1. From your desktop, **click** Cortana (the hollow white circle).

2. This brings up a search bar to allow you to find the BIG-IP Edge Client, **Type** Big.

3. Once you type Big, the BIG-IP Edge Client App will appear, **Select/Click** the BIG-IP Edge Client.

4. Upon selecting the BIG-IP Edge Client, this window appears:

5. **Before you click Connect**, prepare yourself to work with your RSA token. The various type of tokens, will require slightly different steps. Please review the instructions for the type of token you have. First time Users will need to set up a pin number - see next page.
a. **First Time Mobile Token use:** You’ll need to first establish a pin number – See appendix A
b. **First Time Soft Token use:** You’ll need to first establish a pin number – see setting up pin instructions – See appendix B
c. **First Time Hard Token use:** You’ll need to first establish a pin number – see setting up pin instructions for hard tokens – See appendix C.

6. **Mobile and Soft Tokens:** Once your PIN number is entered, a Passcode appears. This is the number you will be using as part of logging into the BIG-IP Edge Client.

   ![Mobile and Soft Tokens Image]

**Hard- tokens (aka the keyfobs):** Enter your pin in addition to the revolving passcode to log into the BIG-IP Edge Client.

7. Now it’s time to **Click Connect** on the BIG-IP Edge Client (see figure 4, page 1). Upon doing so, the Secure Login window appears.

   ![Secure Login Window Image]

   a. **Type/Enter** your VPN Username
      Example: abxx490 (this is the id you normally use to login to the DNR network)

   b. **Type or copy** the Passcode number that appears within the soft-token or hard-token.

   c. **Click Logon**

   ![Logon Button Image]

   **Note:** PLEASE be patient. It may take up to several minutes before the VPN connection is made. This window will minimize when connected.
Once the VPN connection is made, your desktop window appears. You can check status of the connectivity by double clicking on the red F5 Icon on the task bar.

At this point you can do the work you need to do – you’re all set!

8. To close your VPN Session, click on the red F5 Icon in your task bar,

   The BIG-IP Edge Client window appears (as shown in figure 4), click on the disconnect button, your connection will be terminated.
Appendix A

Mobile Token - First Time Setup

For VPN use:
1. Download the RSA SecurID App on your phone or tablet.
2. For Android and iOS Devices, touch on the token’s URL/Link found in the email you received to import the soft token to user’s device.
   3. For Windows phone, open the RSA SecurID app, select ‘Import Token’. Copy and paste the URL into the ‘Import Token’ window in the Windows phone to complete the token importing process.
   4. If asked what to open the link with pick the RSA app.
   5. You should get a message that says the Token was successfully activated.
   6. Close the RSA app.

Once this process is complete, you now need to set a pin that you will use to log into VPN. You only need to do this once.
1. You must use Internet Explorer, other browsers will not work.
2. On your DNR computer go to the DNR external web site at https://www.dnr.wa.gov/
3. Scroll to the very bottom and click on VPN.
4. Now open the RSA SecurID app on your phone or tablet
5. This first time only click on the arrow to the right of the white field (do not enter a number yet).
6. A number will appear in the white field, click the copy button below the white field.
7. Go back to the VPN page you opened and enter your user id in the VPN Username field
8. Enter the 8 digit number that is displayed on your RSA SecurID app into the Soft-Token Passcode or keyFob PIN+Token field.
9. Click the Logon button. You will be prompted to enter a Pin, it cannot start with 0 (zero) and cannot be a patter like 123456.
10. Click submit and reenter the pin and click submit.
11. You should be signed in at this point. Click log out at the top right corner.
12. Close the RSA app.

For Citrix use:
1. Download the RSA SecurID App on your phone or tablet.
2. For Android and iOS Devices, touch on the token’s URL/Link found in the email you received to import the soft token to user’s device.
3. For Windows phone, open the RSA SecurID app, select ‘Import Token’. Copy and paste the URL into the ‘Import Token’ window in the Windows phone to complete the token importing process.
4. If asked what to open the link with pick the RSA app.
5. You should get a message that says the Token was successfully activated.
6. Close the RSA app.

Once this process is complete, you now need to set a pin that you will use to log into Citrix. You only need to do this one.
1. You must use Internet Explorer, other browsers will not work.
2. Go to the DNR external web site at [https://www.dnr.wa.gov/](https://www.dnr.wa.gov/)
3. Scroll to the very bottom and click on Citrix.
4. Now open the RSA SecurID app on your phone or tablet, for this first time only click on the arrow to the right of the white field (do not enter a number yet) and a number will appear.
5. Go back to the Citrix page you opened and enter your user id in the User Name field, enter the password you use to log into your computer in the Password 1 field and enter the 8 digit number from your RSA SecurID app into the Soft-Token Password 2 field.
6. Click the Logon button. You will be prompted to enter a Pin, it cannot start with 0 (zero) and cannot be a patter like 123456.
7. Click submit and reenter the pin and click submit.
8. You should be signed in at this point. Click log off at the top right corner by clicking on your name.
9. Close the RSA SecurID Token app.
Appendix B

Software Token - First Time Setup

For VPN use:
1. The RSA SecurID token application should already be installed on your DNR computer. If it is not submit a Service Request if you work in Olympia or contact your IT Coordinator if you work in a region.
2. Look for RSA on your computer’s start menu and click to open the RSA SecurID Token application.
3. Select Import from Web. Copy and paste the URL to the ‘Enter URL’ box. Also copy and paste the Activation Code to the ‘Enter Activation Code’ box. Press ‘OK’ button. Token importing process should be successfully completed. In some versions of the RSA SecurID software you need to click on options and import token to find the Import from Web function.

URL:  https://secureauth.cts.wa.gov:443/ctkip/services/CtkipService  
Your Activation Code: found in the email sent to you

Once this process is complete, you now need to set a PIN that you will use to log into VPN. You only need to do this once.
13. You must use Internet Explorer, other browsers will not work.
14. Go to the DNR external web site at https://www.dnr.wa.gov/
15. Scroll to the very bottom and click on VPN.
16. Now click on your Windows start button and look for RSA and click to open the RSA SecurID Token application.
17. This first time only click on the arrow to the right of the white field (do not enter a number yet).
18. A number will appear in the white field, click the copy button below the white field.
19. Go back to the VPN page you opened and enter your user id in the VPN Username field and paste the number you just copied into the Soft-Token Passcode or keyFob PIN+Token field.
20. Click the Logon button. You will be prompted to enter a Pin, it cannot start with 0 (zero) and cannot be a pattern like 123456.
21. Click submit and reenter the pin and click submit.
22. You should be signed in at this point. Click log out at the top right corner.
23. Close the RSA SecurID Token application.

For Citrix use:
1. The RSA SecurID token application should already be installed on your DNR computer. If it is not submit a Service Request if you work in Olympia or contact your IT Coordinator if you work in a region.
2. Look for RSA on your computer’s start menu and click to open the RSA SecurID token application.
3. Select Import from Web. Copy and paste the URL to the ‘Enter URL’ box. Also copy and paste the Activation Code to the ‘Enter Activation Code’ box. Press ‘OK’ button. Token importing process should be successfully completed. In some versions of the RSA SecurID software you need to click on options and import token to find the Import from Web function.

URL:  https://secureauth.cts.wa.gov:443/ctkip/services/CtkipService  
Your Activation Code: found in the email sent to you
Once this process is complete, you now need to set a pin that you will use to log into Citrix. You only need to do this one.

1. You must use Internet Explorer, other browsers will not work.
2. Go to the DNR external web site at https://www.dnr.wa.gov/
3. Scroll to the very bottom and click on Citrix.
4. Now click on your Windows start button and look for RSA and click to open the RSA SecurID Token application.
5. This first time only click on the arrow to the right of the white field (do not enter a number yet).
6. A number will appear in the white field, click the copy button below the white field.
7. Go back to the Citrix page you opened and enter your user id in the User Name field, enter the password you use to log into your computer in the Password 1 field and paste the number you just copied into the Soft-Token Password 2 field.
8. Click the Logon button. You will be prompted to enter a Pin, it cannot start with 0 (zero) and cannot be a patter like 123456.
9. Click submit and reenter the pin and click submit.
10. You should be signed in at this point. Click log off at the top right corner by clicking on your name.
11. Close the RSA SecurID Token application.
Appendix C

Keyfob Token - First Time Setup

For VPN use:

1. Open the package the RSA Key Fob is in. A number should be displayed on it, the number will change regularly.
2. You must use Internet Explorer, other browsers will not work.
3. Go to the DNR external web site at https://www.dnr.wa.gov/
4. Scroll to the very bottom and click on VPN.
5. Enter your user id in the VPN User Name field and the number that is currently being displayed on your Key Fob in the Soft-Token Passcode or keyFob PIN+Token field.
6. Click the Logon button. You will be prompted to enter a Pin, it cannot start with 0 (zero) and cannot be a pattern like 123456.
7. Click submit and reenter the pin number and click submit.
8. You should be signed in at this point. Click log off at the top right corner by clicking on your name.

For Citrix use:

1. Open the package the RSA Key Fob is in. A number should be displayed on it, the number will change regularly.
2. Open Internet Explorer on your computer.
3. Go to the DNR external web site at https://www.dnr.wa.gov/
4. Scroll to the very bottom and click on Citrix.
5. Enter your user id in the User Name field, enter the password you use to log into your computer in the Password 1 field and enter the 8 digit number from your RSA Key Fob into the Soft-Token Password 2 field.
6. Click the Logon button. You will be prompted to enter a Pin, it cannot start with 0 (zero) and cannot be a pattern like 123456.
7. Click submit and reenter the pin and click submit.
8. You should be signed in at this point. Click log off at the top right corner by clicking on your name.