

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**

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

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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.



Personal Information

Welcome to Entrust IdentityGuard self registration. To begin, please provide the personal information requested below.

Contact Information:

Delete	Label	Value	Default
<input type="checkbox"/>	Mobile Phone	+18561234567	<input type="radio"/>

Click arrow for more info

- Country Code (required)
- U.S. domestic long-distance code ("+1", optionally followed by a space or hyphen).
- Area code (required; 2-3 digits).
- Local phone number (required; 7 digits).
- Only phone numbers capable of receiving SMS Text messages should be entered.

The separator characters space, hyphen, and open and close parenthesis are allowed where expected.

Examples of valid numbers:

- +1 555 867 5309
- +1 (555) 867-5309

* Choose Personal Image:



Next

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



✔ 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.

¹ Entrust April 17, 2018