

- ☑ **SOFT TOKEN REGISTRATION for EMPLOYEES whose Android mobile device may not be connected to the internet.**

Soft Token registration via QR code:

1. Select option **3** to register via QR code and **select Next**.

Entrust
IdentityGuard Self-Service

Entrust IdentityGuard Mobile ST or Desktop Soft Token Activation Options

Please select the option that best matches your current situation:

- I want to activate a soft token identity on my current device.
- I want to activate a soft token identity on another device where I can have an email message delivered.
- I want to activate a soft token identity on a mobile device that may not be connected to the internet.
- I am unable to activate my soft token identity using any of the above methods, so I'll perform a manual activation.
- I want to delay activating my soft token identity until later.

Option 3

The mobile device where I want to activate my soft token identity has Entrust IdentityGuard Mobile ST version 3 or above installed. You can tell which version of the app is installed by opening it and going to the About section of the main Info screen.

Next

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To activate the soft token, read the below box and proceed to step 2.


Entrust
IdentityGuard Self-Service

Entrust IdentityGuard Mobile ST or Desktop Soft Token Identity

Activate your new soft token identity using the method outlined below, or select **Cancel** to choose a different activation method.

QR Code Activation

To activate a soft token identity on a mobile device, use the Entrust IdentityGuard Mobile ST app on that device to scan the QR code below.



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To complete activation, you must provide Entrust IdentityGuard Mobile ST with the password displayed above.

Once you have saved your soft token identity, return here and click **Next**.

Next **Cancel**

Not sure what to do?

For QR code activation:

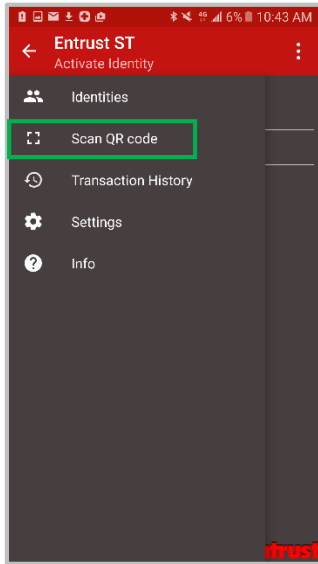
- On your mobile device, open Entrust IdentityGuard Mobile ST. Enter your PIN if prompted.
- Navigate to the Identities screen and press the QR code icon or select **Scan QR code** from the menu. Follow the instructions on the QR Scanner screen.
- To complete activation, enter the QR code password displayed above.
- Select **Save** or **Activate** as appropriate, then return to this page and click **Next**.
- If the application does not open, return to this page and click **Cancel** to get other activation options.

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This number is the password Required In Step 2- C.

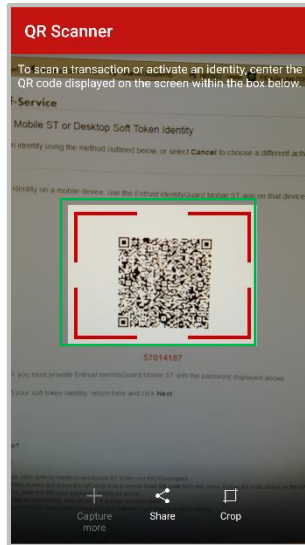


2. Tap the Entrust ST App on your mobile device, enter the Entrust PIN you created in registration.



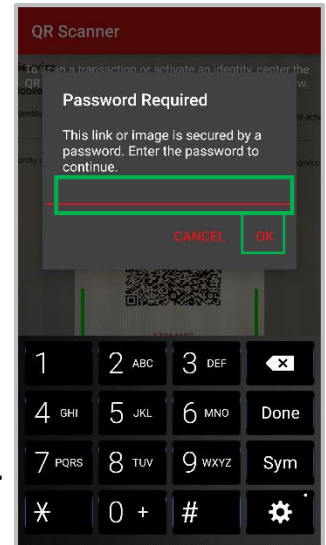
2-A.

Tap Scan QR Code



2-B.

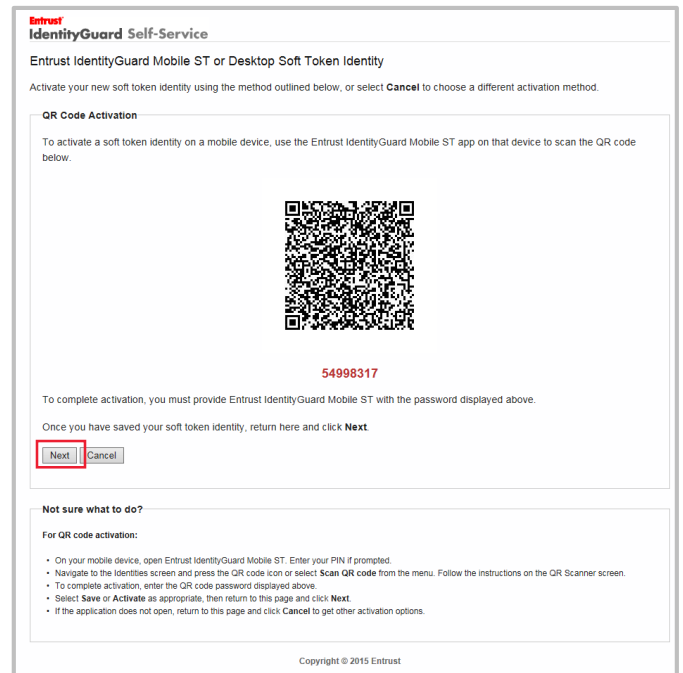
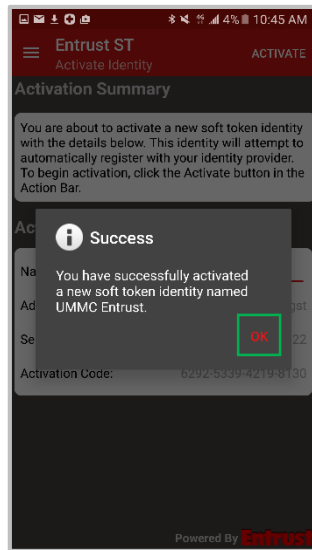
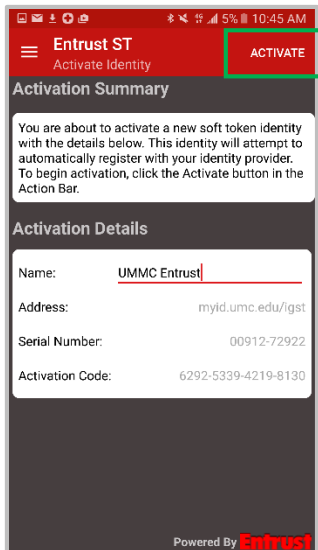
Scan the QR code presented on your computer screen - you can try several times if needed



2-C.

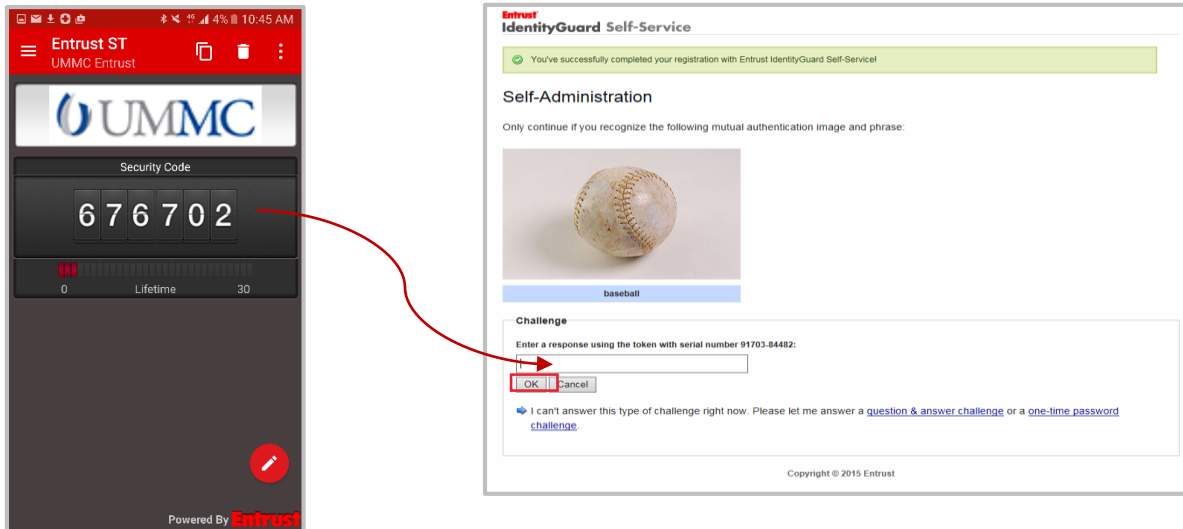
Enter the password required from step 1 and tap OK

3. Once the QR code is scanned, the Activate Identity screen will appear. Tap **Activate** and the Success screen appears tap OK.



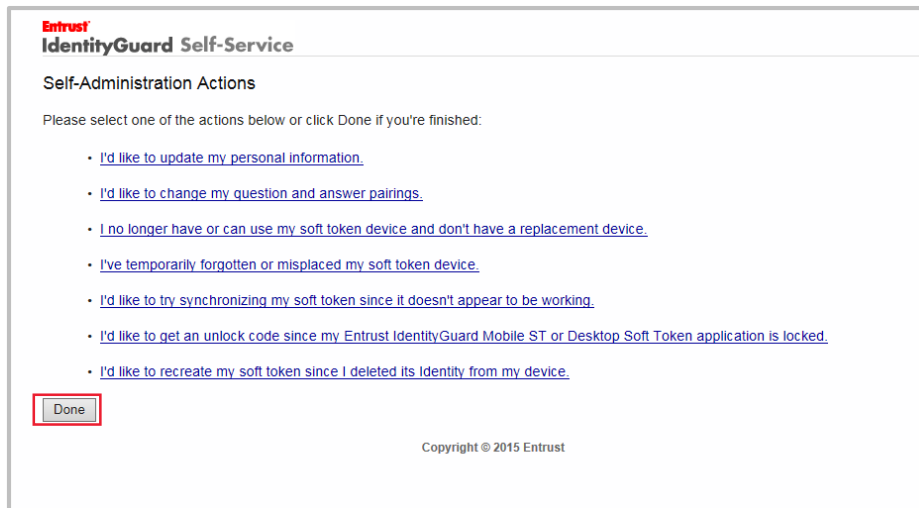
4. Once the Entrust Soft Token is activated, return to your computer screen to complete the registration process, by selecting **Next**.

5. **Verify** your mutual authentication image and **Enter** the **randomly generated Security code** from the Entrust Mobile ST App on your mobile device and **click OK**.



6. You will be directed to the Entrust Identity Guard Self-Service, Self-Administration page. From here you will be able to modify personal information entered during the registration process if you would like.

If you do not need to modify any personal information, you are done with the registration process. Select **DONE** to complete the Registration, you are now finished registering Entrust on this device.



For Additional information about the Entrust IdentityGuard 2- factor authentication, go to the FAQ page located on the UMMC intranet site and type in Entrust in the search box or www.umc.edu/entrust

See the tip sheet located on the FAQ page – “Logging into Entrust Authorization Web-Mail procedure” for additional help when logging into your Web Mail through the internet site, www.umc.edu.