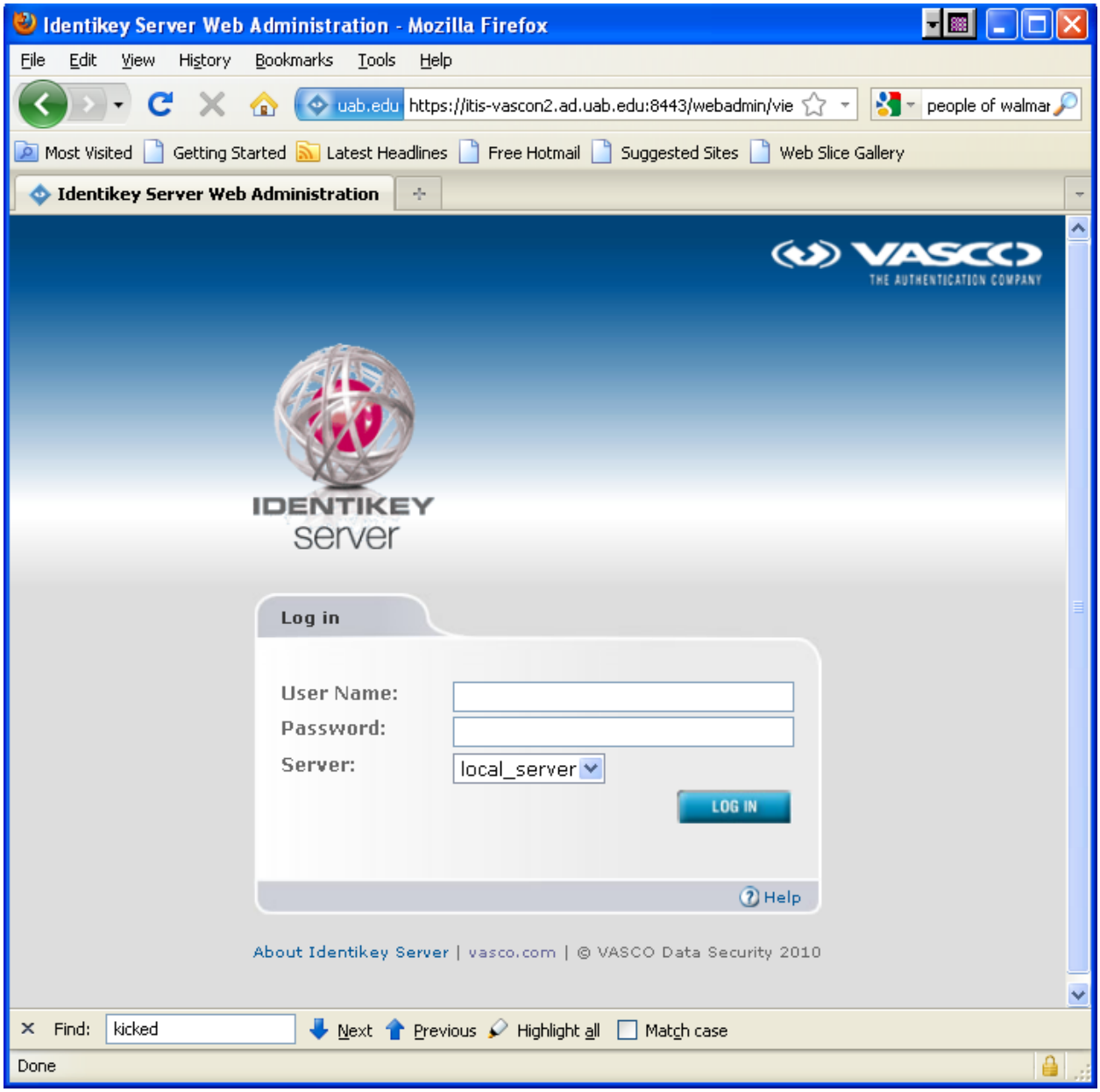
Logging into the Vasco Web administration system:

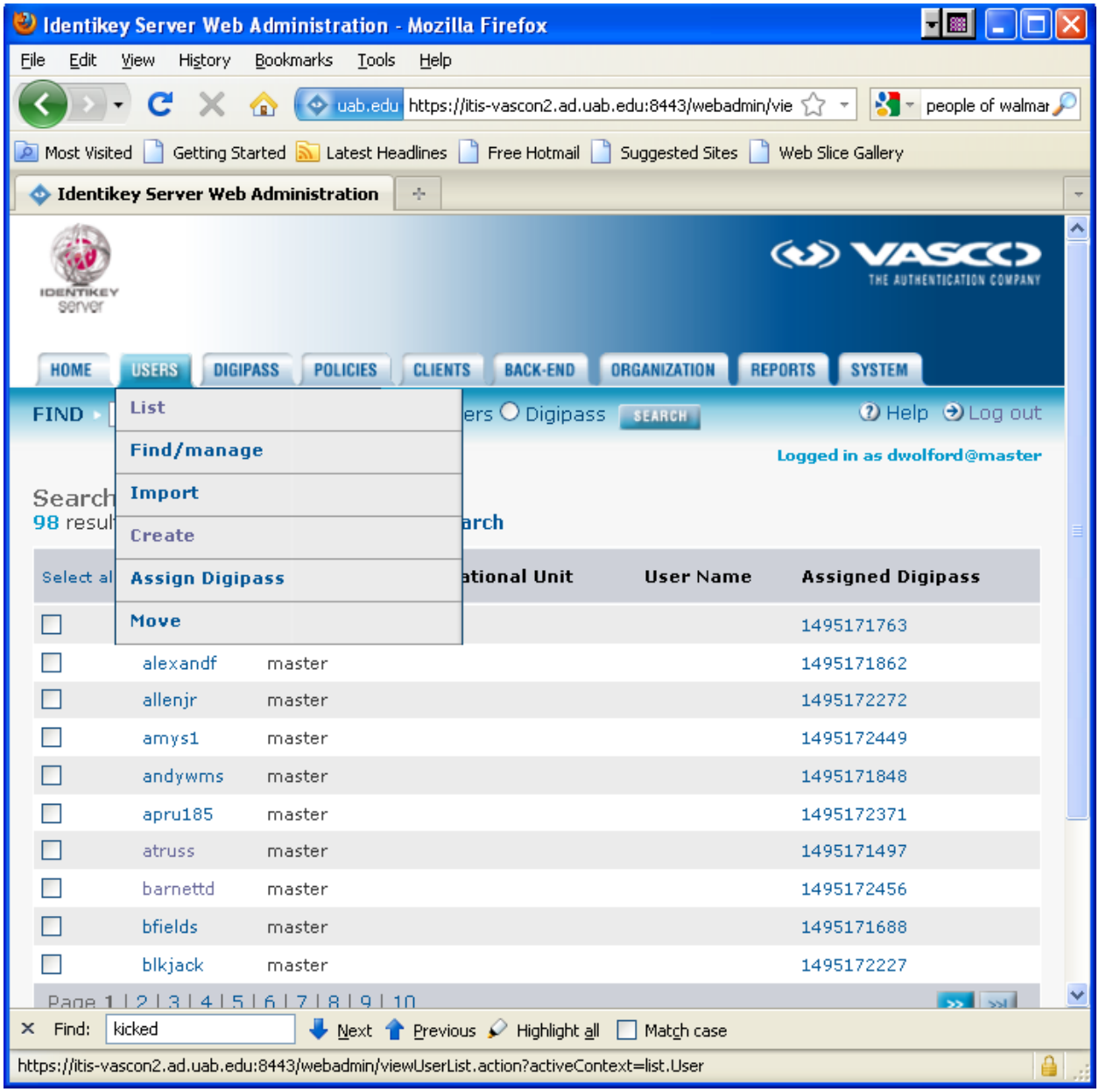
1. Point your browser to https://itis-vascon2.ad.uab.edu:8443/webadmin. For the User Name put in your blazer ID. For the password use your 4 digit pin number followed by number received when pressing your Digipass token button. Please make sure that the Server is set to local_server.



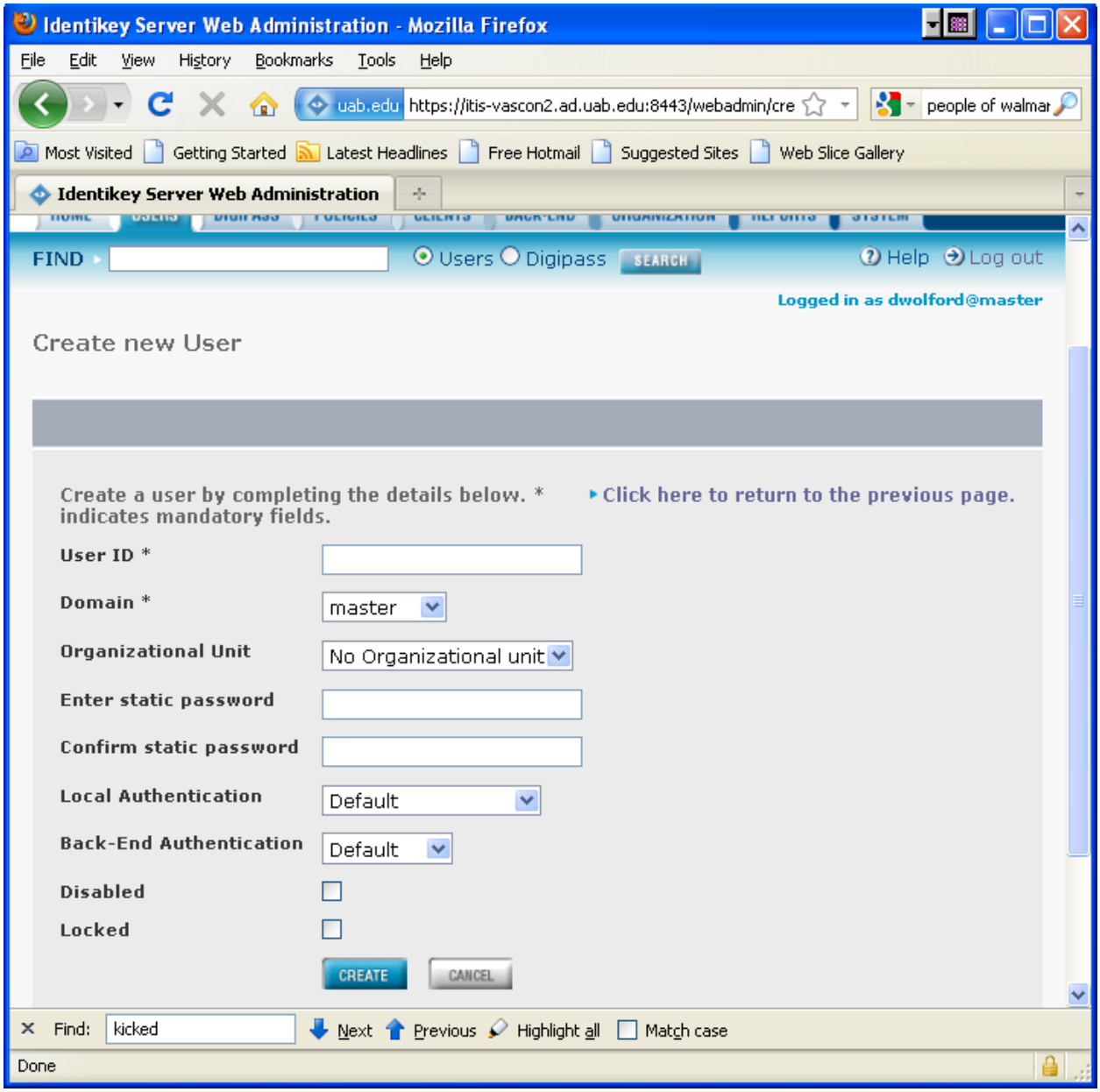
2. You will now see the Identikey Server Web Administration page:



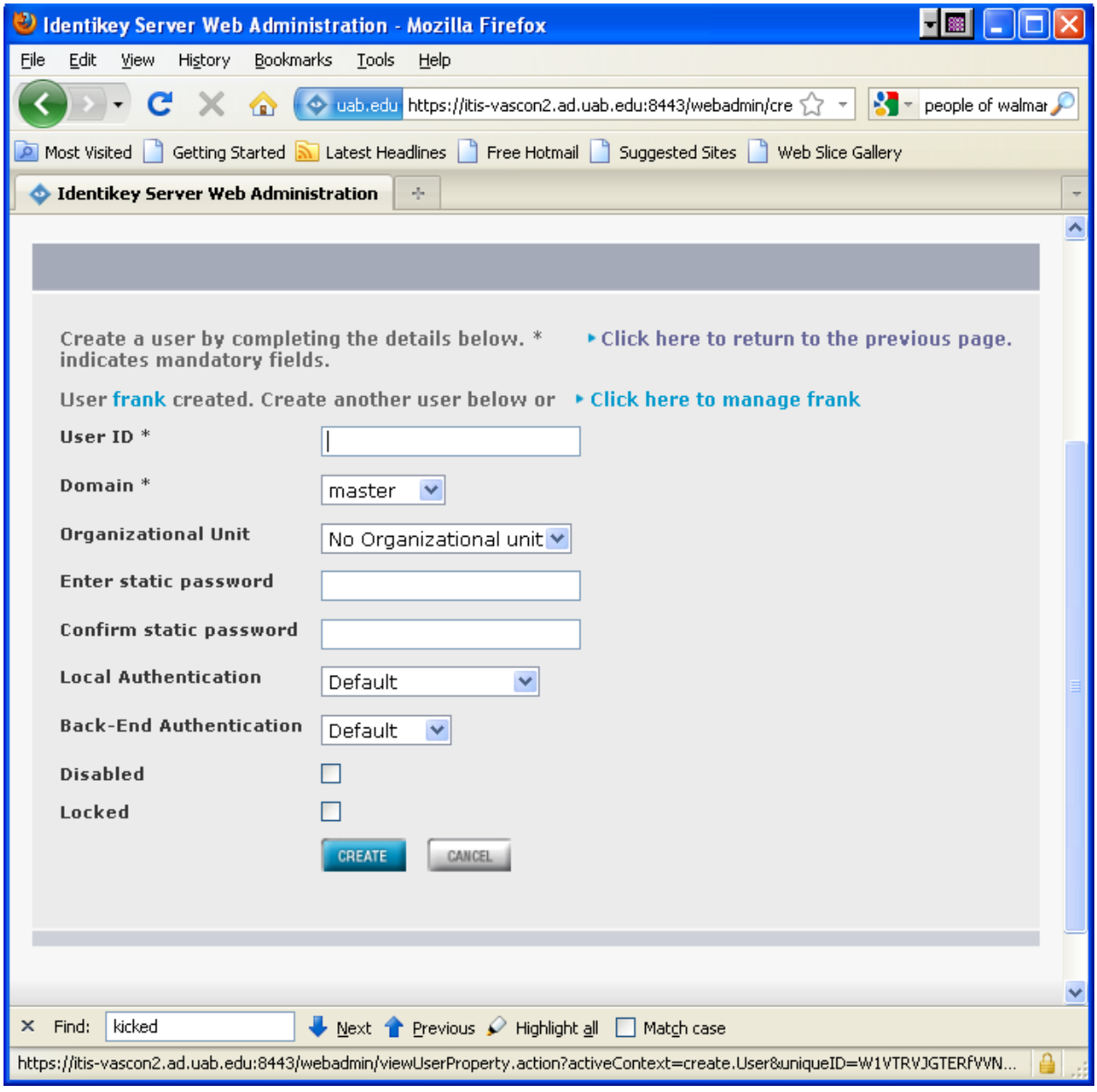
3. To create a new user mouse over the user tab and click on “Create”.



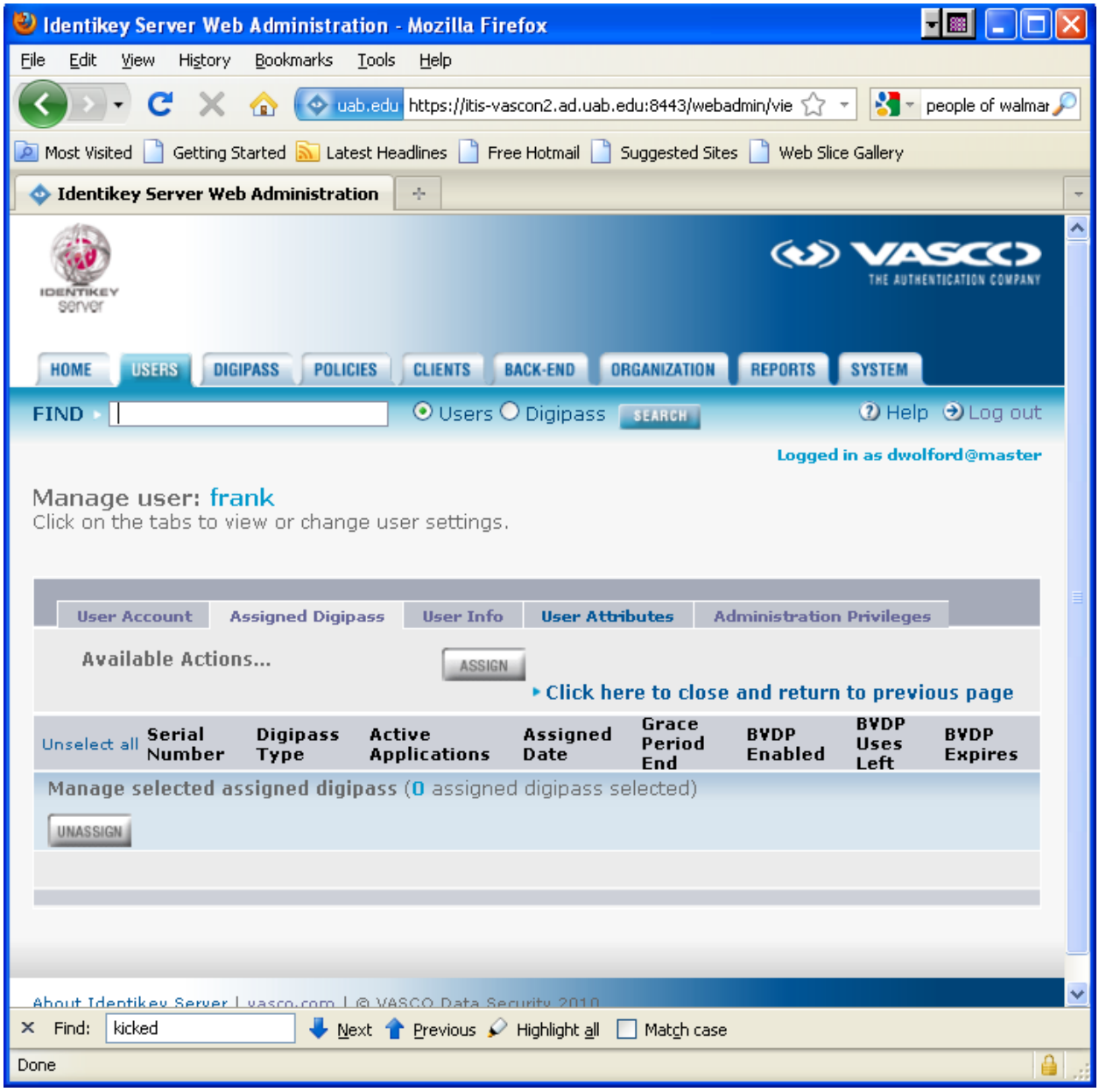
4. Fill in the User ID with the Blazer ID of the new user. At this time the other fields should remain with their default values. Click the “Create” button.



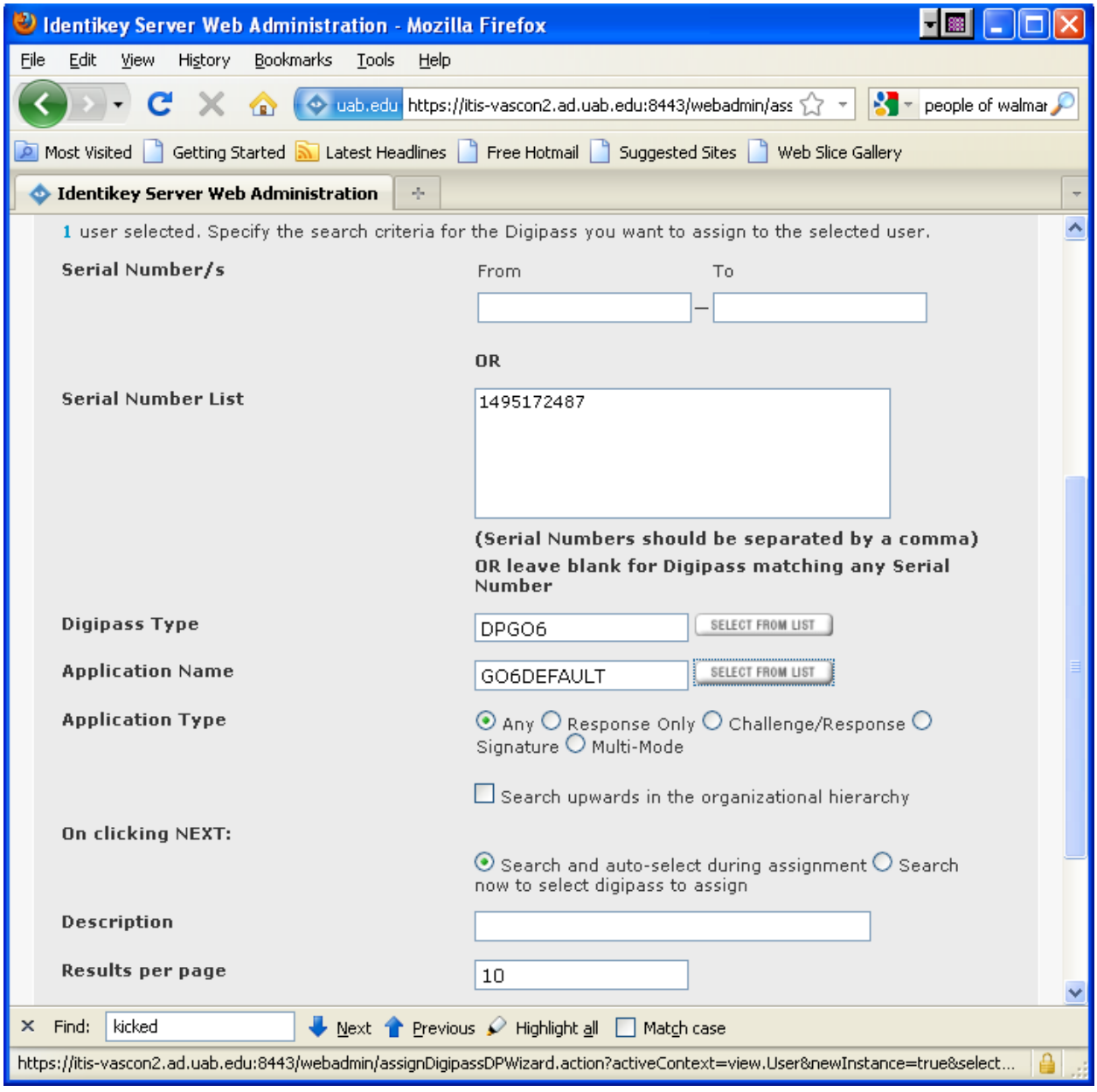
5. To manage this new user click on the “Click here to manage “new_user”. The “new_user” will be replaced with the Blazer ID of the new user.



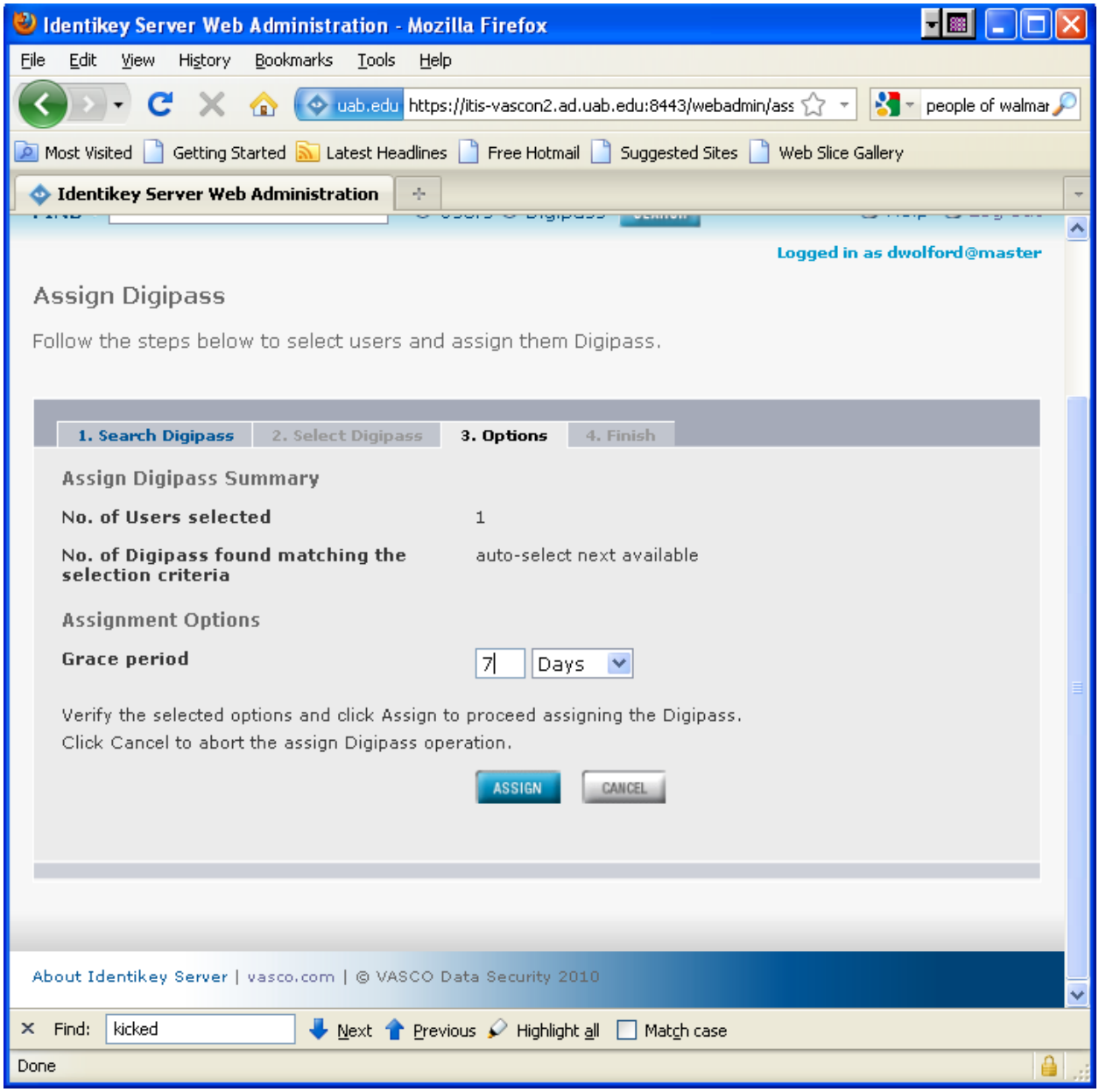
6. The most common task will be to assign a Digipass. From the manage user page click on the "Assigned Digipass" tab.



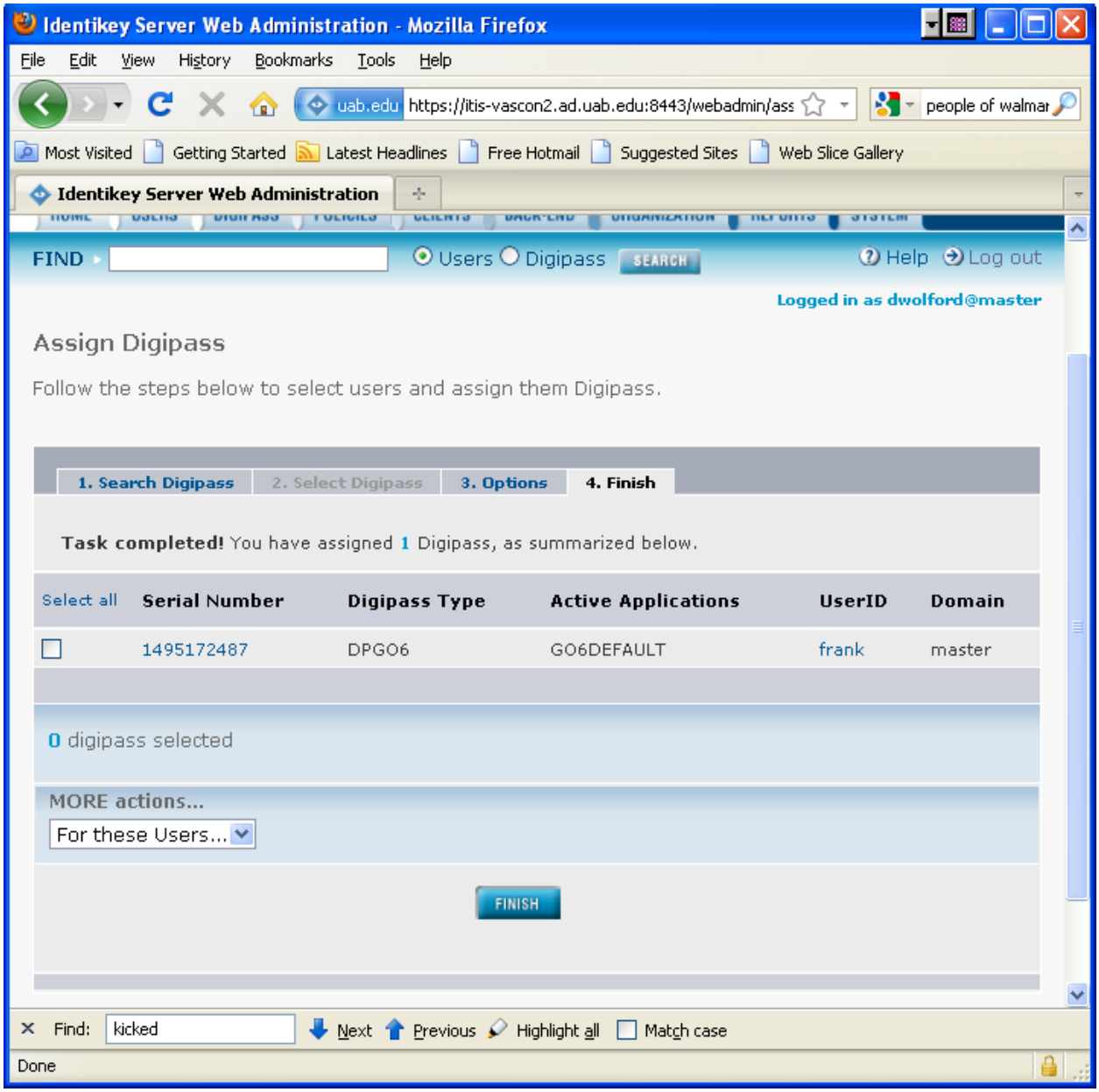
7. Click on the “Assign” button. In the resulting screen enter the Digipass serial number. For Digipass Type select “DPG06” and for Application Name enter “G06DEFAULT”. Click next.



8. The next screen can be left as default. Click the assign button.



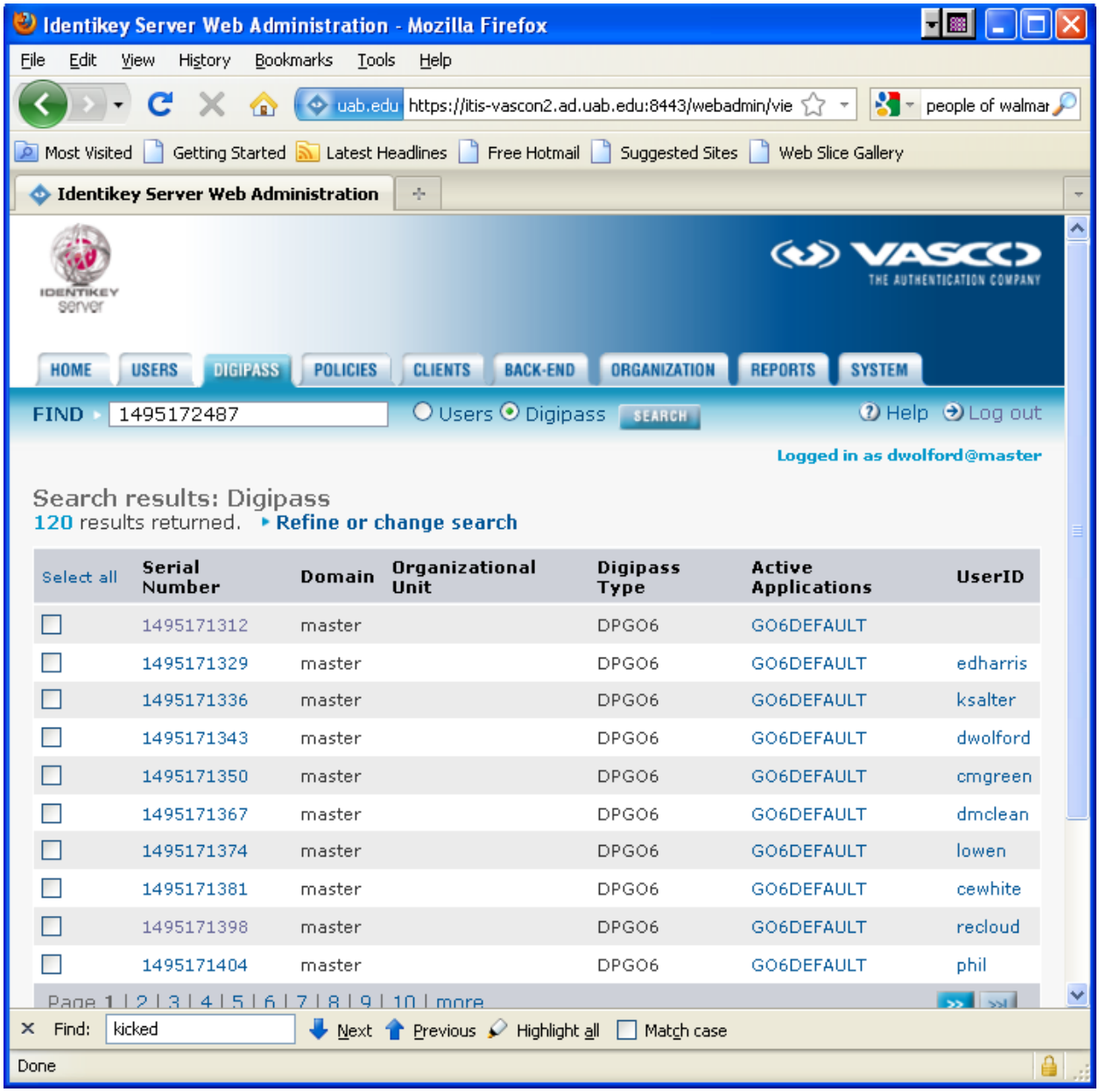
9. Click “Finish”.



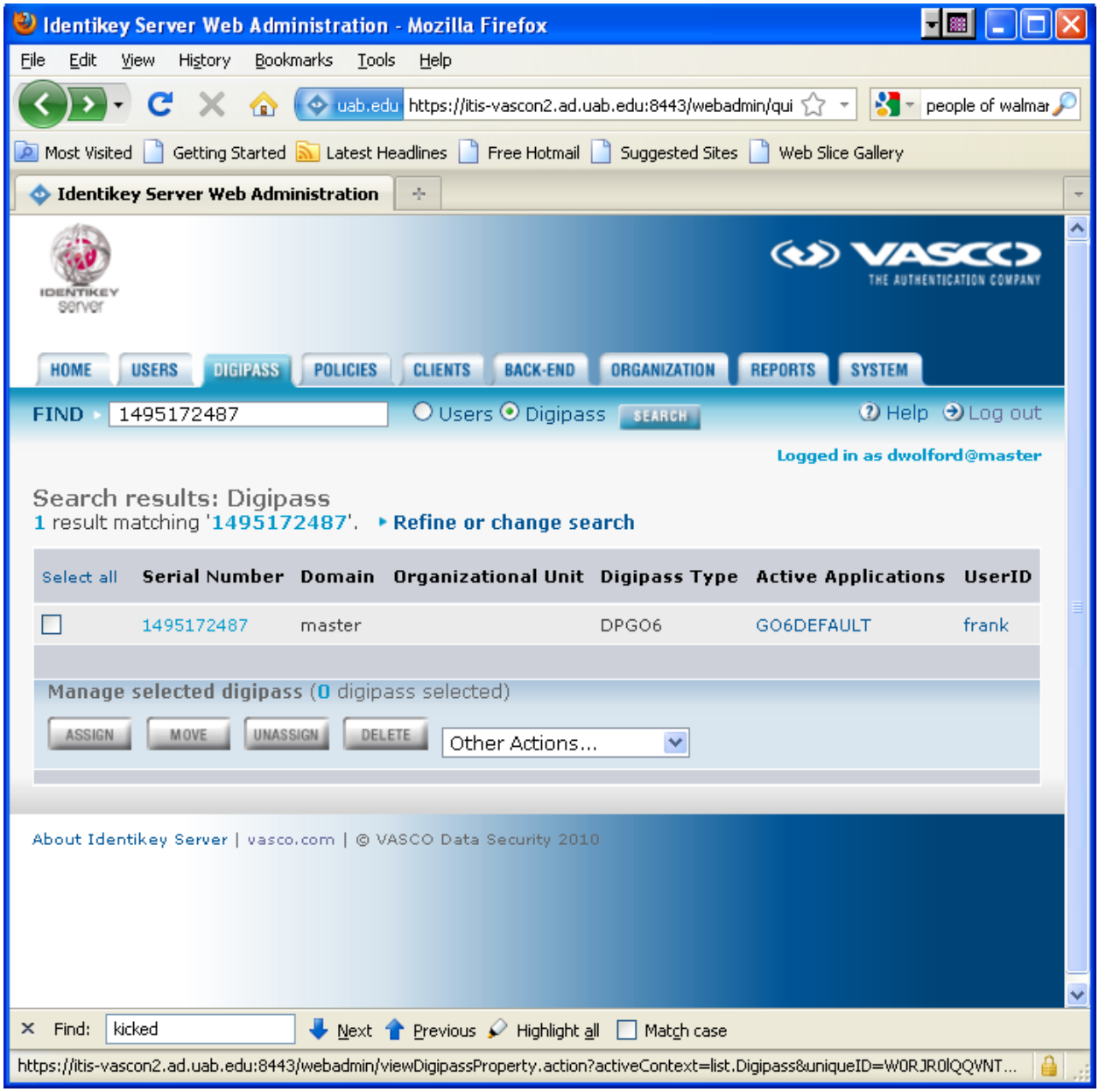
Manually setting a New Pin Number

Each Digipass comes with a default pin number. This number can be changed from the webadmin console.

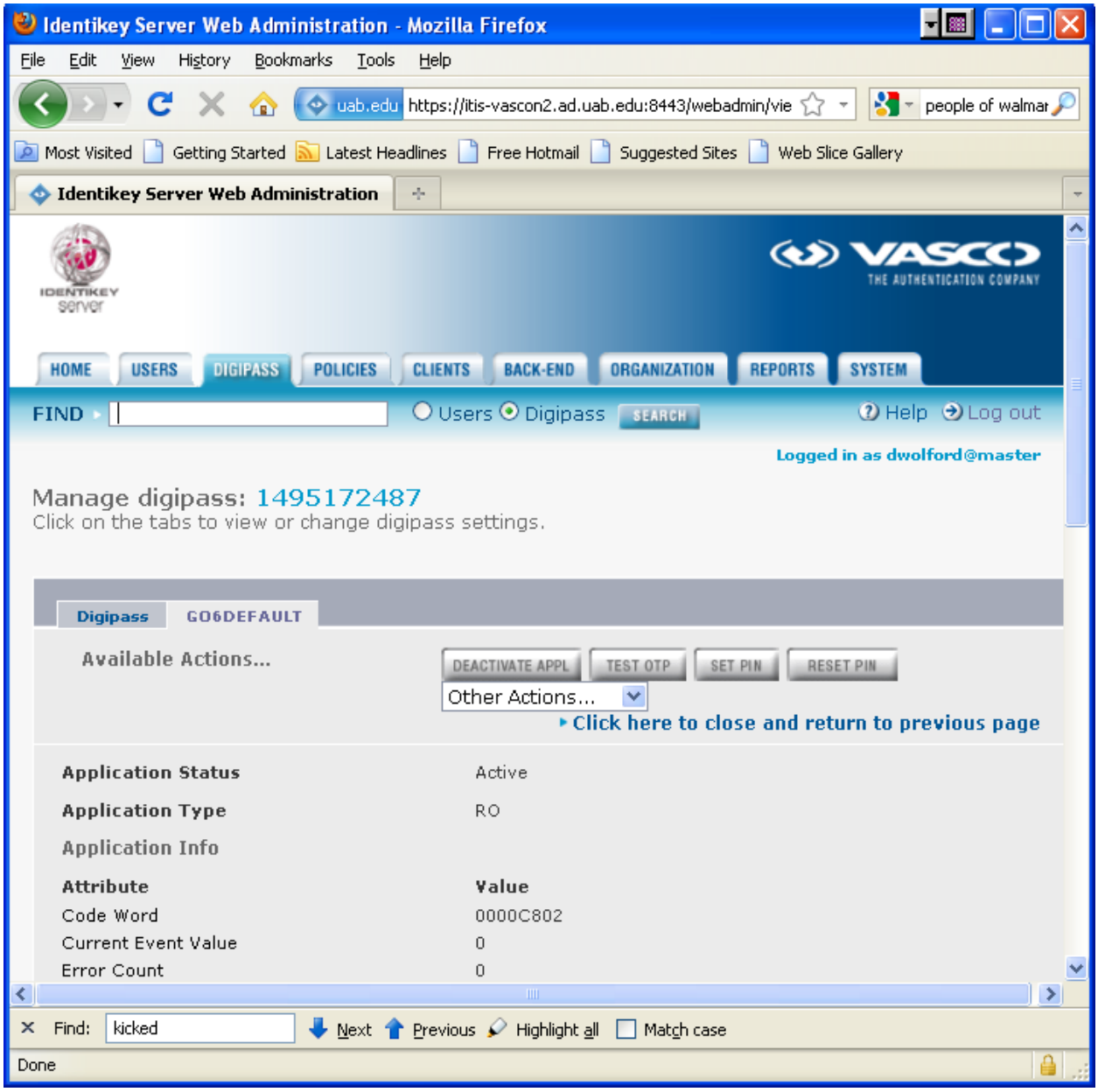
1. Click on the “DIGIPASS” tab from the console and enter the serial number of the token in the “FIND” box. Click on “SEARCH”.



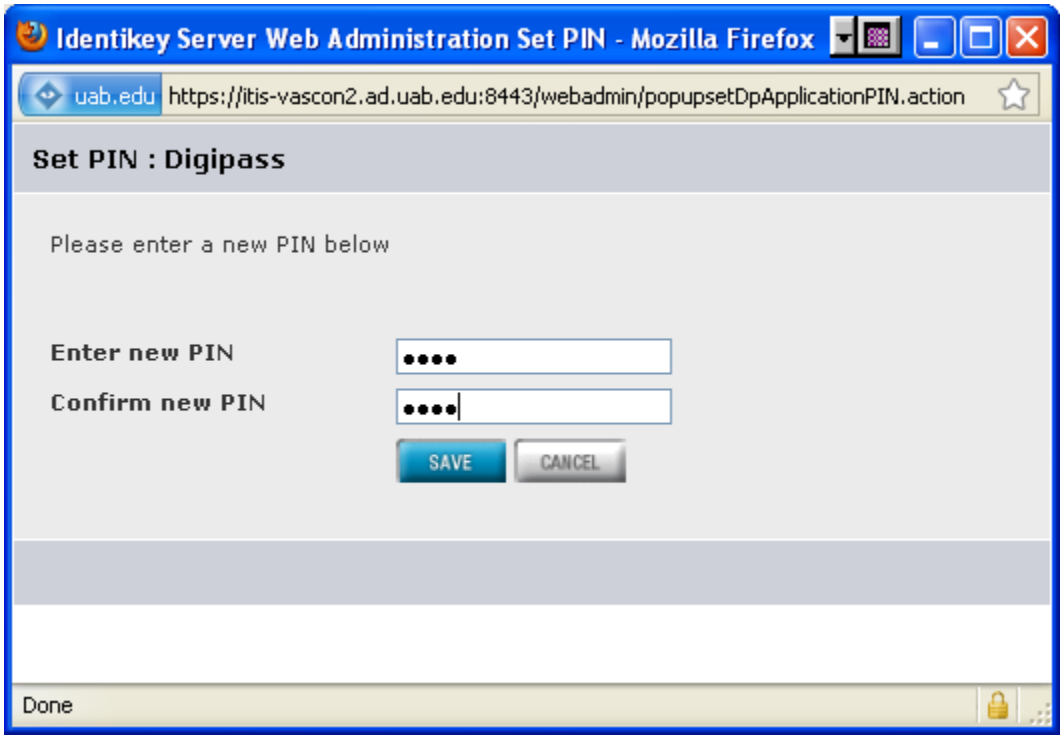
2. Click on the token's serial number.



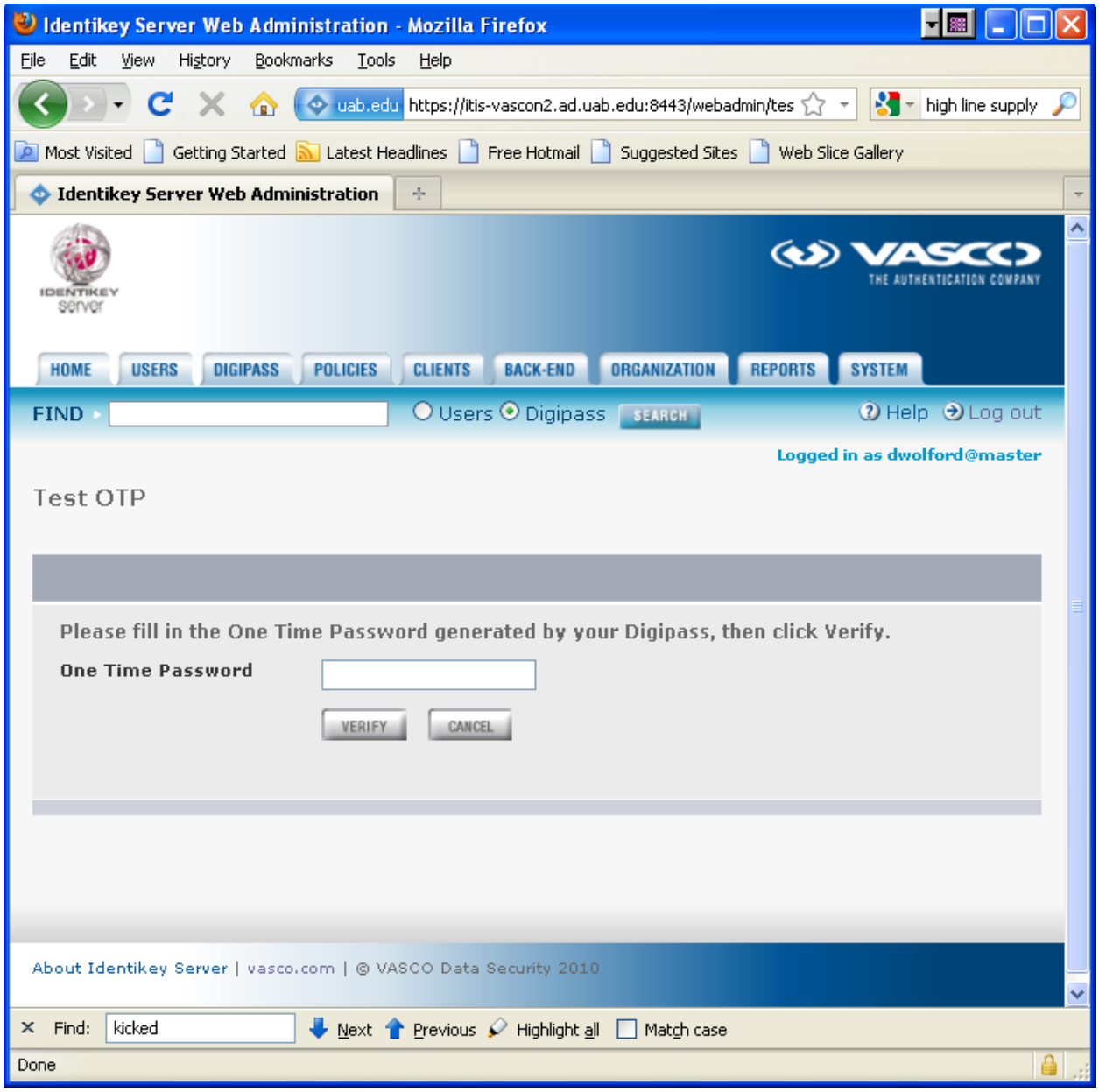
3. In the resulting screen click on the “GO6DEFAULT” tab. Click on the “SET PIN” button.



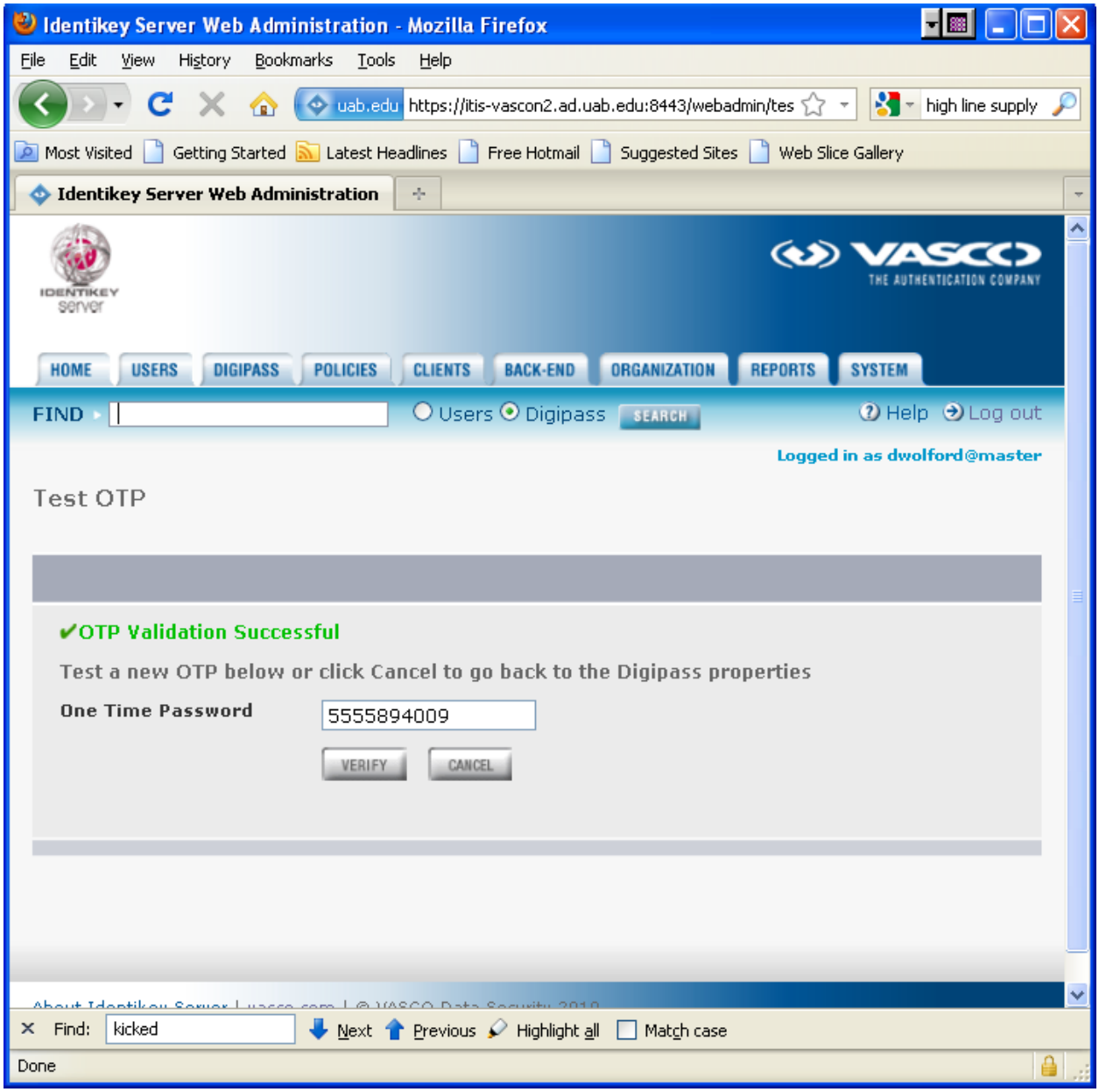
4. Enter the new four digit pin number and click “SAVE”.



5. You can test the new number by clicking the “TEST OTP” button. Enter in the four digit pin followed by the Digipass response. Then click “VERIFY”.



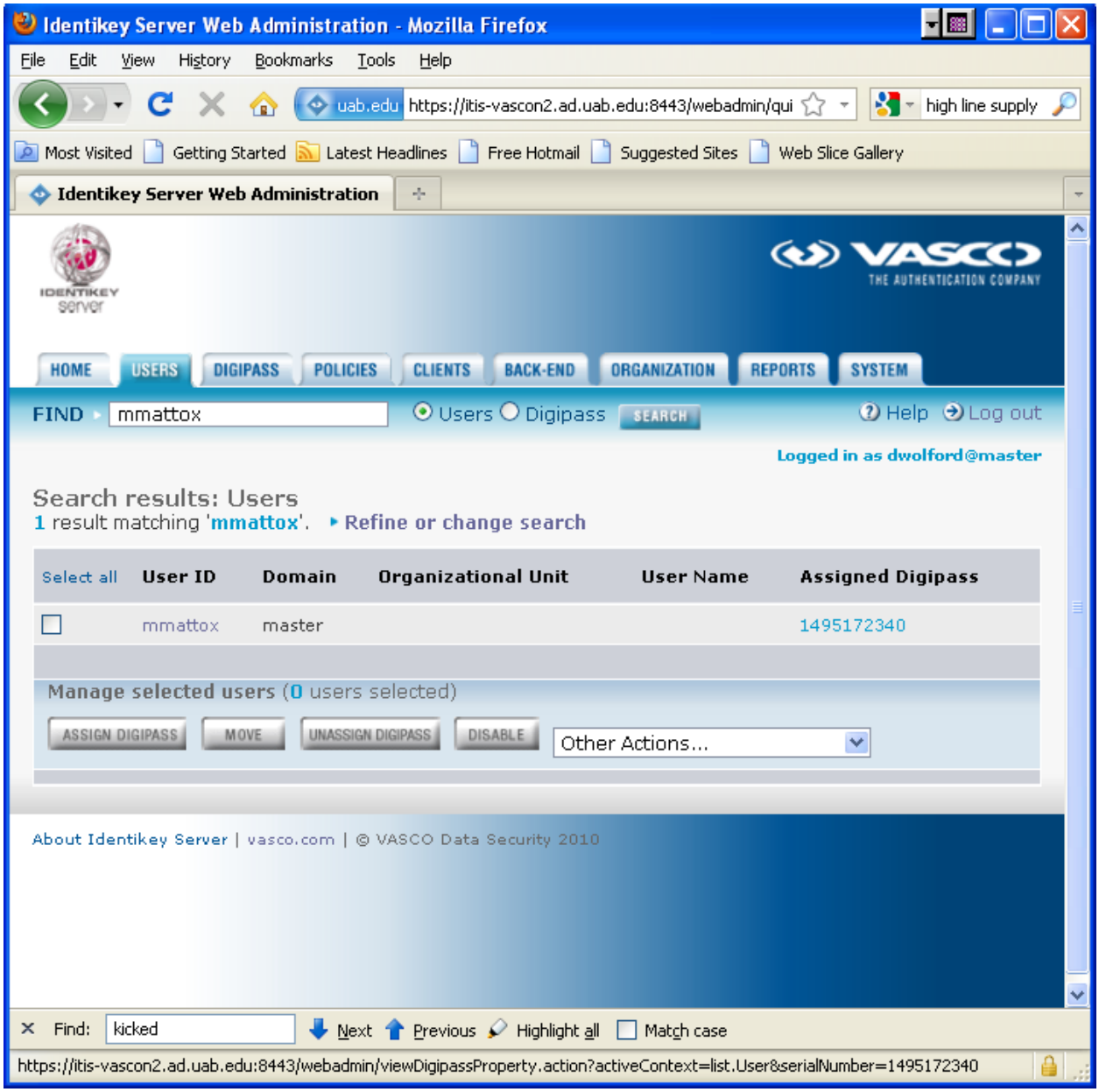
6. You should see this…



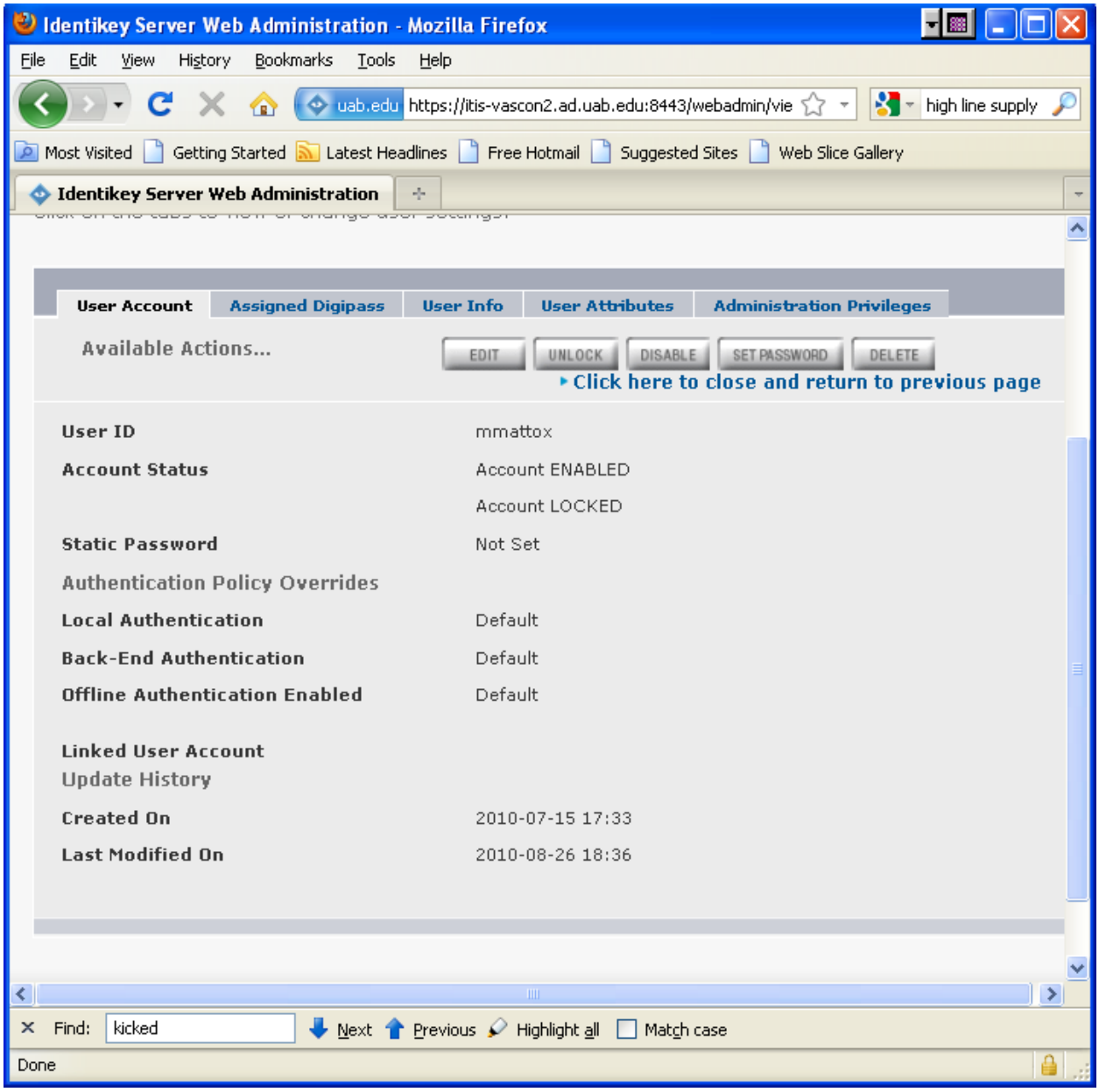
Unlocking a User

From time to time users will forget their PIN number and will lock themselves out of the system. To unlock a user from the Web Admin perform the following steps:

1. From the user tab search for the locked user using the FIND window. Once found, select the user by clicking on the User ID.



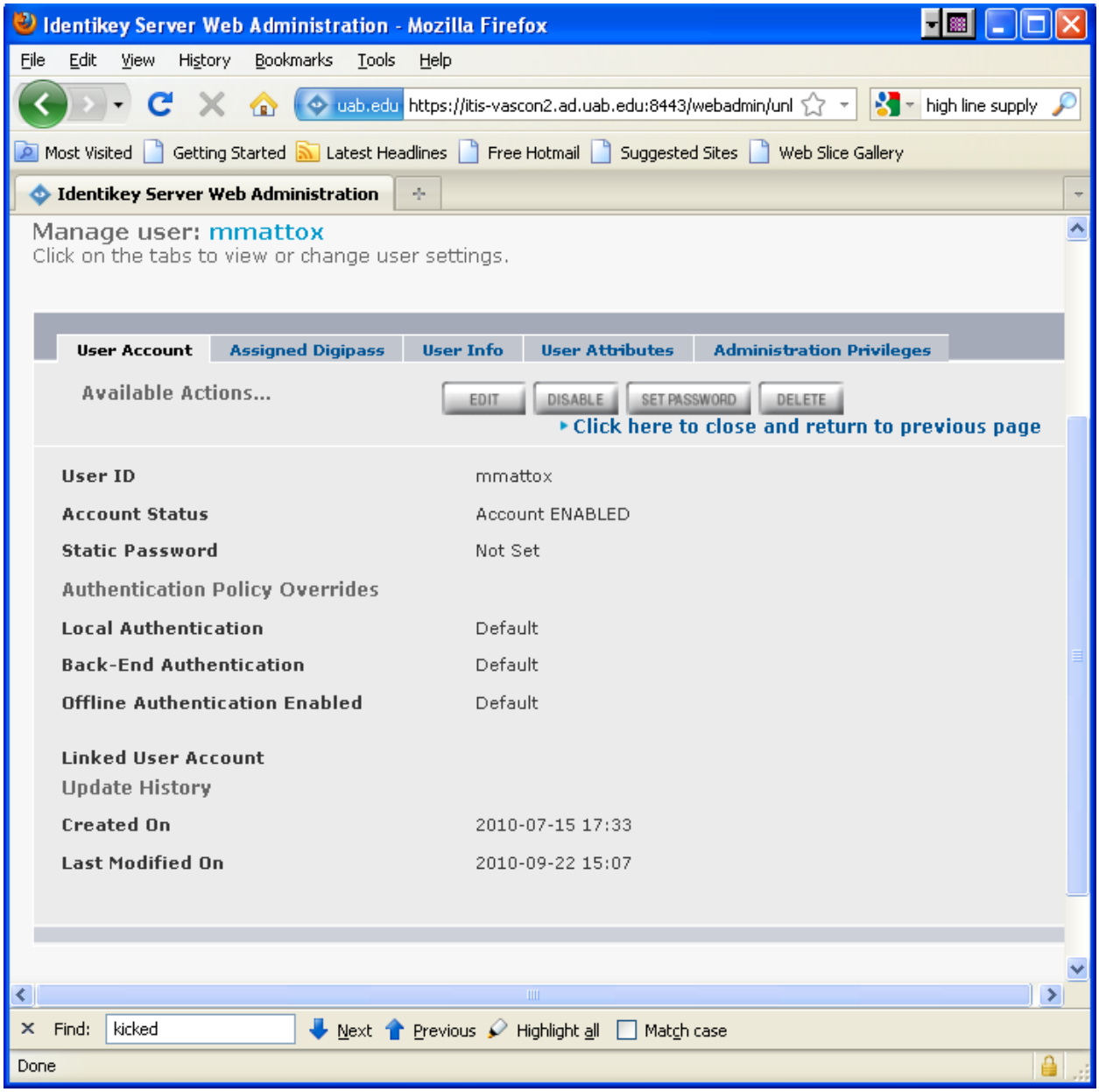
2. Notice that the Account Status is listed as “Account LOCKED”. Click on the “UNLOCK” button to unlock the user.



3. Select the “OK” button to proceed.



4. The account status is now “Account ENABLED” only.



This completes the process of unlocking an account. The PIN number for the users assigned Digipass can be accomplished by following the procedure listed under “**Manually setting a New Pin Number”**.