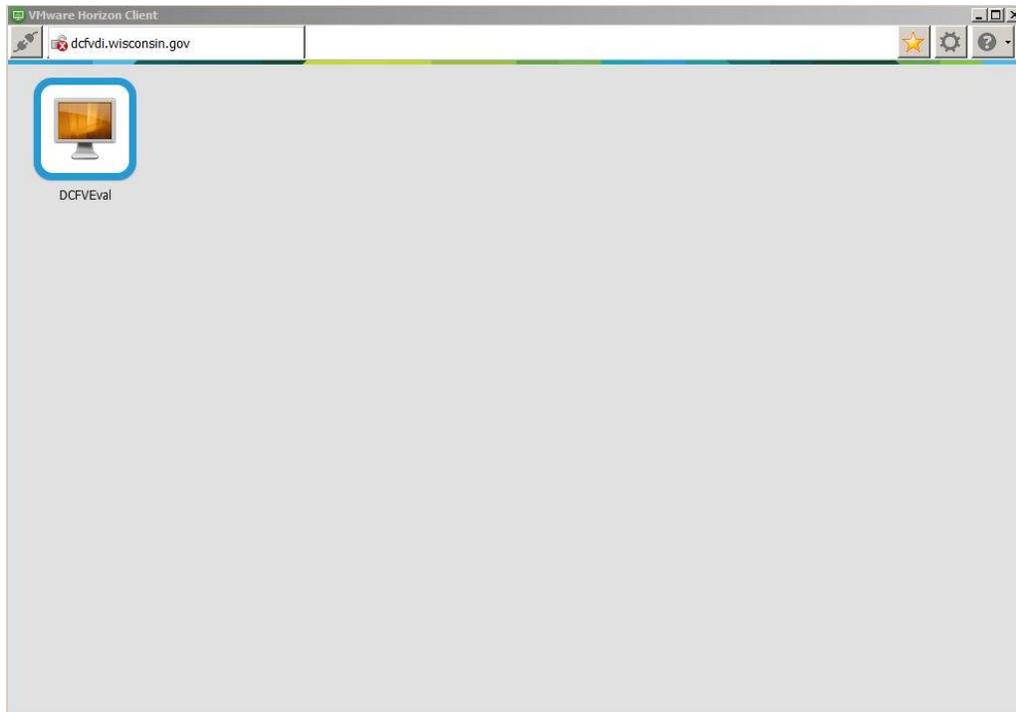
Click **Login** continue.



- 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