## Virtua Dual Authentication Entrust IdentityGuard Enrollment

**OTP** (One-Time Password)

Any technical support required with the enrollment, please contact Virtua IS Service Desk at 856-355-1234

- 1. Click here to launch the enrollment page: https://ssm.virtua.org .
- 2. Type in your Virtua Network Username & Password.
  - First time logging on Virtua Network, then you will be prompted to change your password.
  - See step 3

Virtua	
Log In * User Name:	Please log in using your Virtua network id and password.
* Password:	

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3. If this is your first time logging on Virtua Network, you will receive a Password Change window.

<b>v</b> irtua		
Password Change		
Your password has expired. To change it, enter your current new password must adhere to the password rules below.	password, then enter and confirm your new password. When finished, click the Submit button	. Note that your
* Current Password:	Password Rules	
	× Password must be at least 8 characters long	
* New Password:	× Password cannot contain your user name × Password and confirm password must match	
* Confirm Password:		
Submit		
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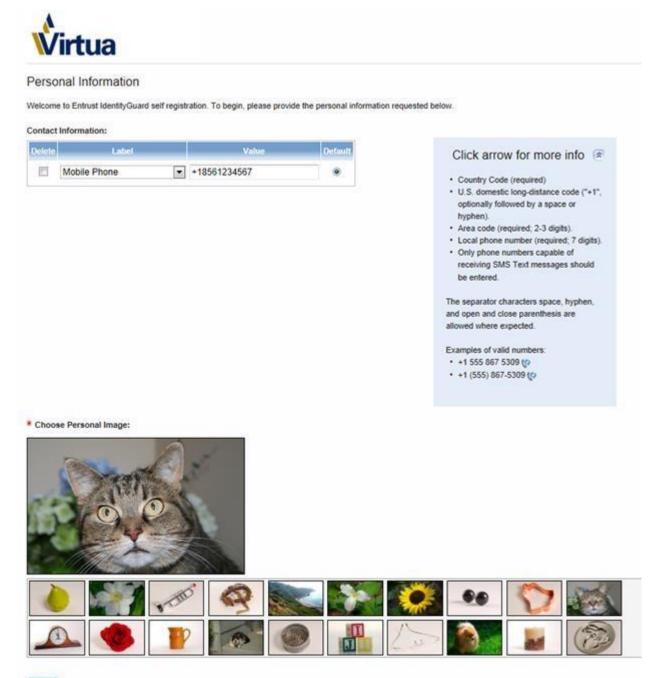
4. You will need to enter your temporary/current password in the Current Password field

- 5. Create a new password following these parameters
- 6. Network password requirements:
  - Must contain at least 8 characters
  - Must contain characters from at least 3 of the 4 following categories:
    - Uppercase letters (required)
    - Lowercase letters (required)
    - Numbers (required)
    - Special character (! @, #, \$, %, &,\*, etc., optional)
  - Passwords cannot be dictionary words or easily guessed
  - Passwords must be changed significantly and cannot be repeated

Continue to next page.....

- 7. On the *Personal Information* registration page, complete the following steps:
  - Select Mobile Phone from the dropdown and enter a plus symbol (+) and your 10 digit number with Country Code (e.g. +18003551000), no dashes or spaces.
  - Associate your account with one of the available images by clicking on a picture

When you are finished, click Next at the bottom of the page.



8. Select 5 unique security questions and fill-in an appropriate answer beneath each one.

Your personal information has been successfully saved!		
estions & Answers		
must answer 5 predefined questions.		
redefined Questions		
redefined Question 1:		
Please choose a question	~	
nswer:	-	
redefined Question 2:		
Please choose a question	~	
inswer:		
redefined Question 3:		
Please choose a question .nswer:	$\checkmark$	
liswei.		
redefined Question 4		
redefined Question 4: Please choose a question	~	
nswer:	· ·	
redefined Question 5:		
Please choose a question		
inswer:		

You have successfully completed the Virtua Entrust IdentityGuard dual authentication enrollment process! You can now close the webpage.

## \*\*Do NOT continue forward! \*\*

A one-time password will be messaged to your mobile device for dual authentication whenever you access Virtua remotely through Citrix.

<sup>i</sup> Entrust April 17, 2018