

SET YOUR PIN – Instructions for setting your PIN the 1st time.

Your PIN is one part of Two-Factor Authentication (TFA). It is used together with the tokencode displayed on your RSA SecurID token, to login remotely to the JPL Intranet (VPN, BrowserRAS, Research Network).

- Information on JPL Two-Factor Authentication Service – <https://dir.jpl.nasa.gov/tfa>
- Instructions for using your RSA SecurID token for TFA login – https://dir.jpl.nasa.gov/tfa/TFA_RAS_instructions.pdf

1. Access the “Self-Service Console”
 - a. <https://tfa.jpl.nasa.gov>
 - b. Click on the “Log On” link



- c. User ID = your JPL Username
- d. Passcode = **JUST the 6 (for physical) or 8 (for soft tokens) digits currently displayed on your token, no spaces**



- e. Click on “Log On”.

2. You'll now be at the “New RSA SecurID PIN Required” Page
 - a. Create and Enter a “New PIN” (4-8 characters, alpha-numeric, all lower case, no special characters)
 - b. Confirm your “New PIN”
 - c. Enter the next tokencode
wait for the code on your token to change and enter JUST the 6 (for physical) or 8 (for soft tokens) digits displayed on your token, no spaces
 - d. Click “OK”

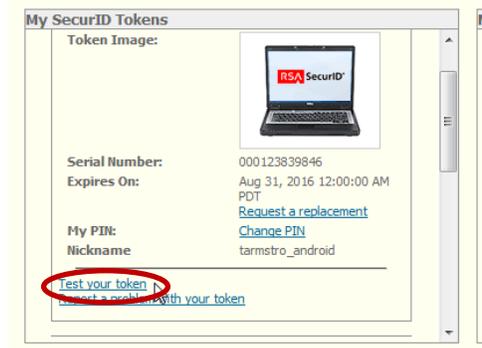


3. You may see the “Security Questions” screen.
Please answer the questions. You will need this information in the event you forget your PIN or misplace your token.

4. You'll then be at the “My Self-Service Console Home” page
Click “Test your token”

User ID is your JPL username

Passcode is now the **PIN** (you created), immediately followed by the **Tokencode** (displayed on your token) all on the same line, no spaces.



NOTE: This is how you will use your token for login to JPL Remote Access (VPN, BrowserRAS, Research Network)

Passcode = PIN then your Tokencode