# Instructions for Using Two-Factor RSA Token with Citrix Workplace Environment (CWE)

**Revision 1.13**

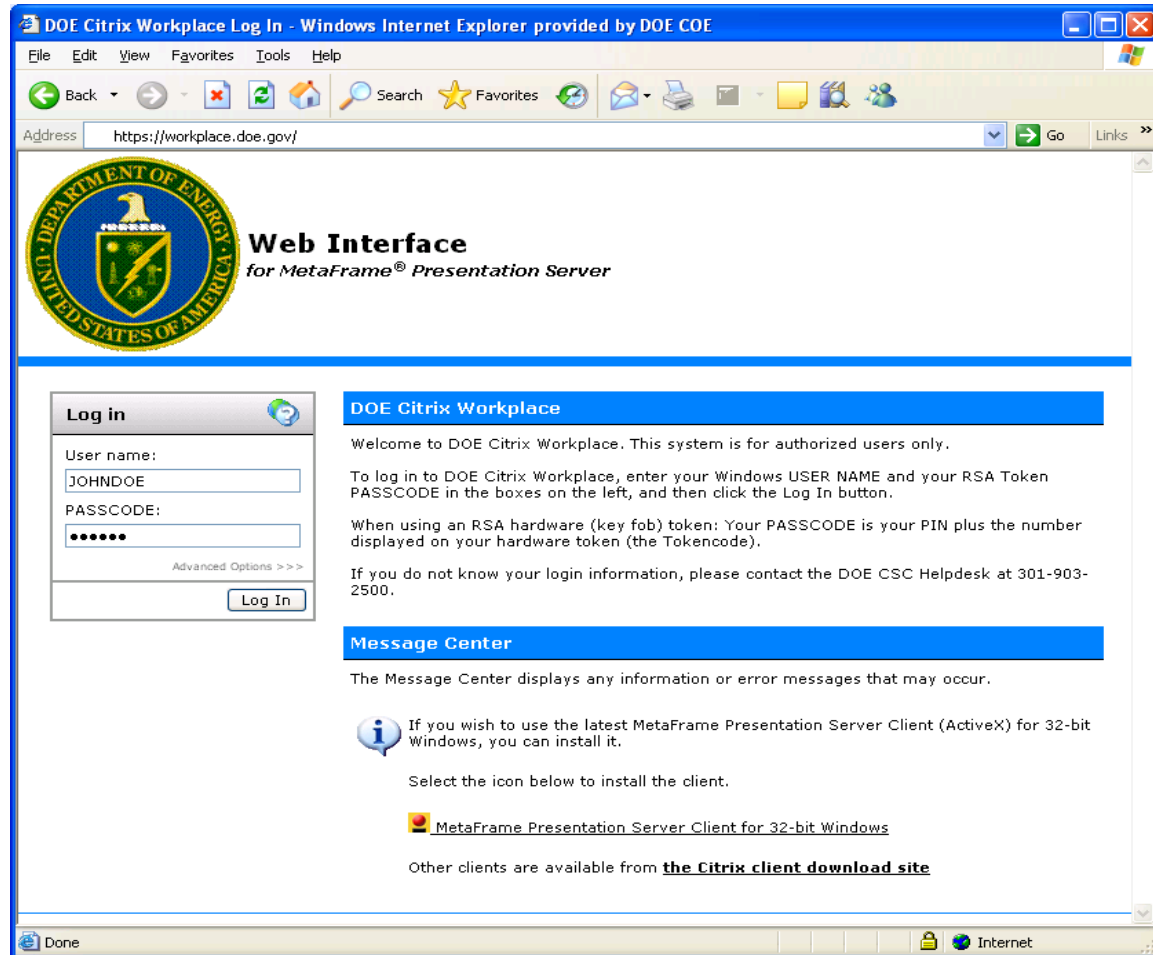**September, 2009**

**Office of IT Operations (IM-621)**
**United States Department of Energy**

# Using Your RSA Token with Citrix

**Step 1 –** Establish a connection to the Internet and connect to https://workplace.doe.gov.

**Step 2 –** Users who are using their RSA Token for the first time should follow the steps below for their PIN creation. Others who have already set up their PIN and used their RSA Token before should proceed to step five (5).
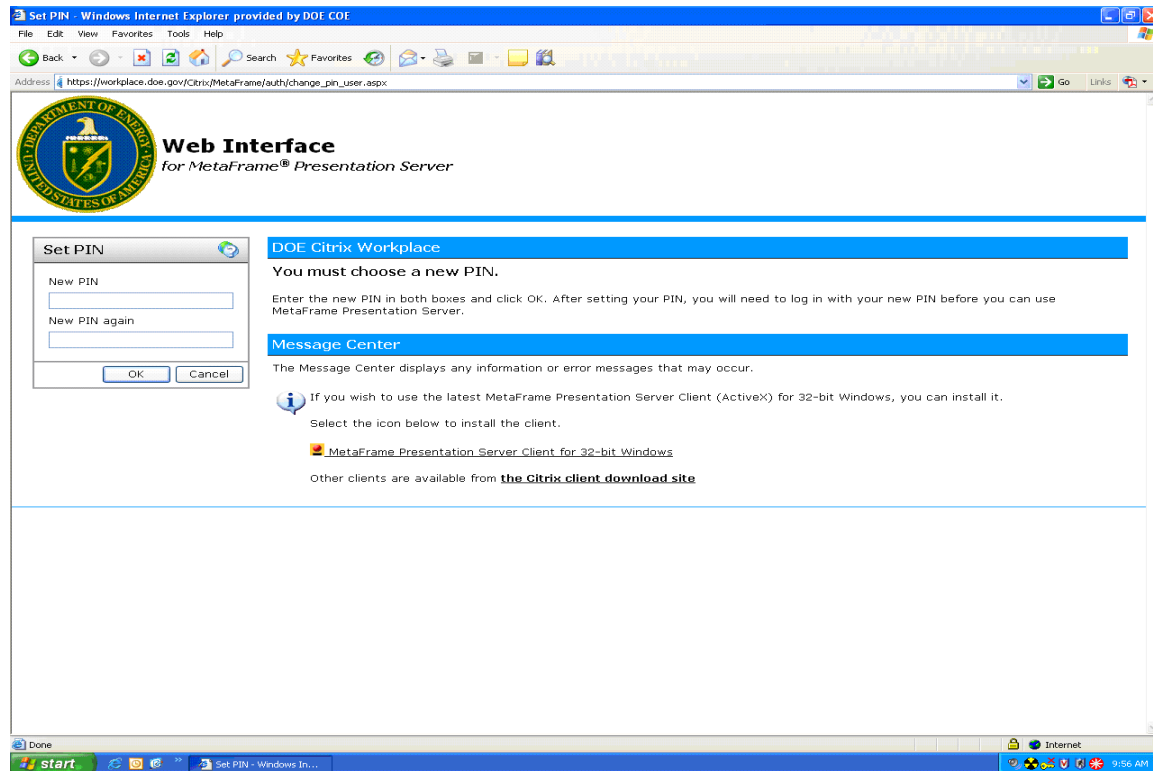


**Step 3 –** The main login page (see above image) will be displayed. Enter your LAN User ID in the User name box and your generated RSA Token code in the PASSCODE box, and then click the Log In button. Example: your LAN User ID is DOEJ and the generated RSA token code is **032848:** In the User name box you will enter DOEJ, and in the PASSCODE box, you will enter **032848**, and then click the Log In button.

**Step 4 –** The RSA application will direct you to set up a new PIN based on 4 to 8 alphanumeric characters. You will need to type it again for the second time to Confirm your New PIN. Please refer to the image below for reference. This PIN will become a permanent part of your new two-factor token so make sure you set it to something you can remember.



After successfully creating and confirming you, you will be redirected back to the main login page.

**Step 5 –** On the RSA SecurID main login page, enter your LAN User ID and PASSCODE. Your PASSCODE is a combination of your two-factor pin followed by the generated RSA Token code. Example: your LAN User ID is DOEJ, your two-factor pin is **1234,** and your generated RSA token code is **032848**. In the User name box you will enter DOEJ, and in the PASSCODE box, you will enter **1234032848**, and then click the Log In button.

*The RSA SecurID numeric token code changes every 60 seconds, and if three or more unsuccessful attempts happen before the token code changes the token will automatically be disabled and you will need to contact PKI Support for re-activation.*

*Note: The bars on the left side of your RSA token screen show how much time is left until a new 6-digit display will appear. If your RSA display shows one bar, you may want to wait until the new number is displayed before entering this part of your Password*

**Step 6 –** After successfully logging in, the Citrix Workplace portal page will be displayed with all of your authorized Corporate Applications.