

☑ SOFT TOKEN REGISTRATION for EMPLOYEES who receive email on their IOS 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 asks the user to 'Please select the option that best matches your current situation:'. There are five radio button options. Option 2 is selected and circled in red. Below the options, there is a section for 'Option 2' which provides instructions: 'The device where I want to activate my soft token identity is not my current device, but it's able to receive an email message that will contain an activation link. This device must have version 2 or above of Entrust IdentityGuard Mobile ST or Desktop Soft Token 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.' At the bottom left, there is a 'Next' button. At the bottom center, there is a copyright notice: 'Copyright © 2015 Entrust'.

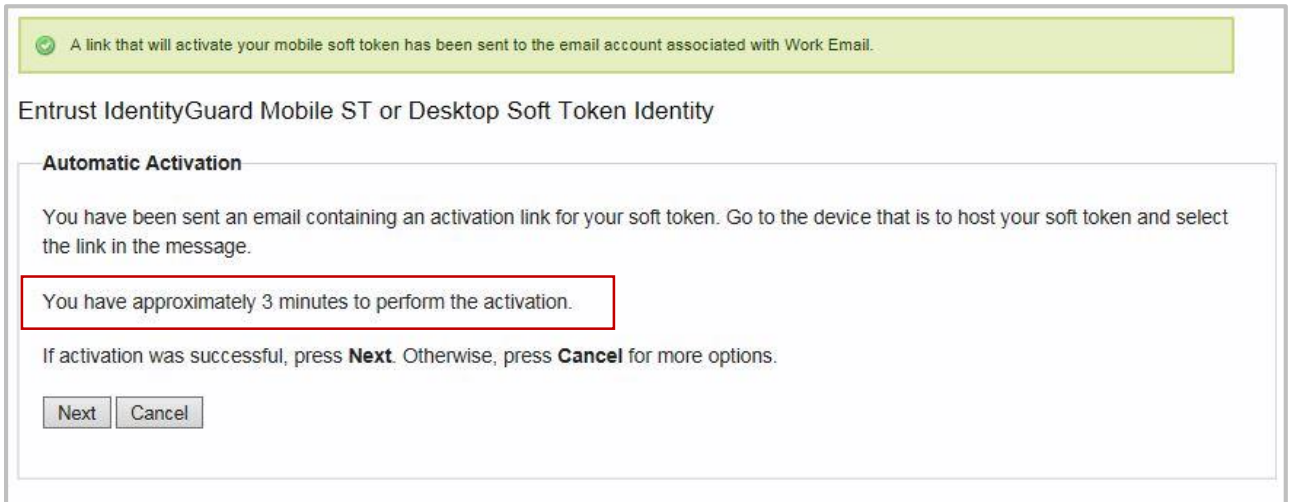
2. Automotive Activation: Your Work Email should already be chosen.
Click the Email button- to send a system-generated email to your UMMC email account.
You will have approximately 3 minutes to complete the activation, proceed to step 3.

The screenshot shows the 'Entrust IdentityGuard Self-Service' interface for 'Automatic Activation'. The title is 'Entrust IdentityGuard Mobile ST or Desktop Soft Token Identity'. Below the title, it asks the user to 'Activate your new soft token identity using the method outlined below, or select **Cancel** to choose a different activation method.' Under the 'Automatic Activation' section, it 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.' There is a dropdown menu with 'Work Email' selected. Below this, it says 'Once you have chosen an email account, click **Email**.' There are 'Email' and 'Cancel' buttons. Below this, there is a section for 'Not sure what to do?' which provides instructions for automatic activation: 'For automatic activation: • 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**. • If the application does not open, return to this page and click **Cancel** to get other activation options.'

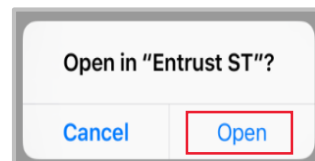
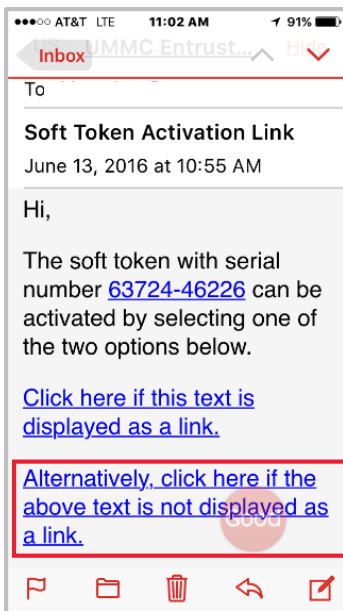
From this screen **you will have 3 minutes**, to click a link that will activate your mobile soft token from your work email account.

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.)

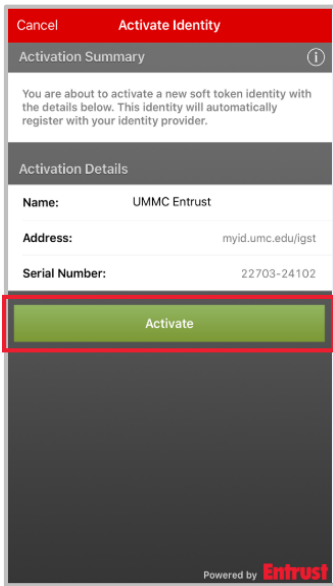


3. From your **Mobile Device** - Go to your UMMC Work Email account and Open the Generated Email just sent. From the Generated Email – **Click the 2nd link – Alternatively, click here if...**

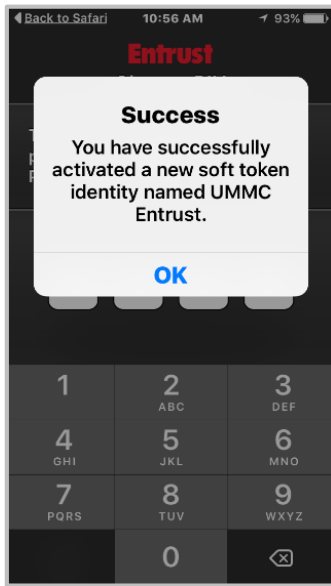


(If prompted, choose Open)
This will open the Entrust ST App on your Mobile Device

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

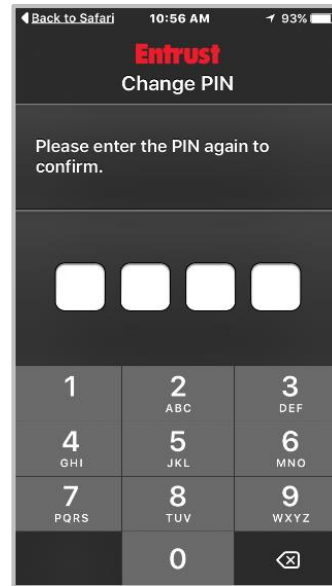


Tap **Activate** to complete the Soft Token registration process on your mobile device.



Tap **OK**

Enter your Pin twice to confirm



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

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

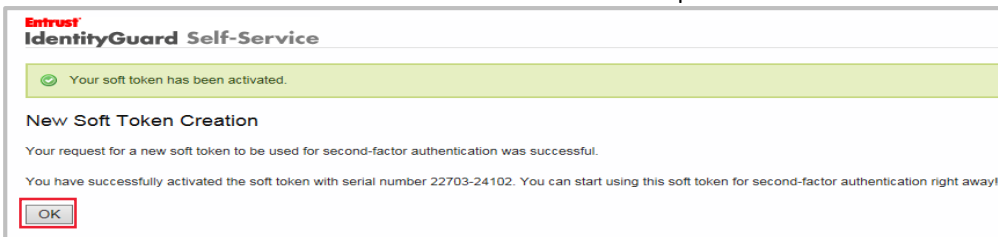


Your mobile device will now display a security code (TOKEN) that will be entered on your computer in step 7.

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**.

The screenshot shows the 'Entrust IdentityGuard Self-Service' interface. At the top, a green banner states: 'You've successfully completed your registration with Entrust IdentityGuard Self-Service!'. Below this is the 'Self-Administration' section with the instruction: 'Only continue if you recognize the following mutual authentication image and phrase:'. An image of a green apple is displayed with the phrase 'I Love Apples!' below it. A 'Challenge' section follows, asking the user to 'Enter a response using the token with serial number 91703-84482:'. A text input field is present, with a red arrow pointing to it from the mobile app. Below the input field are 'OK' and 'Cancel' buttons. At the bottom, there is a link: 'I can't answer this type of challenge right now. Please let me answer a [question & answer challenge](#) or a [one-time password challenge](#).' To the right, a mobile app interface for 'UMMC Entrust' is shown, displaying a 'Security Code' of '458626' and a 'Lifetime' of '30'. A red arrow points from the security code in the app to the input field in the web interface.

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.

The screenshot shows the 'Entrust IdentityGuard Self-Service' interface for 'Self-Administration Actions'. It prompts the user to 'Please select one of the actions below or click Done if you're finished:'. A list of actions is provided, each as a blue hyperlink:

- [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.](#)

At the bottom left, a 'Done' button is highlighted with a red box. The footer contains the text 'Copyright © 2015 Entrust'.

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.