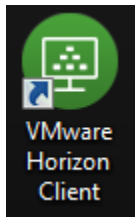
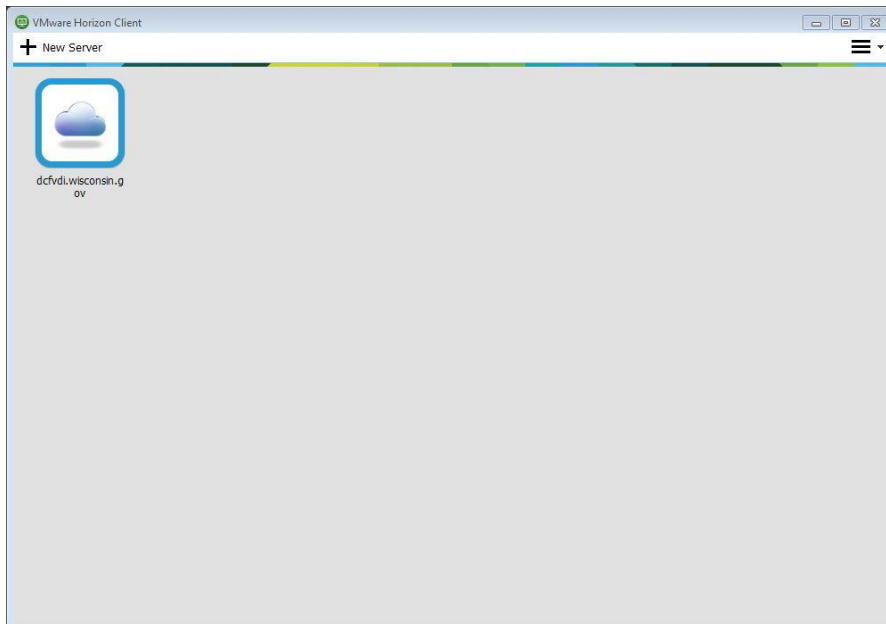


# Using Vasco Two-Factor Authentication

- 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 (OneSpan 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.

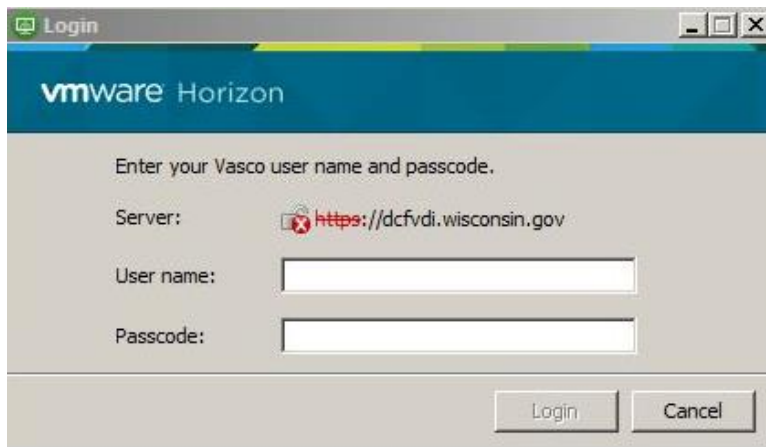


- 3) Double click the **dcfvd.wisconsin.gov** tile:



- 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**.



- a. **Username:** your Accounts username that you use to log in to your email.
- b. **Passcode:** your {PIN}+{ONE-TIME PASSCODE} no space or symbols, total of 13 numbers
  - i. {PIN} will be provided to you and will not change. For example, a {PIN} could be 4221234.
  - ii. {ONE-TIME PASSCODE} is the 6 digit number created by your authenticator. For example, a {ONE-TIME PASSCODE} could be 987654. This number changes on a regular time interval.

**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.

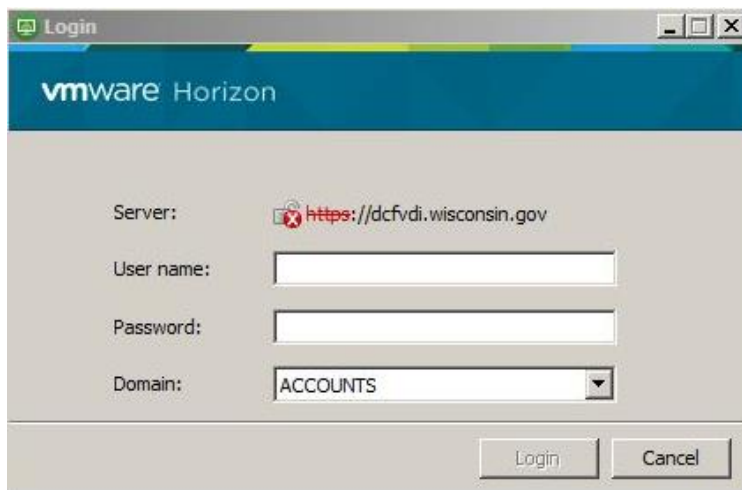
**Virtual authenticator** – Launch the Auth-ES (OneSpan Mobile) application.

The {ONE-TIME PASSCODE} is automatically displayed. You have **30** seconds to log in once the number is generated.

c. Click **Login** to continue.

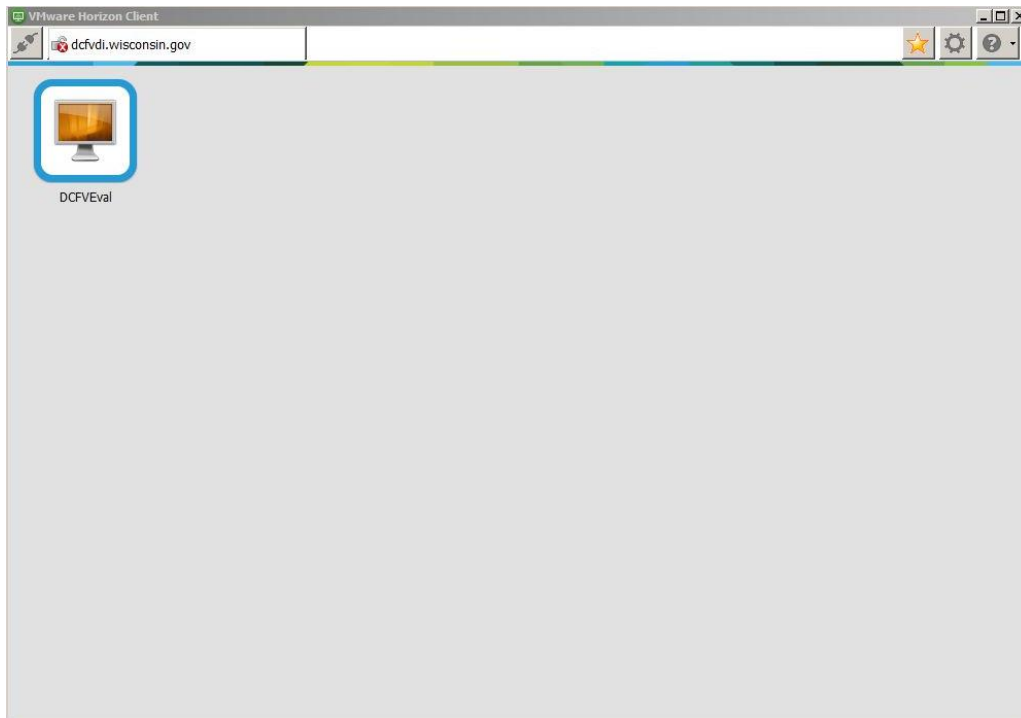
6) To the second log in screen, enter the following information and click **Login**:

- a. **User name** = your Accounts user name.
- b. **Password** = your Accounts password that you use to log in to your email.
- c. **Domain** = ACCOUNTS



7) Click **Login** to continue

8) 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