

Preparing your login and device for Second Factor Authentication for the Georgetown-MedStar IRB System

The steps below are required before you can log into the Georgetown-MedStar IRB system for the first time. The IRB system is not hosted on the MedStar network. Two-factor authentication is required to comply with MedStar security standards for this system. You will only have to execute these steps once on your PC.

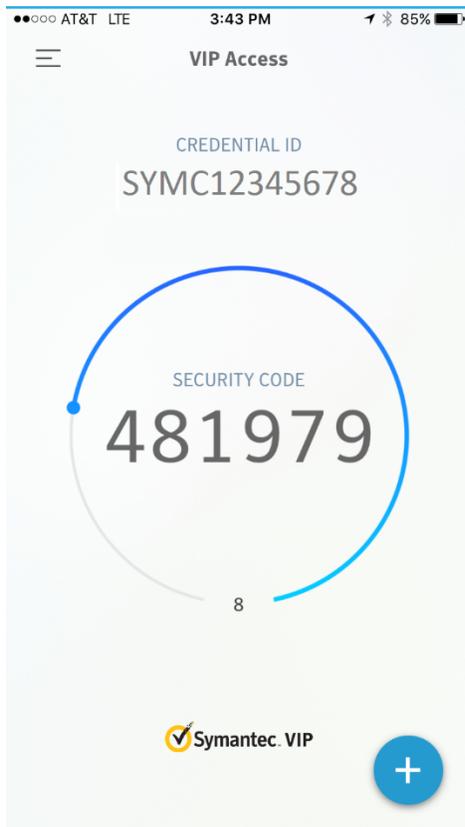
Step 1) Download Symantec VIP Access to your Smartphone or MedStar PC.

For your Smartphone:

Search the App Store on your device for “VIP Access” and download it to your device.

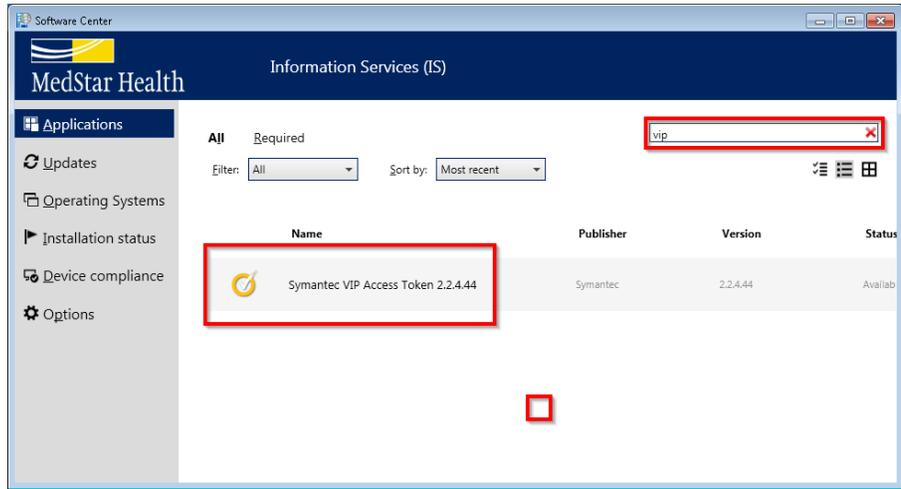
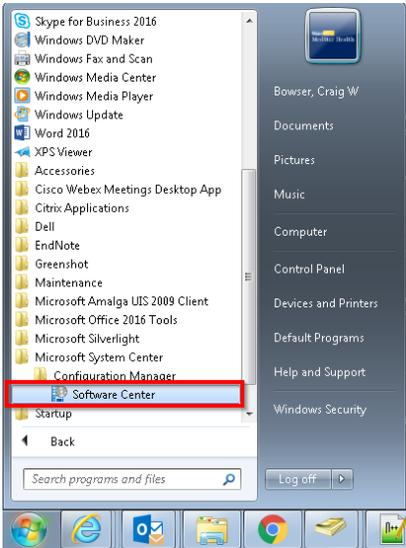


When the installation finishes and you launch the application, it should look something like this:

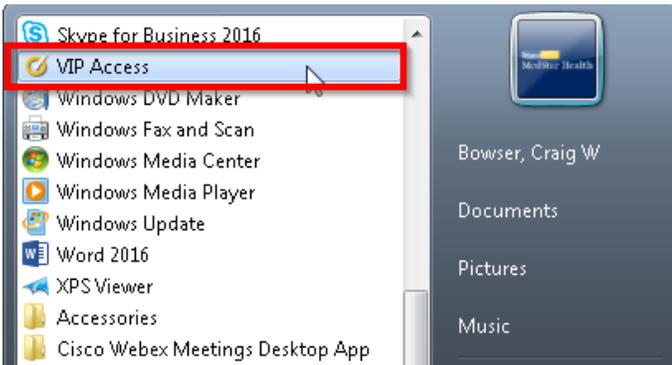


For your MedStar PC:

Click on the start button and Launch Software Center. Search VIP in the software center, and select the Symantec VIP Access Token for download.



VIP Access will now appear in your program list. When you launch it you will get a window like the one pictured below.



Step 2) Add an Access Verification Number to the MedStar Directory

Contact the MedStar Service Desk, 24/7, at 877-777-8787 for questions or issues.

→ **SKIP IF COMPLETED WHILE SETTING UP ANOTHER DEVICE, such as SERA access**

Add a phone # to your Associate Directory profile.

HOW TO ADD YOUR Phone#:

Outside MedStar: call the IS Service Desk (877-777-8787), choose the Core Service Desk option, and ask them to add your Access Verification Number to the associate directory.



Inside the MedStar Network:

- Sign onto StarPort: [http:// starport.medstar.net](http://starport.medstar.net).
- Click **"Sign In"** in the upper right corner of StarPort
- Click the dropdown arrow next to your name and select My Settings

Associate Directory "Self Service" Update

You may edit any field in "bold", fields in grey cannot be edited.
Changes to your profile will not be viewable in search results.

Please contact your manager to request any other field changes at 1-877-777-8787 or ISD_help_desk@medstar.net.

Self Service

Office Location (Bldg/Room/Unit):	W0DC
Address:	2331 Broadbirch Drive
City:	Silver Spring
State:	Maryland
Zip:	21090
Office Phone Number:	1-301-680-7851
Fax Number:	
MedStar Cell Phone:	1-410-688-7099
MedStar Pager Number:	1-410-688-7099
Access Verification Number:	1-410-688-7099
Assistant:	
Assistant's Phone Number:	
Supervisor:	Shapin, Paul G.

-Add your "Access Verification Number".

** Note: It may take up to 1 hr for your verification # to process*

**This # is only viewable to the Service Desk and you. It is not published in a directory.*

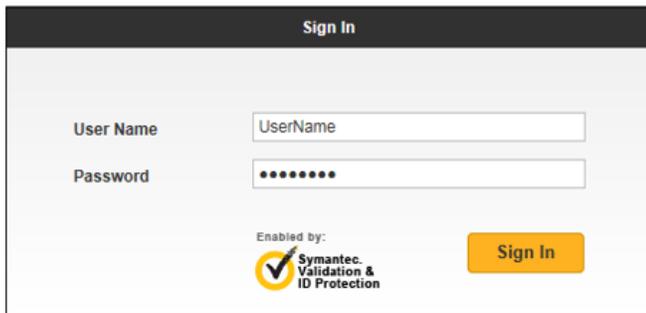
- Format Required for Verification Number:
- **1 + Area Code + Number**

Step 3) Login to Symantec VIP with your MedStar Network Account:

- ✓ Go to <http://vipssp.medstar.net>

Welcome to the Symantec® VIP Self Service Portal

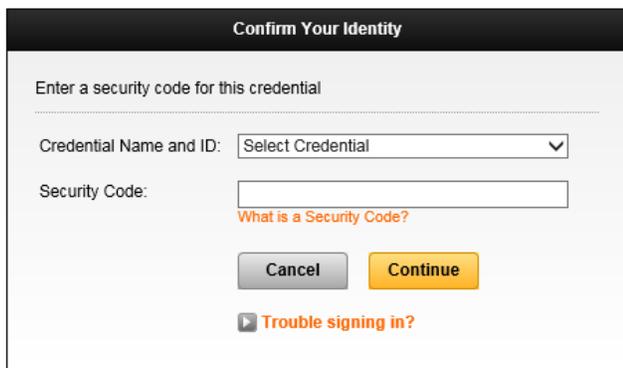
To access the Self Service Portal, enter your user name and password, and click **Sign In**.



- Enter your **MedStar Network ID & Password**

To Complete Your Sign-in

For your protection, first confirm your identity by entering a security code from your credential that has **already been registered** to your account.



Not the first time registering?

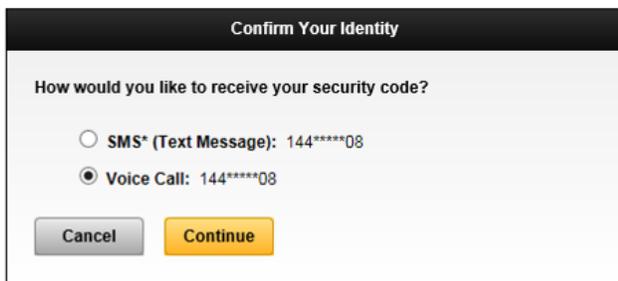
- Select a previously registered credential

First time registering?

- you should be prompted to send yourself an SMS or Voice call to the Phone Number you setup in **Step 1**. If you do not immediately get the SMS/Voice Call screen click on "Trouble signing in?"

To Complete Your Sign-in

Request a temporary security code to help confirm your identity.



- Select your preference
- Click Continue and continue

✔ A temporary security code has been sent to 144****08.

To Complete Your Sign-in

Help us confirm your identity so we can complete your sign-in. Request a temporary security code and enter it on the next page.



- Enter the six digit code you received in the text message or voice call, not the number it came from.

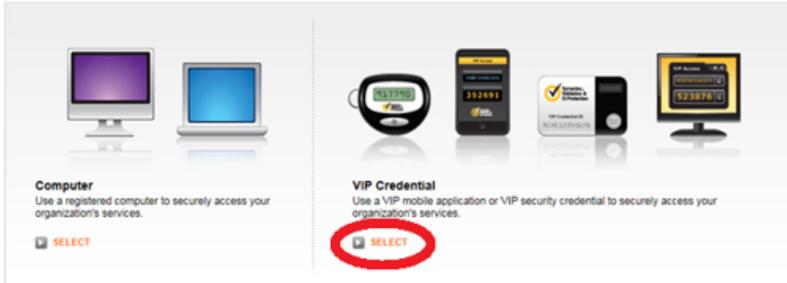
Step 4) Register your device(s):

✓ First Registration

 You have successfully signed in.

Select Your Credential

Select the type of credential you want to register.



Computer
Use a registered computer to securely access your organization's services.

VIP Credential
Use a VIP mobile application or VIP security credential to securely access your organization's services.

➤ Click **“SELECT”** to register another credential

✓ Add a device to your account

 You have successfully signed in.

Manage Your Credentials

This VIP Self Service Portal enables you to register, test, or reset credentials. You can also remove credentials from your account.

Your Registered Credentials		Register another credential? <input type="button" value="Register"/>		
Credential Name	Credential ID	Type	State	Actions
My Dell Android Phon (Push Enabled)	VSTZ96854562	VIP Credential	Enabled	<input type="button" value="▶"/>
My MedStar HP Laptop	VSST12125298	VIP Credential	Enabled	<input type="button" value="▶"/>

➤ You will now be on the Manage Your Credentials page.
➤ Click **“Register”** to register another credential

Select Your Credential

Select the type of credential you want to register.



VIP Credential
Use a VIP mobile application or VIP security credential to securely access your organization's services.

➤ Click **“REGISTER”** to register another credential

Register Your Credential

* Required Information

*Credential Type: VIP Credential

*Credential Name:
 Enter a simple name that is easy to remember.

*Credential ID:

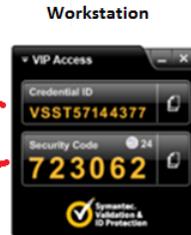
Credential ID examples:
Your credential contains a unique alphanumeric ID.

VIP Security Token (Back) VIP Security Card (Front) VIP Access

*Security Code:

Security Code examples:
Your credential provides a dynamic 6-digit code that changes every 30 seconds.

VIP Security Token (Front) VIP Security Card (Front) VIP Access



1. Open your code generator on your tablet/phone (Left) or on your Workstation/MAC (Right).
2. Type a Credential Name that describes the device you are configuring.
3. Type the Credential ID in the “*Credential ID:” Field.
4. Type the Security Code in the “*Security Code:” Field.
5. Click Submit.
6. You will receive a message stating “You have successfully registered <Device>” once you complete the registration.

You have successfully registered My Dell Android Phon.
Enter a security code from this credential the next time you Sign In.

Manage Your Credentials

This VIP Self Service Portal enables you to register, test, or reset credentials. You can also remove credentials from your account.

Your Registered Credentials		Register another credential?		<input type="button" value="Register"/>
Credential Name	Credential ID	Type	State	Actions
My MedStar HP Laptop	VSST12125298	VIP Credential	Enabled	