

Logging in to the F5 VPN Client (HCRR)

This document describes logging in to the F5 VPN service. This document assumes the required software is already in place on your system. If you need to have the F5 client and RSA software installed on your system, see the companion document [Setting Up the F5 VPN](#) for more information.

If you have any questions or experience any problems logging in to the system, please contact your local IT or the [ALTSA Helpdesk](#) – 1-800-818-4024.

- 1) Open your RSA SecurID Token software. A link should have been placed on your desktop by your IT when setting up the connection software.
- 2) Enter your PIN into the empty box and click the → button.

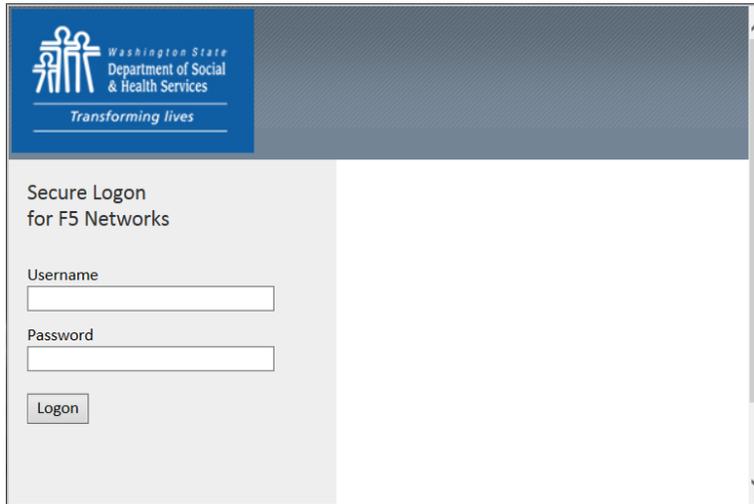


If this is your first time logging in, you may not have a PIN yet. If your IT did not create a PIN for you, leave the box blank and click the → button.

- 3) The box will change to a row of numbers and a series of blue boxes that will slowly disappear. This is your passcode and you will shortly use this number to log in to the F5 VPN website.



- 4) Open Internet Explorer and navigate to the address <https://dshs.accesswork.wa.gov/>. **Note:** Your IT may have set up an icon on your desktop pointing to this site.



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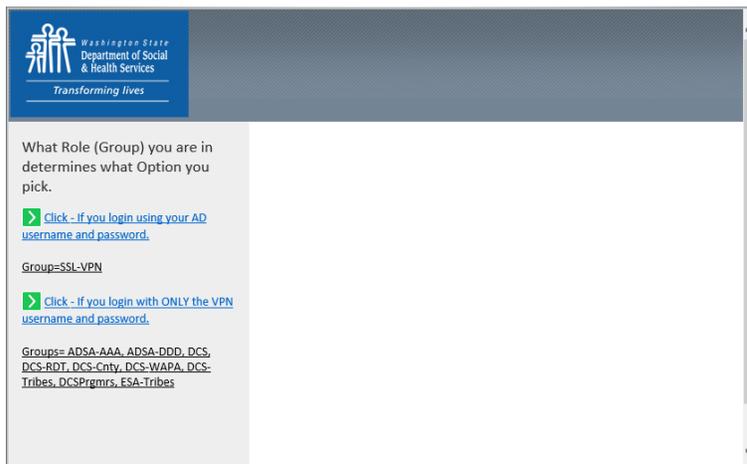
Secure Logon
for F5 Networks

Username

Password

Logon

- 5) Enter your VPN user ID and the numbers you copy/pasted from the RSA SecureID software. You will be asked if you want to log in to Active Directory.



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What Role (Group) you are in determines what Option you pick.

[Click - if you login using your AD username and password.](#)

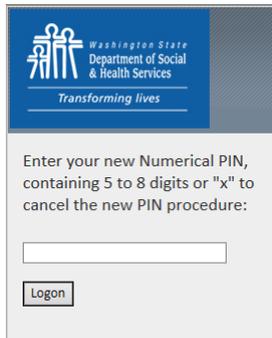
Group=SSL-VPN

[Click - if you login with ONLY the VPN username and password.](#)

Groups= ADSA-AAA, ADSA-DDD, DCS, DCS-RDT, DCS-Cnty, DCS-WAPA, DCS-Tribes, DCSPrgrms, ESA-Tribes

Even if you have an AD account (an email address ending in dshs.wa.gov), click the second choice “Click – if you login with ONLY the VPN username and password.” Otherwise, you will not be able to successfully login.

- 6) If you did not enter a PIN in the RSA SecureID Token software, you will be asked to create a PIN here. PINs must be between 5 and 8 numbers and cannot begin with a zero.



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Enter your new Numerical PIN,
containing 5 to 8 digits or "x" to
cancel the new PIN procedure:

Logon

Re-enter your new PIN.

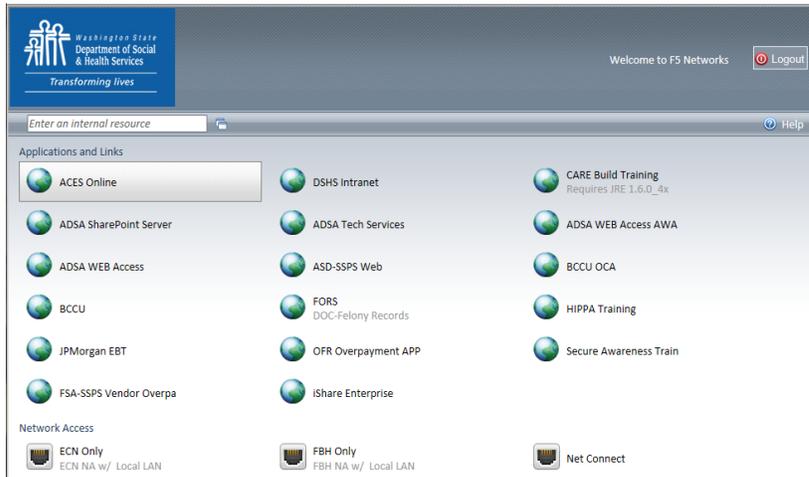


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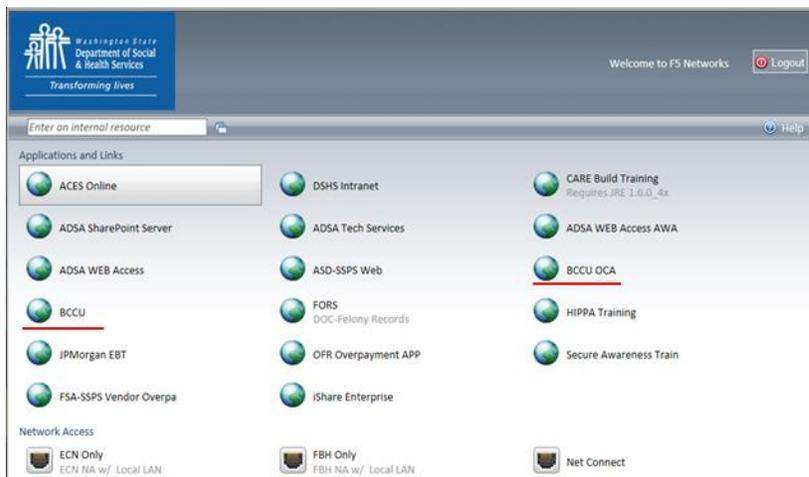
Reenter PIN:

Logon

- 7) After logging in, you will see the Webtop. This page has links to commonly used applications and services available to the **dshs-ssl-adsa-aaa** tunnel.



- 8) The two applications you'll be using will be the BCCU and the BCCU OCA link, underlined below.



- 9) After you're finished running your applications, to sign out click the Logout button at the top right corner of the Webtop page, or close the Webtop's browser window.

