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**

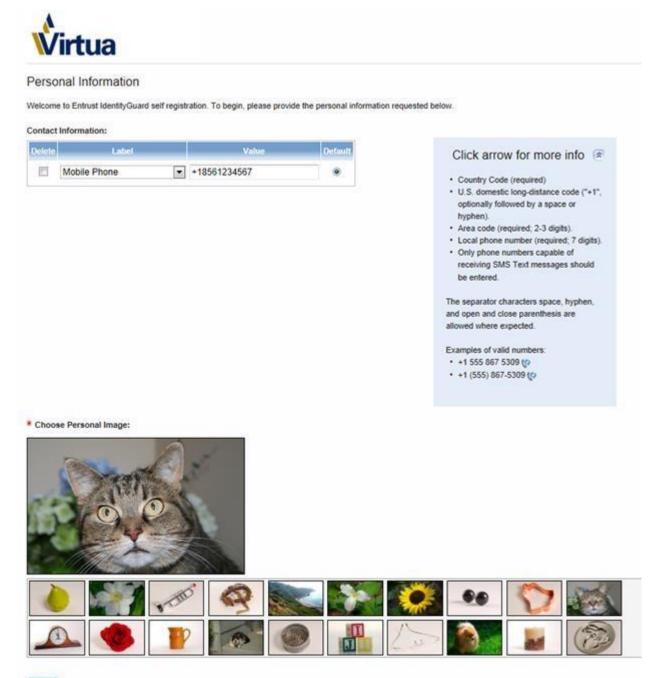3. If this is your first time logging on Virtua Network, you will receive a Password Change window.

4. You will need to enter your temporary/current password in the Current Password field

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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**

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.**

![Virtua logo and Questions & Answers form screenshot]

Your personal information has been successfully saved!

Questions & Answers

You must answer 5 predefined questions.

Predefined Questions

Predefined Question 1:

[Please choose a question...] ▼

Answer:

[   ]

Predefined Question 2:

[Please choose a question...] ▼

Answer:

[   ]

Predefined Question 3:

[Please choose a question...] ▼

Answer:

[   ]

Predefined Question 4:

[Please choose a question...] ▼

Answer:

[   ]

Predefined Question 5:

[Please choose a question...] ▼

Answer:

[   ]

[Next]

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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.

[i] Entrust April 17, 2018