## Steps to follow for PC Login and Setup:

1. Remote employee logs on to the PC with his/her user name (c or f ID) and the DND temporary password (sent to the employee's non-Freddie-Mac email address). If you have issues with logging in or logging into VPN, please email Desktop_Installation@freddiemac.com or contact Freddie Mac Service Desk at 703-450-3200

2. Connect to an available Wi-Fi connection using the Wireless connection option available in the system tray at bottom right
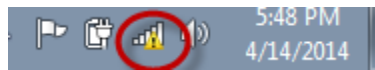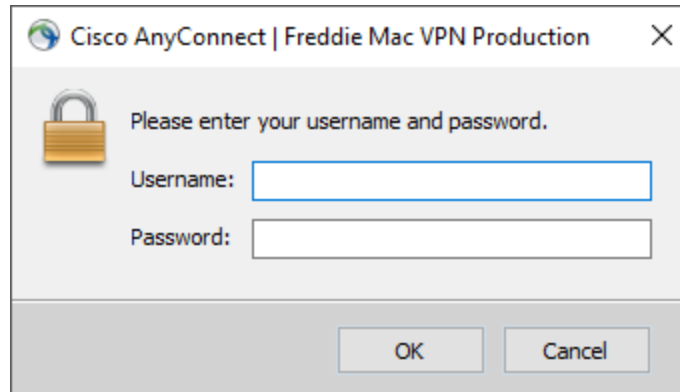

3. Launch RSA application from Desktop and enter **0000** (**4 zero's**) for the PIN and press enter, or hit the "Play" button (button with arrow point to the right)
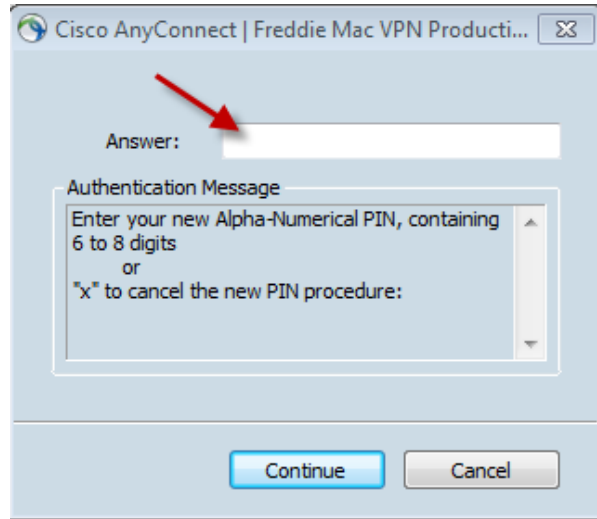

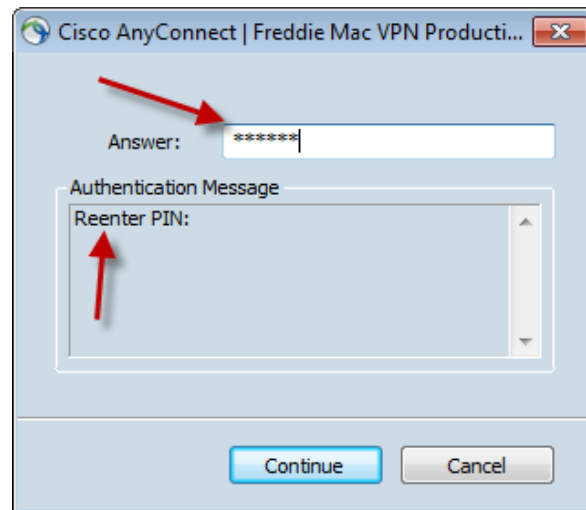4. Open Cisco AnyConnect VPN Client and hit "Connect"
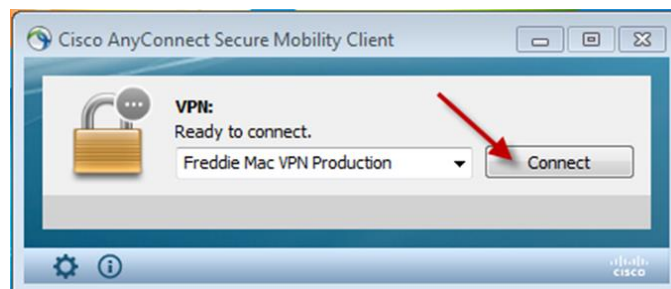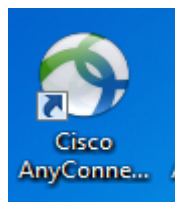
5. Type your employee ID (F or C ID) and copy/paste or type the Passcode from the RSA application into the "Password" field and hit OK

6. You will be asked to create a new PIN for RSA: ==Exactly 8 **NUMBERS only, cannot start with 0.** The information below "Authentication Message" is incorrect and should be ignored.==
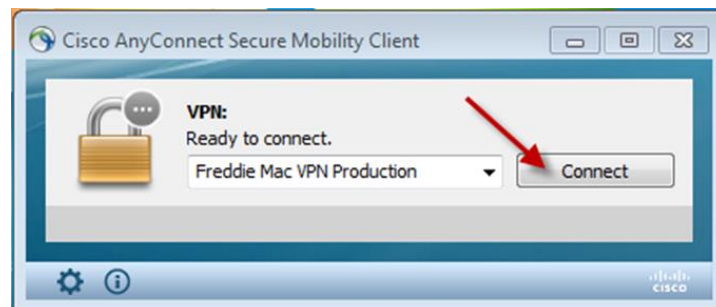
7. Enter your New Pin and press continue

8. You will see a **log-in fail** message in response
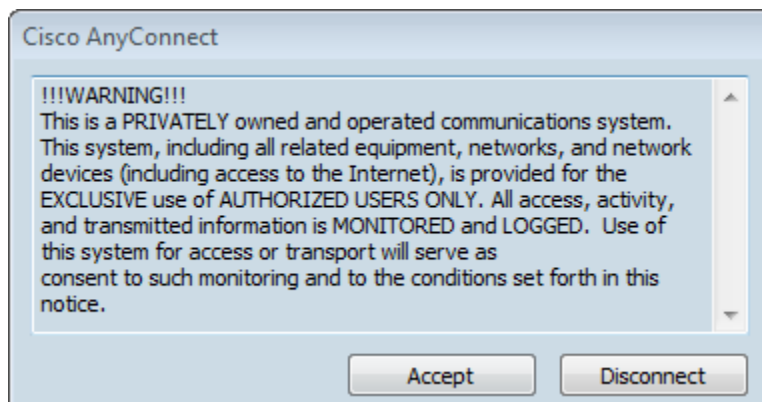9. Click "Connect" again on the Cisco AnyConnect VPN Client

10. Go back to the RSA SecureID Token App and Re-enter your **new pin**

11. Copy/paste the code in to the Cisco AnyConnect VPN Client

12. Click "Accept" to be connected to VPN

13. Press **CTRL-ALT-DELETE** and select "Change a password"

14. Enter your **temporary password** provided on the DND sheet **(sent separately to the personal e-mail address you provided)**. Create a new password with below requirements and enter it twice to confirm.

Create a password that meets ALL of these requirements:

- ❖ **Eight (8)** characters minimum
- ❖ At least one (1) Upper Case letter
- ❖ At least one (1) special character
  ~ ! @ # $ % ^ & *) (_+=
- ❖ At least one (1) number
- ❖ No "space" between characters
- ❖ No substring of three or more characters from your name or employee ID
- ❖ No substring of letters or numbers over two digits can be in sequence or repeated

Examples:

Hom3lo@n   M0rtg@ge

Acco4nt!   An4th!ng

15. ==Keep laptop connected to Freddie Mac network, for a minimum of two hours before disconnecting, to synchronize your new password on the PC==.

16. You can launch Outlook, MS Teams and use OneDrive once you have completed all the above steps.