

Below you will find the instructions for setting your PIN.

UserName: (To verify your username go to the following link)

<https://webdir.nasa.gov/search/form>

1. Open a web browser and go to <https://tokens.gsfc.nasa.gov/>
2. Enter your UserID in the 'Username' field. xxxxxxxx
3. Look at your SecurID token and enter the current 6-digit number displayed on the token in the 'PASSCODE' field.

UserName:

PASSCODE:

4. Click on 'LOGIN'

Log In

The Next Screen you will see is the "New Pin" Screen. See Step 5 below.
PIN's must contain 4 to 8 letters and/ numbers NO SPECIAL CHARACTERS
(i.e. \$#%^&*). Top of Form

Username:

New PIN:

Log In

5. Create a 4 to 8 digit pin, do not go over 8 digits. Enter that pin in both the 'New PIN' field. (the pin can be Alpha-Numeric, all Numeric or all Alpha, "No Special Characters" (i.e. * ! # @ % \$ & ^ ?))
6. Click on 'Login'.
7. At this point your PIN has been successfully set.
8. The next screen is the verification screen, your newly created pin plus the 6-digits numbers appearing on your token. (Always wait for the next set of 6-digit numbers to change before entering).

Username:

Next PIN+tokencode:

9. Hit Enter and you should get a message saying **Authorization Successful** if you have reached this page you have successfully initialized your pin.

Now your token is ready to be used. Please reply to this email to confirm that you were able to set the pin successfully.

If more information about the RSA Tokens is needed go to the following links listed below:

<http://code700/RSA/Index.html>