

☑ SOFT TOKEN REGISTRATION for EMPLOYEES who receive email on their android mobile device where you have the Entrust App installed.

1. For this registration, select **option 2** to register the Entrust IdentityGuard Soft Token using your mobile device (that has the Entrust App installed) and then choose **NEXT**.

The screenshot shows the 'Entrust IdentityGuard Self-Service' interface. The title is 'Entrust IdentityGuard Mobile ST or Desktop Soft Token Activation Options'. Below the title, it says 'Please select the option that best matches your current situation:'. There are five radio button options. Option 2 is selected, which is 'I want to activate a soft token identity on another device where I can have an email message delivered.' Below the options, there is a section titled 'Option 2' with a text box explaining that the device must have version 2 or above of the Entrust IdentityGuard Mobile ST or Desktop Soft Token app installed. At the bottom left, there is a 'Next' button. At the bottom center, it says 'Copyright © 2015 Entrust'.

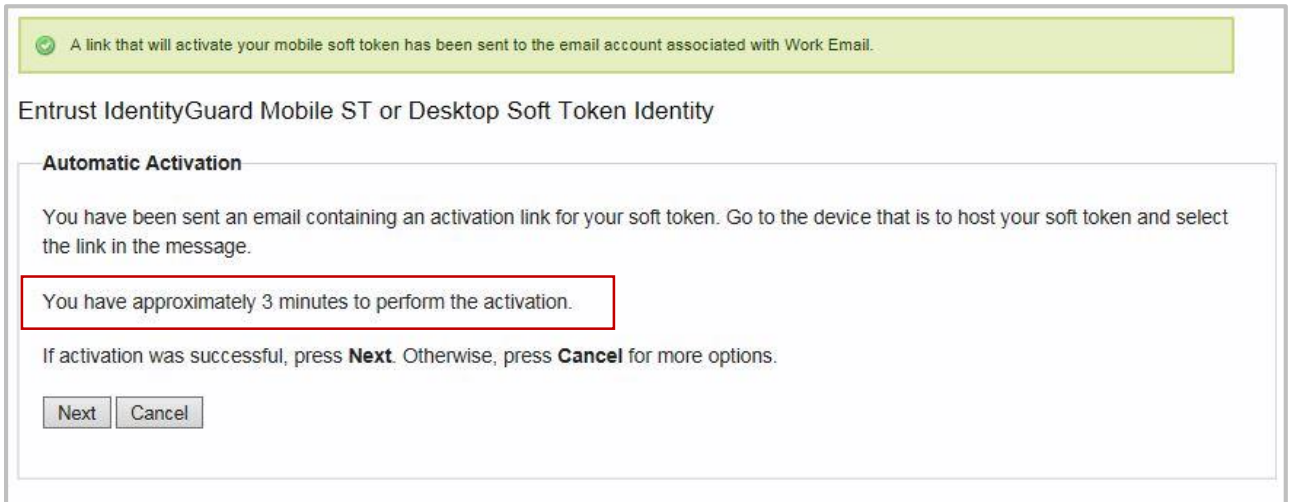
2. Automotive Activation: Your Work Email should already be chosen. Click the **Email button**- to send a system-generated email to your UMMC email account. **You will have approximately 3 minutes to complete the activation, proceed to step 3.**

The screenshot shows the 'Entrust IdentityGuard Self-Service' interface. The title is 'Entrust IdentityGuard Mobile ST or Desktop Soft Token Identity'. Below the title, it says 'Activate your new soft token identity using the method outlined below, or select **Cancel** to choose a different activation method.' There are two sections: 'Automatic Activation' and 'Not sure what to do?'. In the 'Automatic Activation' section, there is a text box that says 'Choose an email account that is accessible from the device where you want your soft token to reside so a message containing a soft token activation link can be sent there.' Below this, there is a dropdown menu with 'Work Email' selected. Below the dropdown, it says 'Once you have chosen an email account, click **Email**.' There are two buttons: 'Email' and 'Cancel'. In the 'Not sure what to do?' section, there is a text box that says 'For automatic activation:' followed by a list of instructions: 'Choose an email account that is accessible from the device that will host your soft token and click **Email**.', 'Using the email client on your target device, open the message sent to you by Entrust IdentityGuard Self-Service and click the appropriate link.', 'The Entrust IdentityGuard Mobile ST or Desktop Soft Token application should open with the required activation information. Select **Save**, **Activate**, or **Add** as appropriate. Return to this page and click **Next**.', and 'If the application does not open, return to this page and click **Cancel** to get other activation options.'

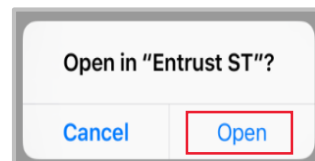
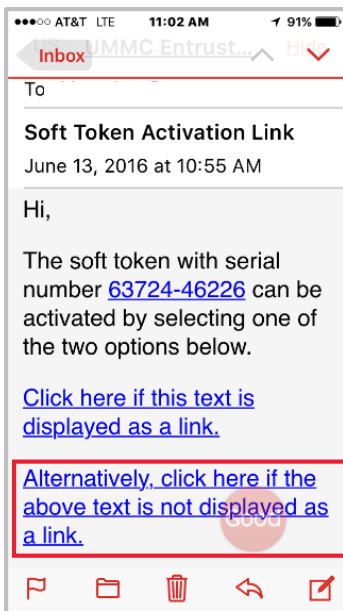
From this screen **you will have 3 minutes**, to click a link that will activate your mobile soft token from your work email account.

STOP HERE and Check your UMMC Work email on your mobile device for the generated email that contains the link and continue to step 4 using your mobile device.

IMP: (you will eventually return to the below screen displayed on your computer, you will select the button "next", during step 6.)

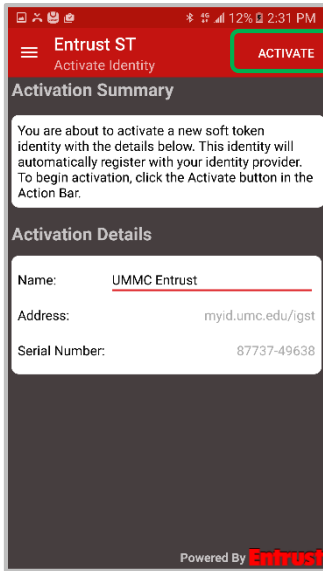


3. From your **Mobile Device** - Go to your UMMC Work Email account and Open the Generated Email just sent. From the Generated Email – **Click the 2nd link – Alternatively, click here if...**

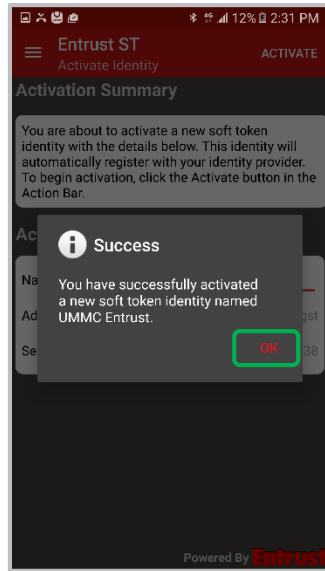


(If prompted, choose Open)
This will open the Entrust ST App on your Mobile Device

4. Finish the Soft Token Activation with the following screens.

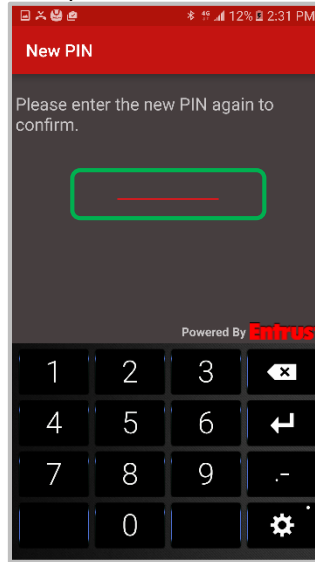


Tap Activate to complete the Soft Token registration process on your mobile device.



Tap OK

Enter your Pin twice to confirm



After Activation, create a **4-digit pin**, for accessing the app in the future.

Suggestion: Use the same 4-digit security pin you already use on your phone.

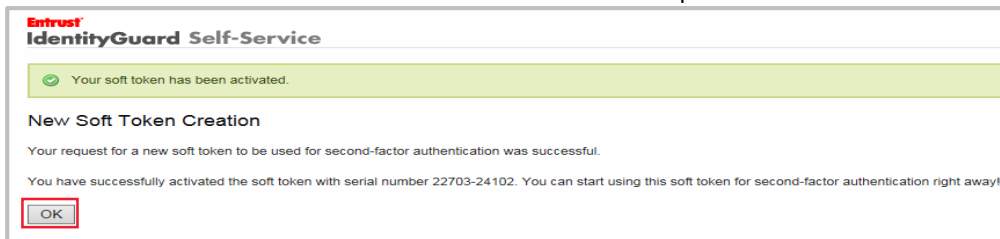


Your mobile device will now display a security code (TOKEN) that will be entered on your computer in step 7.

Security codes (Token) can also be used when accessing external resources in the future.

5. With your security code on your mobile device, **go back to your computer** and **click Next** on the screen leftover from step 3.

Click OK for the information screen below and continue to step 6.




6. **Verify** by recognizing your mutual authentication image (example used; Apple and phrase “I love Apples! “chosen earlier)
Enter the randomly generated Security code from the Entrust ST Mobile App on your mobile device and **click OK**.

Entrust IdentityGuard Self-Service

You've successfully completed your registration with Entrust IdentityGuard Self-Service!

Self-Administration

Only continue if you recognize the following mutual authentication image and phrase:



I Love Apples!

Challenge

Enter a response using the token with serial number 91703-84482:

OK Cancel

I can't answer this type of challenge right now. Please let me answer a [question & answer challenge](#) or a [one-time password challenge](#).

Entrust ST
UMMC Entrust

UMMC

Security Code

7 0 2 7 8 3

0 Lifetime 30

Powered By **Entrust**

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

7. 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.

Entrust IdentityGuard Self-Service

Self-Administration Actions

Please select one of the actions below or click Done if you're finished:

- [I'd like to update my personal information.](#)
- [I'd like to change my question and answer pairings.](#)
- [I no longer have or can use my soft token device and don't have a replacement device.](#)
- [I've temporarily forgotten or misplaced my soft token device.](#)
- [I'd like to try synchronizing my soft token since it doesn't appear to be working.](#)
- [I'd like to get an unlock code since my Entrust IdentityGuard Mobile ST or Desktop Soft Token application is locked.](#)
- [I'd like to recreate my soft token since I deleted its Identity from my device.](#)

Done

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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.