

VPN: SOFTWARE TOKEN SETUP FOR WINDOWS

This guide provides instructions for installing and activating the software token application used to connect to the Partners network with VPN.

WHAT IS VPN & SOFTWARE TOKEN ACCESS?

VPN allows you to connect to the Partners network from home or a remote location. With software token access, each time you connect you will enter a tokencode generated by an application installed on your computer, smart phone, or tablet. This application replaces a physical SecurID token (also known as "key fob").

Software token access is used when connecting by text or phone (also known as "phone-based" access) is not available, such as when connecting from an international location.

INSTALL THE SOFTWARE TOKEN APPLICATION

Prior to install, we recommend closing all other applications and windows except for your Software Token Activation email.

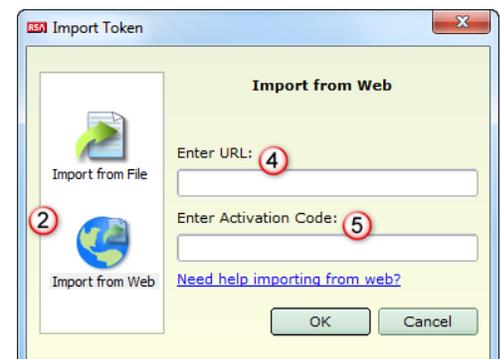
1. Click the appropriate install link:
 - [Windows 32-bit](#) (Recommended)
 - [Windows 64-bit](#)
2. A security warning will display. Click **Run**.
3. The RSA SecurID Setup Wizard will display. Click **Next**.
4. Select "I accept the terms in the license agreement", and then click **Next**.
5. For Setup Type, ensure **Typical** is selected, and then click **Next**.
6. Click **Install**.
7. When the Setup Wizard is complete, click **Launch RSA SecurID Software Token**, and then click **Finish**.

ACTIVATE YOUR TOKEN

After the install, complete a one-time activation using the unique link and code in your Software Token Activation email.

1. The Import Token window will display.
2. Click **Import from Web**.
3. Open your Software Token Activation email. Copy the **Token URL** provided in the message.
4. Return to the Import Token window. For Enter URL, **paste the copied Token URL**.
5. Repeat the steps 3 and 4 for the **Activation Code**.
6. Click **OK**.
7. Click Change Name to customize the name or your token, if desired. If not, click **OK**.
8. Your token is now ready to use.

Import Token:



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OPEN THE SOFTWARE TOKEN

Find your Software Token under:

Start > All Programs > RSA > RSA SecurID Token

Tip! For quick access, pin your software token to your start menu:

Open the Start Menu, *right-click* the RSA SecurID Token application, and then select **Pin to Start Menu**.

Pin to Start Menu:



LOG IN TO VPN WITH YOUR SOFT TOKEN

Note: The first time you connect to VPN, you are required to install the Cisco AnyConnect Secure Mobility application. View the VPN installation instructions for further details (located on the VPN Access page).

Follow these steps each time you connect to VPN.

1. Open your **Software Token**.
2. Go to www.partners.org/vpn.

Tip! Save this site to your favorites or as a shortcut on your desktop for easy access.

3. Under Token, click **Connect**.
4. Enter your:
 - Partners user name
 - Partners password
 - Software token tokencode

Tip! On the Software Token, click **Copy** to easily copy and paste the tokencode.

5. Click **Login**.

Software Token:



IS SERVICE DESK

BWH 617-732-5927
LCC 857-307-4150
NSMC 978-354-2014
PHS 617-726-5085

BWH-RICS 617-525-0848
MCL 781-416-8940
NWH 617-243-6001
SRN 617-952-5555

DFCI 617-632-3399
MGH 617-726-5085
PCHI 781-433-3757

FALK 617-983-7454
NHP 617-643-2020
PHH 617-726-0790