

User Guide

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What is RSA Secure Login

To login into the online expenses system you need to use a secure login that works a lot like online banking. It generates an automatic number that is used alongside your username and password.

The RSA SecurID Software Token will be delivered to you by IPSA at an email address that you provide, along with a unique username. If you currently use an RSA SecurID hardware token, this will be automatically retired upon creating your PIN for your software token. **Note:** IPSA require you to return your retired hardware token.


Using the RSA software token will ensure that you are securely logged into the IPSA Online Expenses System whenever you use it. Before you can use an RSA software token, you will need to follow three steps:

- Obtain an RSA SecurID Software Token
- Install the RSA SecurID Software
- Import your RSA SecurID Software Token






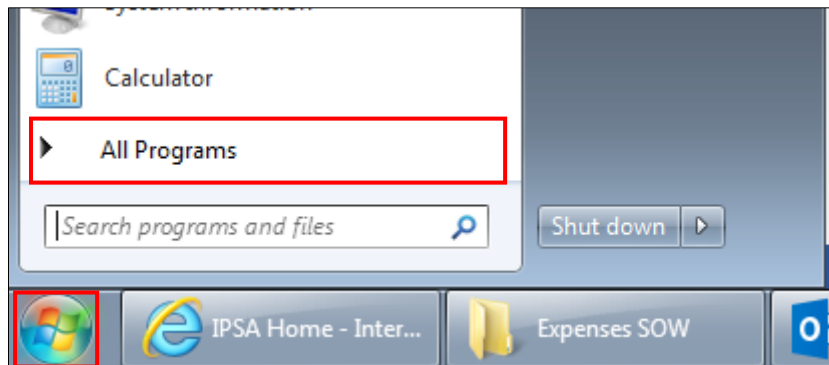
RSA SecureID Setup (Microsoft Windows)




Obtaining an RSA SecureID Software Token

Step	Action
1.	A customised software token will be generated using the information submitted in the Device Detection Service website. The generated token will be emailed to the address you entered.
	Important note: The generated token will be secured with a password. For security reasons, this password will be sent by separate email to the primary email address that you have registered with IPSA.

Installing the RSA Software



Step	Action
	Before installing the software you will need to check whether you are running a 32 or 64 bit version of windows.
1.	Click the  button.
2.	Click  All Programs

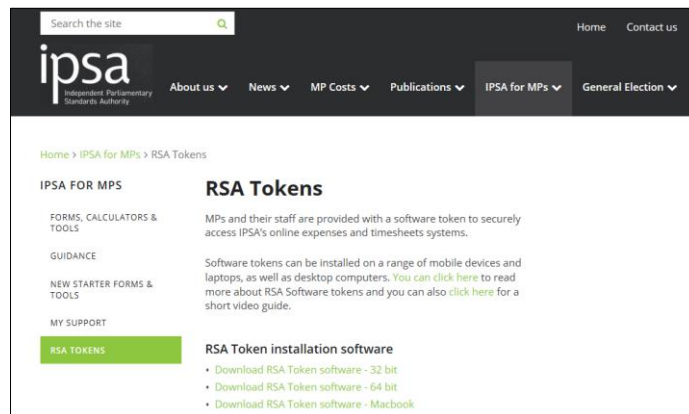


Step	Action
3.	Click the  Accessories folder from the menu.
4.	Click the  System Tools folder from the Accessories sub-menu.
5.	Click  System Information from the System Tools sub-menu.

Step	Action
6.	A new System Information window opens.
7.	Check the right hand pane of the new window, a System Summary list is displayed.
8.	Look for the System Type entry, this should show if it is 32 or 64 bit. The screenshot below shows a 64 bit version.

Item	Value
OS Name	Microsoft Windows 7 Professional
Version	6.1.7601 Service Pack 1 Build 7601
Other OS Description	Not Available
OS Manufacturer	Microsoft Corporation
System Name	IPSA-W7-DSK64
System Manufacturer	Hewlett-Packard
System Model	HP Compaq 6000 Pro SFF PC
System Type	x64-based PC
Processor	Pentium(R) Dual-Core CPU E5400 @ 2.70GHz, 2700 Mhz, 2 Core(s), 2 Log...
BIOS Version/Date	Hewlett-Packard 786G2 v01.09, 25/08/2009
SMBIOS Version	2.6
Windows Directory	C:\Windows
System Directory	C:\Windows\system32

Step	Action
9.	You now need to download the correct software. Click on the relevant link below (you can also download them from our website):
	Download RSA Token software - 32 bit
	Download RSA Token software - 64 bit



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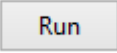
RSA Tokens

MPs and their staff are provided with a software token to securely access IPSA's online expenses and timesheets systems.

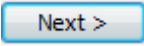
Software tokens can be installed on a range of mobile devices and laptops, as well as desktop computers. You can [click here](#) to read more about RSA Software tokens and you can also [click here](#) for a short video guide.

RSA Token installation software


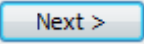
- Download RSA Token software - 32 bit
- Download RSA Token software - 64 bit
- Download RSA Token software - Macbook

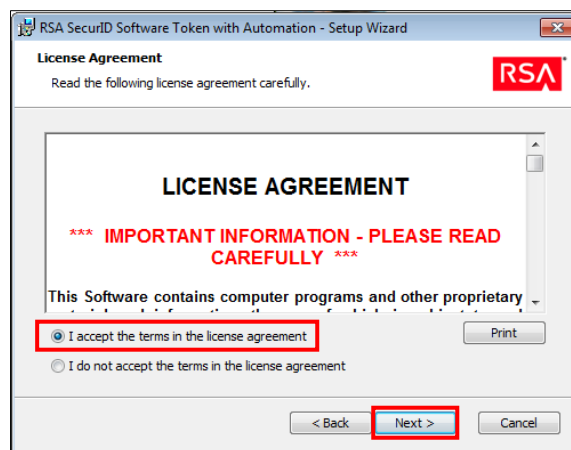
Step	Action
1.	A popup will appear, click 

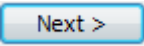


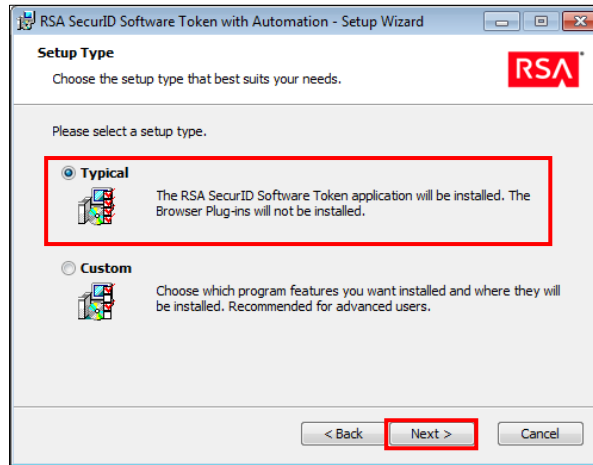
Step	Action
2.	A welcome screen appears, click 





Step	Action
	<i>If you are presented with a place of origin screen select the second option: "You ordered this RSA product from Europe, Africa, or Asia Pacific..."</i>
3.	On the License Agreement screen, read the license agreement, and select "I accept the terms in the license agreement". Click 



Step	Action
4.	On the Setup Type screen select Typical and click 



Step	Action
5.	Click 
	<i>To install the application, you must have administrator privileges on your computer. Otherwise, the software will have to be installed by a user with administrator privileges. This means you may see an additional window asking for an Administrators login details. If you are not the Administrator of the PC, you will need to contact IT.</i>

