

College Email Guide:

Symantec VIP Credential Registration - Two-factor Authorization

User Self Service Registration

Welcome New Student:

To begin using your **College Email** outside of a Bon Secours Facility/or Hospital you will need to complete the following process. This two-step process requires a smart-phone (App required) or text/phone.

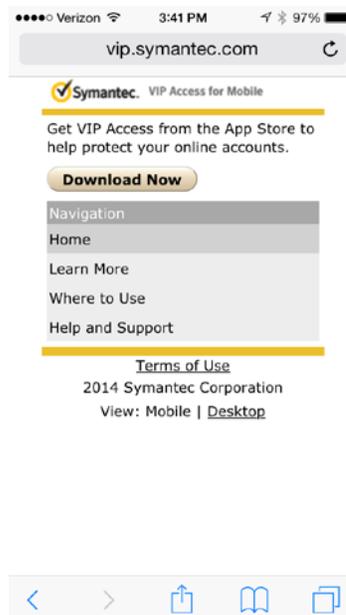
Home: If you are at home please contact the Help Desk to set up your authorization. Please call 866-809-9259, and let them know you are at student at the College of Nursing and need to set up your Two-Factor account.

Bon Secours Facility: If you are currently at a Bon Secours Facility or Hospital you can complete the steps below.

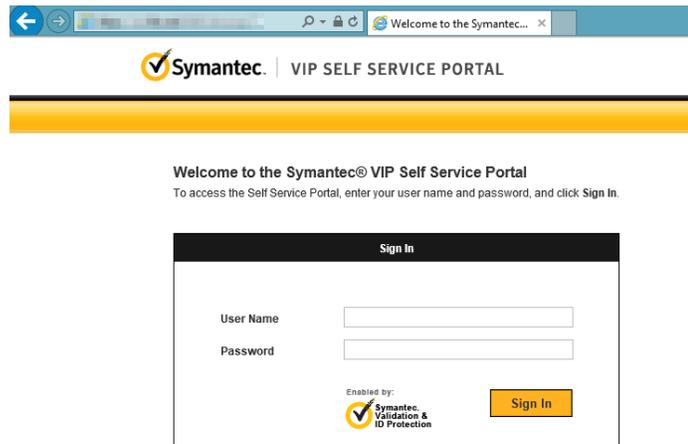
Remember if you are a current Bon Secours Employee you will need Two Accounts, one for your **work email and one for your **College email**.

User Registration – Self Service

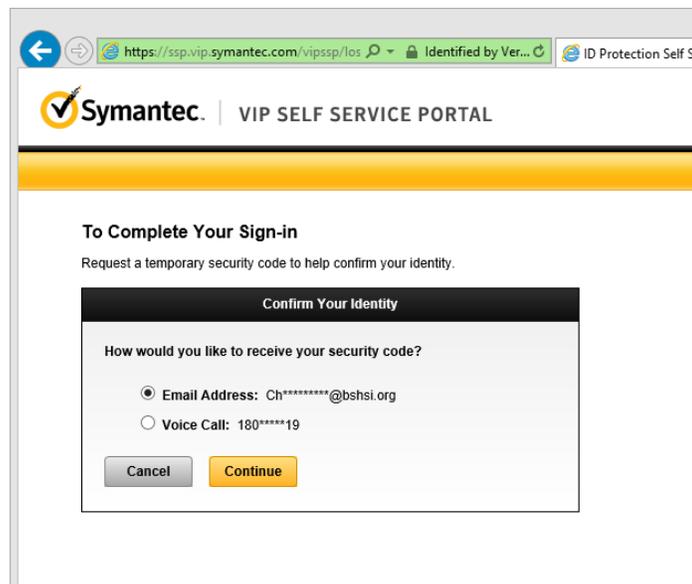
1. User visits <http://m.vip.symantec.com> from their smartphone to install the appropriate version of the **Symantec VIP** application for their smartphone. The site will auto-detect the type of smartphone in use and provide the appropriate application download information.



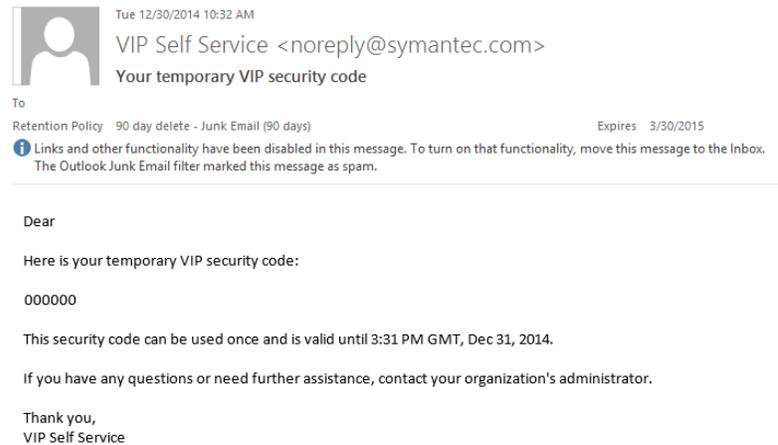
2. From their PC, the user logs into Self Service Portal using their web browser. All modern day browsers are supported. The registration site is <https://sspidp.ads.bshsi.com:8233/vipssp>. This site is accessible only through internal BSHSI network connections. The User Name and Password are the user's ADS User Name and Password.



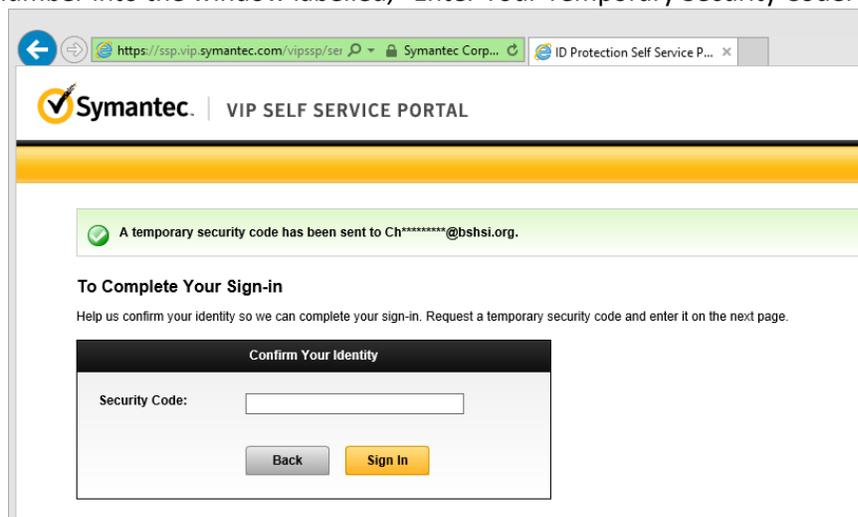
3. To confirm the requesting user's identity before allowing them to register their smartphone, the user will be provided with a temporary secondary password that the site will require in order to log in. This password should be sent to the user's email address. Select the option for Email Address as shown below, then click Continue.



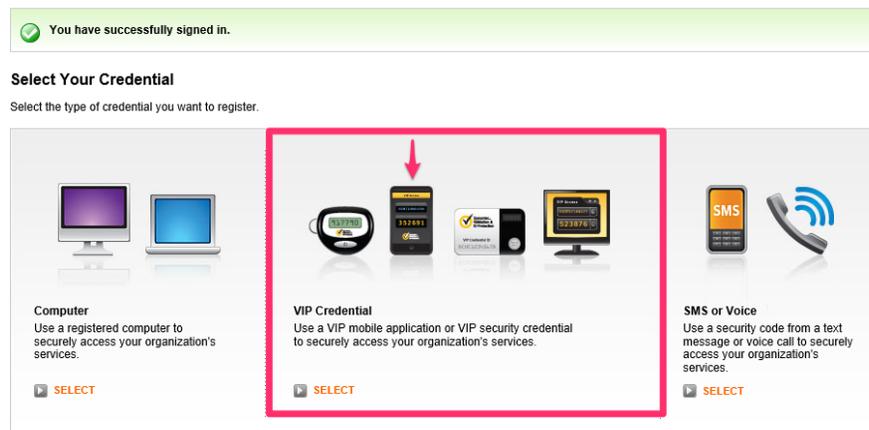
- The user should check their email for an email from *VIP Self Service*, (*noreply@symantec.com*), to receive the temporary password in the form of a 6 digit number. If you do not see the email in your inbox remember to check your Junk Email folder as well.



- Enter the 6 digit number into the window labelled, "Enter Your Temporary Security Code."



- After successfully entering their temporary security code, the user will be able to register their smartphone.



- The smartphone registration process will require the user to enter both the **Credential ID**, (The non-changing value in the Symantec VIP application that begins with VSMT), and **Security Code**, (The 6 digit number that changes every 30 seconds), from their device.

Register Your Credential

* Required Information

* Credential Type: VIP Credential

* Credential Name:
Enter a simple name for your credential 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 8 digit code that changes every 30 seconds.

VIP Security Token (Front)

VIP Security Card (Front)

VIP Access



- This completes the registration process. The smartphone may now be used for 2-factor authentication.

| **VIP SELF SERVICE PORTAL**
Home | Sign Out

✔ You have successfully registered My iPad token.
 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 iPad token <small>(Push Enabled)</small>	VSMT77521975	VIP Credential	Enabled	<input type="button" value="▶"/>