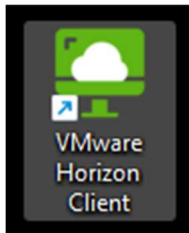


Using Vasco Two-Factor Authentication

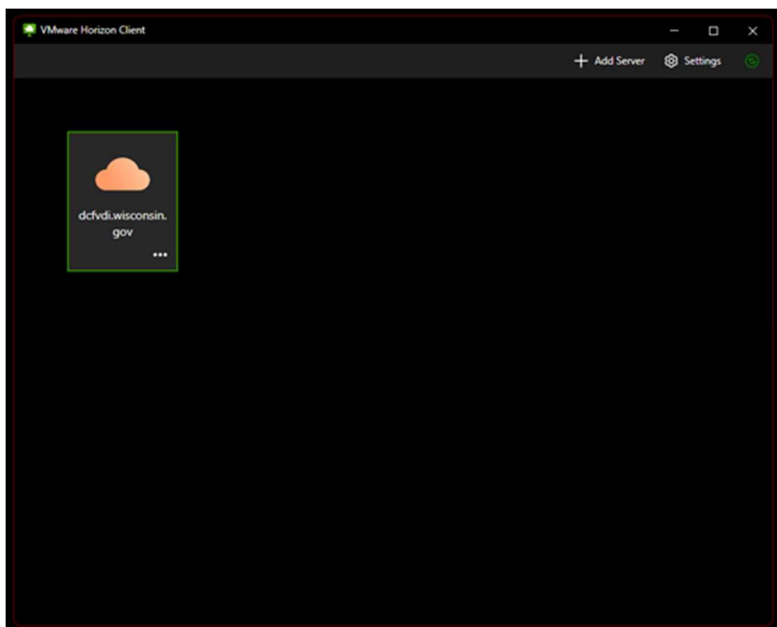
- 1) Ensure you have a Vasco authenticator. If you do not have an authenticator, contact the DCF Service Desk to begin the remote access request process. You will be provided a {PIN} and your choice of a physical or virtual authenticator.
 - a. Physical authenticator:
 - i. A physical authenticator known as a key fob will be delivered to you. This will be a keychain sized random number generator which will create your {ONE-TIME PASSWORD}.
 - ii. The physical authenticator will be pre-registered for your use by DCF Security.
 - b. Virtual Authenticator:
 - i. An app may be installed on your state issued mobile device or state issued smartphone as an alternative to the physical authenticator. To use this, TSS will install the Auth-ES (OneSpan Mobile) application on your device.



- ii. Once installed, you will be prompted to enter a registration code. The registration code will be provided by DCF Security and consist of an assigned Serial Number and Activation code.
- 2) Launch the VMWare View Horizon Client by double clicking the icon on your desktop.

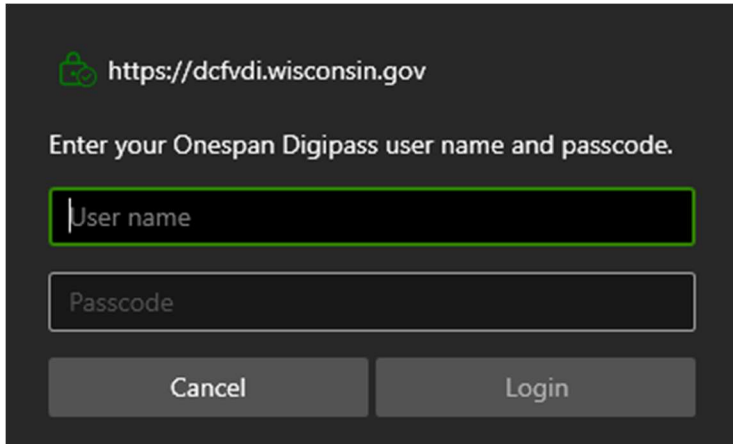


- 3) Double click the **dcfvd.wisconsin.gov** tile. If you do not see this, click on the "Add Server" button and type in **dcfvd.wisconsin.gov**. Then double click the cloud icon.



- 4) Click **Continue** on the certificate message if it comes up. Otherwise proceed to the next step.

5) At the first login screen enter your **User name** and **Passcode**.



https://dcfvdi.wisconsin.gov

Enter your Onespan Digipass user name and passcode.

User name

Passcode

Cancel Login

6)

- a. **Username:** your Accounts username that you use to log in to your STAR.
- b. **Passcode:** your {PIN}+{ONE-TIME PASSCODE} no space or symbols, total of 13 numbers
 - i. {PIN} will be provided to you and will not change. For example, a {PIN} could be 4221234.
 - ii. {ONE-TIME PASSCODE} is the 6-digit number created by your authenticator. For example, a {ONE-TIME PASSCODE} could be 987654. This number changes on a regular time interval.

Physical authenticator – this is the number on your key fob. To regenerate a number, press the button on the key fob. You have 30 seconds to log in once the number is generated.

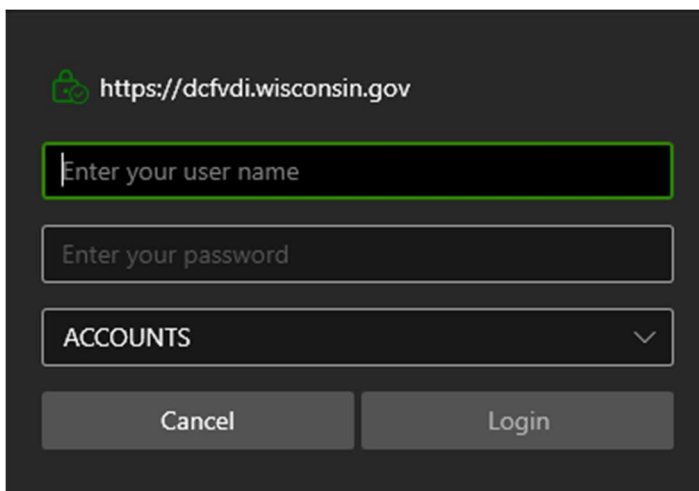
Virtual authenticator – Launch the Auth-ES (OneSpan Mobile) application.

The {ONE-TIME PASSCODE} is automatically displayed. You have **30** seconds to log in once the number is generated.

- c. Click **Login** to continue.

7) To the second log in screen, enter the following information and click **Login**:

- a. **User name** = your Accounts user name.
- b. **Password** = your Accounts password that you use to log in to your email.
- c. **Domain** = ACCOUNTS



https://dcfvdi.wisconsin.gov

Enter your user name

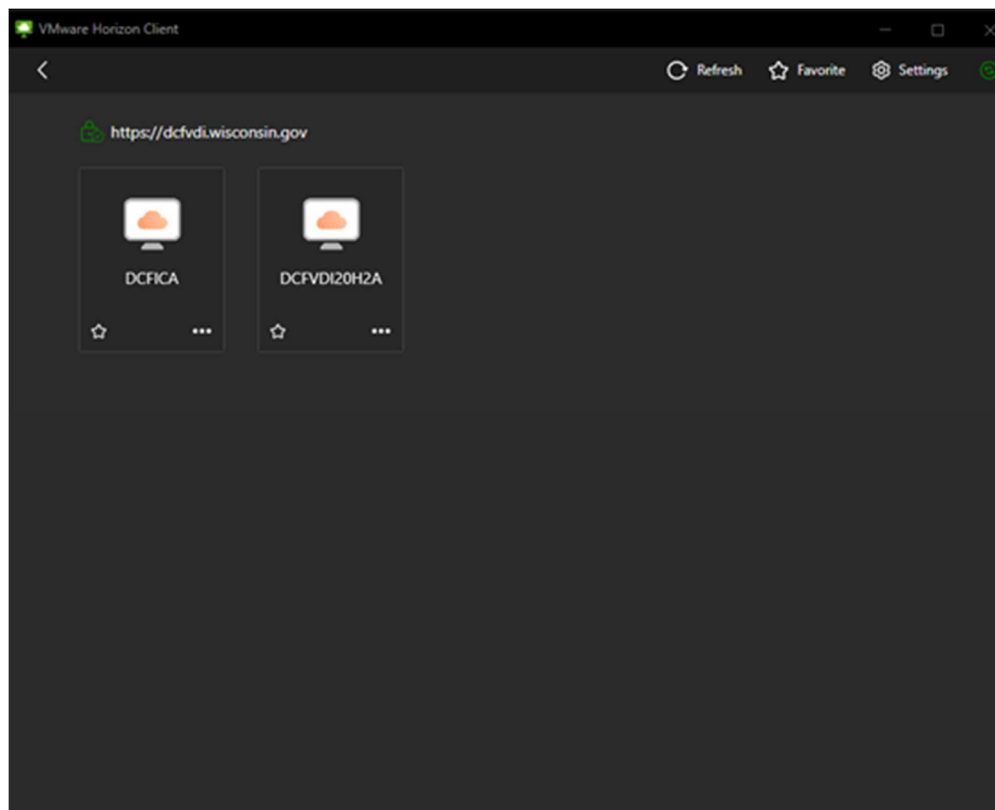
Enter your password

ACCOUNTS

Cancel Login

8) Click **Login** to continue.

9) Double click the tile for your VDI to launch it.



If you have any questions or concerns with these instructions, please contact the DCF Service Desk:

☎ 608-264-6323 – Madison Local

☎ 414-264-6323 – Milwaukee Local

☎ 855-264-6323 – Toll Free

✉ DCFServiceDesk@wisconsin.gov – Open a ticket by email.