

Setting Your Initial SecurID PIN Using VPN or VDI (RSA Tokencode)

This document provides the steps to configure the PIN for your SecurID token:

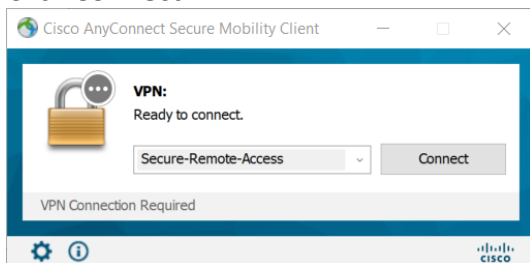
- [Using VPN with your Census issued laptop](#)
- [Using VDI with your personal device \(laptop/PC/MAC/tablet\)](#)

IMPORTANT: You must think of a 6 to 8-digit number that you can remember before attempting to create your PIN.

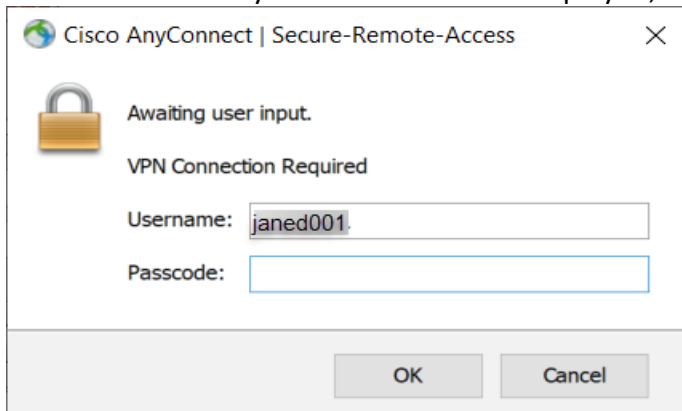
Using VPN with your Census issued laptop to setup your SecurID Pin

Instructions:

1. Connect the Census issued laptop to a secure WiFi network or hotspot.
2. The Cisco AnyConnect Secure Mobility Client window will appear within a few seconds.
3. Click **Connect**.



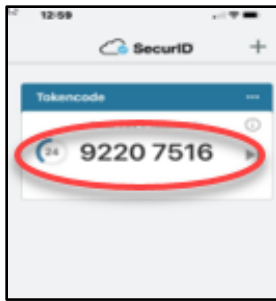
4. When the Cisco AnyConnect window is displayed, enter your **JBID (Username)**



5. Open the RSA Token app on your mobile device.



6. In the "Passcode" field, enter the **Tokencode** that is currently displayed in the SecurID app on your phone.



7. Click **OK** in the Cisco AnyConnect window on the laptop.
8. Enter your new 6 to 8-digit numeric PIN in the New PIN field. The new PIN must contain only numbers. Ensure that you memorize this PIN, as it will be required for all future access.
9. Enter the same **PIN** in the **Verify PIN** field.

A screenshot of a Windows-style dialog box titled "Cisco AnyConnect | Secure-Remote-Access". It features a padlock icon and the text "VPN Connection Required". Below this, there are two input fields: "New PIN:" and "Verify PIN:". A message box at the bottom states: "You must enter a new numeric PIN from 6 to 8 digits to continue." At the very bottom, there are "Continue" and "Cancel" buttons.

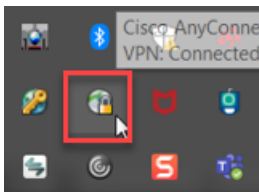
10. Click **Continue**.
11. Wait for a new Tokencode to appear in the RSA App on your mobile device before proceeding. The code changes every 60 seconds.
12. Enter your **PIN + RSA Tokencode** in the Passcode field (ex. If your PIN is 12345 and the Tokencode is 987654, you would enter 12345987654)
13. Click **Continue**.

A screenshot of a Windows-style dialog box titled "Cisco AnyConnect | Secure-Remote-Access". It features a padlock icon and the text "VPN Connection Required". Below this, there is a single input field labeled "Passcode:". A message box at the bottom states: "Enter new PIN with the next card code to complete authentication." At the very bottom, there are "Continue" and "Cancel" buttons.

14. The Census AnyConnect Warning Banner will be displayed if you have logged in successfully. Click **Accept** to connect to the Census network.



15. A small padlock icon will appear in your computer's Task Manager, indicating you have a secure connection to the Census network.



Using VDI with your personal device (laptop/PC/MAC/tablet) to setup your SecurID Pin

Instructions:

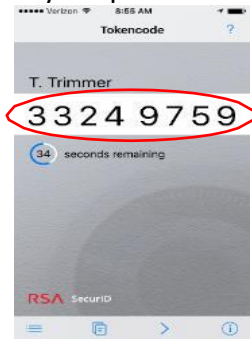
1. Login to your computer.
2. Connect your computer to the Internet. Ensure the Internet connection is active by opening a web browser (ie., Microsoft Edge, Firefox, Google Chrome).
3. In your web browser, access the VDI website: <https://vdi.census.gov>
4. When the VDI login page is displayed, enter your **JBID (Username)**

A screenshot of the VDI login page. At the top left is a blue padlock icon. The main text is a "US Census Bureau Notice and Consent Warning" in red, stating that the user is accessing a U.S. Government computer network and that the information entered is confidential. Below the warning, there are three input fields: "User name", "Personal PIN + RSA Tokencode", and "Census Network Password". A "Log On" button is located below the password field. At the bottom, there are links for "Forgot Password", "Change Password", and "Update Security Questions".

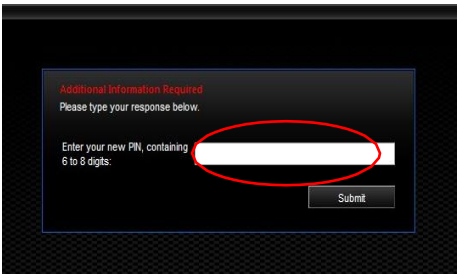
5. Open the RSA Token app on your mobile device.



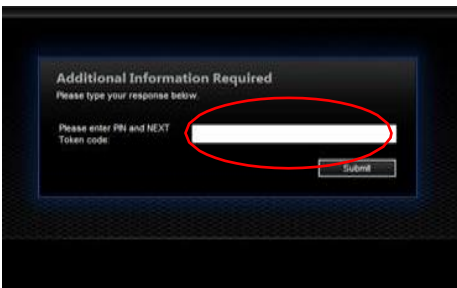
6. In the “RSA PIN+Passcode” field, enter the **Tokencode** that is currently displayed in the SecurID app on your phone.



7. In the “Census Network Password” field, enter your **Census Network password**.
8. Click **Log On**.
9. On the “Additional Information Required” screen, **enter your new 6 to 8-digit numeric PIN** in the field. The new PIN must contain only numbers. Ensure that you memorize this PIN, as it will be required for all future access.

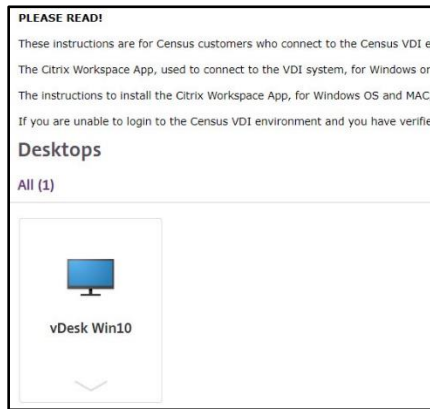


10. Click **Submit**.
11. You will receive another “Additional Information Required” screen. **Re- Enter your new PIN.**



12. Click **Submit**.
13. You will receive a final “Additional Information Required” screen.
14. Wait for a new Tokencode to appear in the RSA App on your mobile device before proceeding. The code changes every 60 seconds.
15. Enter your **PIN + RSA Tokencode** in the Passcode field (e.g. if your PIN is 142356 and the Tokencode is 246813, you would enter: 142356246813).
16. Click **Submit**.

17. If you have entered all the information correctly, you will be granted access to the VDI environment as shown below.



18. Click on the monitor icon to connect to the Census VDI network.

To report problems or request assistance, please call the IT Service Desk at (301) 763-3333, Option 2 and then Option 5, or send an email to it.service.desk@census.gov.