VPN Remote Access - On-Demand Authentication (ODA) User Guide

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A. RSA Self-Console

Follow these instructions to activate your ODA PIN, set yourself up in the RSA Self-Console, and connect to VPN utilizing the ODA method. This registration procedure must be done as soon as possible.

1- Go to the website <u>https://rast.ct.gov</u> and enter the User ID sent to you by IT, usually it is your first initial followed by your last name, i.e.: Jane Doe would be jdoe

Λ	Self-Service Console
Hon	ne
come to	the RSA Self-Service Console where you can perform token maintenance and troubleshooting tasks.
Log O	n
Log on	with your corporate credentials to request new tokens and manage existing tokens.
User II	о jdoe ОК User id is provided by IT usually it is your first initial followed by your
Forgot	your user ID? Contact your administrator.

2- On the next screen, select Password from the Authentication Method drop down list and click logon.

Log On		
ou may choose how you wan	t to authenticate yourself. Select your pref	ferred authentication method and log o
User ID:	sataley	
Authentication Method:	Password T	Choose Password from the drop-down list and

3- Enter your password provided by IT (this password expires after 10 days)

Log On	
ogon is required. If you have	forgotten your logon information, contact your help desk or administrator.
User ID:	
Authentication Method:	Password
Password:	

4- Once you have entered the Password you will be brought to a screen to create your PIN. The PIN should be 8 characters (alpha and/or numeric, no symbols or special characters).
 Memorize this PIN, you will need it when you use Cisco AnyConnect (see step C)

On-Deman	Authentication PIN
On Demand Authenti demand authentica ring logon, after enb	ation is an additional level of protection that your system administrators have provided for you. Ion allows you to request one-time-use tokencodes. ring your PIN, a tokencode is sent to you as an e-mail or a test message. You will need to enter this tokencode to access the protected resource.
	* Required field
Create New PIN	
Enter and confirm y	sur new PDN. Remember this PDN. It is required during each logon.
Cunfirm New PI	
Cancel Contra	

5- Once you successfully log in, you will see your account information. Click the Change Delivery Options (refer to image below step 1) and enter your personal email address. This email address will be used to deliver your token code. It is HIGHLY advisable that at this point you need to create or update your Security Questions (refer to image below step 2) to stop any delays of getting you your On-Demand Authentication Code when logging in to VPN

My Account		
page allows you to view y	your user profile and manage your authenticators. Certain edits to your account require administrator a	pproval.
Notes		
You have not answere	ed security questions that are used for emergency authentication. To answer them, click set up in the	ty Authenticators section.
/ Authenticators		
kens - view SecurID to	<u>ken demo</u>	
Kens - view SecurID to You do not currently have	e any tokens.	
Kens - <u>view SecuriD to</u> You do not currently have Demand Authenticati	e any tokens.	
Kens - <u>view SecurID to</u> You do not currently have Demand Authenticati	e any tokens.	
You do not currently have Tou do not currently have Demand Authenticati Send Tokencode To:	e any tokens. Ion Change Delivery Option	
You do not currently have Demand Authenticati Send Tokencode To: PIN:	te any tokens.	
Kens - <u>view SecurID to</u> You do not currently have Demand Authenticati Send Tokencode To: PIN: Expires On:	tion Change Delivery Option created on Jan 30, 2018 11:54:02 PM EST change PIN Does not expire	
Kens - <u>view SecuriD to</u> You do not currently have -Demand Authenticati Send Tokencode To: PIN: Expires On: curity Questions - <u>set</u>	ee any tokens. Ion Change Delivery Option Created on Jan 30, 2018 11:54:02 PM EST change PIN Does not expire	

On subsequent logins to the Self-Service Console – Only use when you need to change your email address.

Go to the website <u>https://rast.ct.gov</u> VE

VERIFY THIS STEP

Use the ON-DEMAND AUTHENTICATION – This is used by entering your PIN you created in the Self-Service Console, then on the next screen entering the Tokencode which has been sent to you via email.

Log On			
ou may choose how you wan	t to authenticate yourself. Select	our preferred authentication metho	d and log on
User ID:			
Authentication Method:	Password		

B. Install and setup the software:

You need two pieces of software to be able to connect to the work PC/server via VPN.

- 1- Cisco AnyConnect
- 2- Microsoft Remote Desktop

Download and install the software:

Go the AG website <u>https://portal.ct.gov/ag/it/support/</u> and download and install the software by following the install wizard.

For windows users:

Download and install the Cisco AnyConnect only. The Microsoft Remote Desktop is already preinstalled with windows.



For Mac OS X users:



C. VPN Connect

After the installation is complete:

Start the Cisco AnyConnect program and follow the instructions below to login to work. Enter the address vpn.ct.gov/oag-users in the text field "Ready to connect" (see below)

Cisco AnyCor	nnect Secure Mobility Clien	t		Ŀ	. 🗆	×	
	VPN: Ready to connect. vpn.ct.gov/oag-users		• ((Connect		
\$ ()				_		ofterfre cisco	J
		s 🖻	Ċ,	.atl		2:11 PM 2/15/2015	

Once you hit connect you will be prompted for your "Username" and "Password", please enter your User ID (sent to you by IT) and the PIN which you just setup through the RSA Self-Console (From step A-4 above), then click "OK"

🕙 Cisco	Cisco AnyConnec			
	Please enter your username and password. Username: Password:			
	OK Cancel			

The next pop up will show up (refer to image below) will ask you to "Wait for token to change" which means it is generating a Tokencode for you to enter and being sent to you via email, and once received needs to be entered in the "Answer" Field and press "Continue".

Answer:	
Wait for token to change, then enter the new tokencode:	^
	~

Email below show the On-Demand Tokencode sent to you by email (personal email used when you setup RSA Self-Console.



Once you enter in the Tokencode you will see the AnyConnect Client make the connection to the VPN

S Cisco AnyC				
	VPN: Establishing VPN - Configuring sy:	stem		
	vpn.ct.gov/best-techsupport	V	Connect	
Ø ()			_	citer

And finally, you will get a warning that you are entering a State Network which may vary from Profile to Profile, just click "OK"



D. Remote Desktop Logon

We will use Windows for this example.

Start » All Programs » Accessories » Remote Desktop Connection. Specify the AG's server: agrds.ct.gov

馬 Remote D	💀 Remote Desktop Connection					
-	Remote Desktop Connection					
<u>C</u> omputer:	agrds.ct.gov	•				
User name:						
You will be as	sked for credentials when you co	onnect.				
Show O	ptions	Connect <u>H</u> elp				

Click Connect.

You will be prompted for credentials. Use your regular username and password, but prefix your username with "EXEC\". (For example, john.smith would become EXEC\john.smith)

Windows Security	x
Enter your credentials These credentials will be used to connect to agrds.ct.gov.	_
EXEC\john.smith	
(Normal Password)	
Domain: EXEC	
	_
OK Cancel	

You are now presented with a desktop similar to the one you see at your workstation. You have access to LawBase, WorkSite, the U drive, L drive, etc.

E. Remote Desktop Logoff

You will see a blue title bar at the top of your screen like the one shown below. If you click the "x" you will be disconnected from your Remote Desktop session but remain logged in. However, after a certain period of time your session will expire and you will be logged off automatically, losing any unsaved work.

	agrds.ct.gov	- 8 ×	
To properly log o	ff <mark>, click the Sta</mark> r	t button, and then	"Log off."
All Programs	Log off —	Run Windows Security	
earch programs an	d files 🔎	Log off	
		6 💁	

F. VPN disconnect

Notice that the Cisco AnyConnect icon on the notification area has a "lock" symbol indicating that you're securely connected to the state network. You'll want to disconnect when you are finished with your tasks. Right-click the AnyConnect notification icon, and then select "VPN Disconnect."

 Image: A start of the start of	Open AnyConnect Show Connection Notices					
	VPN Disconnect					
	About					
	Quit					
	U 🐨 4	ñ ••	ii	ф	5:56 PM 12/15/2015	