

# How to Create an RSA PIN for First Time Use of VPN

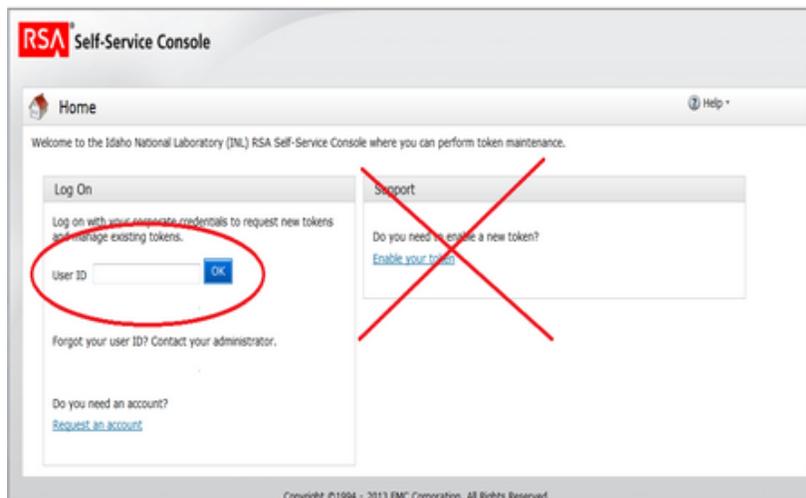
Open this url: <https://poena.inl.gov:7004/console-selfservice>

When accessing the Self-Service Console for the first time, you will see the screen displayed below.

## To set the PIN for your new token:

In the **Log On** section, enter your **User ID** and click on **OK**.

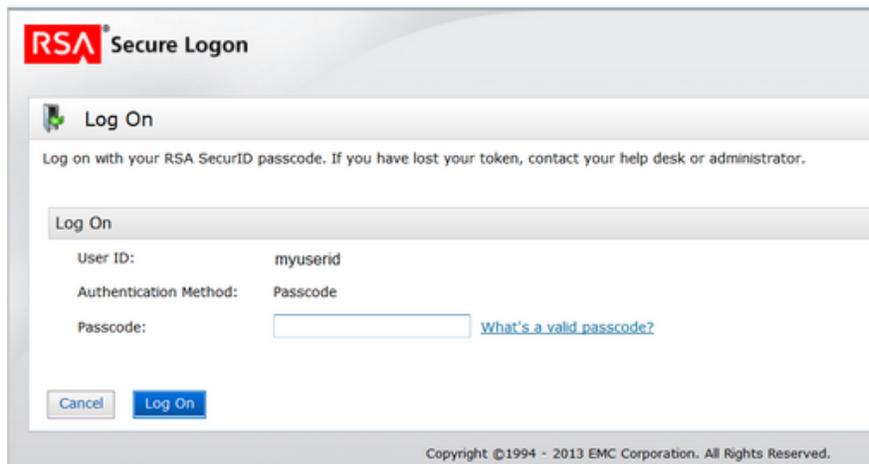
**NOTE:** Do not use the Support section as it will require an “Enablement Code” which you do not have.



**Note:** If you have an active INL NT Domain password, you can log on to the HPC and VPN self-service portals with it, otherwise continue to the next step for using a *Passcode*.

In the **Passcode** field – enter the six-digit code being displayed on the front of the token and click **Log On**.

**Please note** - Once a code is used, you must use the *next* displayed code to display before proceeding.



Enter a **New PIN** – must be exactly eight (8) characters.

It can contain letters and/or numbers, but cannot contain special characters, and must be different than your last 25 PINs.

### Confirm New PIN

Wait until the tokencode (the number on your RSA SecurID token) changes, then enter that new tokencode.

Click **OK**

The screenshot shows a dialog box titled "New RSA SecurID PIN Required" with the RSA logo. It contains instructions: "Either you do not have a PIN yet, or security policy requires a PIN change. If you are prompted to enter your next tokencode, wait until the tokencode (the number on your RSA SecurID token) changes, then enter that new tokencode. Note: It may take a minute or more for the tokencode to change." Below the text is a "Create New PIN" section with three input fields: "New PIN:" (with a "What is a valid pin?" link), "Confirm New PIN:", and "Next Tokencode:". At the bottom are "Cancel" and "OK" buttons. The footer reads "Copyright ©1994 - 2013 EMC Corporation. All Rights Reserved."

If successful, you will be able to view details, test, or troubleshoot your token. You will also be able to information about your profile and your token.

You see a notification regarding whether you have successfully created your security questions.

The screenshot shows the "My Account" page with a "Help" link. It contains two main sections: "My Authenticators" and "My Profile".

**My Authenticators**

Tokens - [view SecurID token demo](#)

**Key Fob** [view details](#) [test](#) [troubleshoot](#)

Token Serial Number: 00034

PIN: created on Apr 22, 2014 3:52:08 PM MDT [Change PIN](#)

Expires On: May 30, 2015 6:00:00 PM MDT [request replacement](#)

**On-Demand Authentication**

**Security Questions**

You've successfully setup your security questions. During logon you may be prompted to answer those questions to verify your identity.

**My Profile**

**Personal Information**

FIRST\_NAME: JIM  
MIDDLE\_NAME:  
LAST\_NAME: JAMES  
LOGINID: JAMES  
EMAIL: james.james@emc.com  
CERT\_DN:  
Account Creation Date: Mar 24, 2010 1:08:10 PM MDT

The footer reads "Copyright ©1994 - 2013 EMC Corporation. All Rights Reserved."

**Note:** The option to request a replacement token is not available from the Self-Service Console. If a new or replacement token is needed please submit a new [VPN – Remote Access Request](#).

If you have issues or need additional assistance please [Report a Problem using Service Now](#) or contact the OpsCenter at 526-1000 or [opscenter@inl.gov](mailto:opscenter@inl.gov).