

How to activate your Digipass G06 token

This document describes how to activate your Digipass G06 physical token using the Self Service Portal.

Please go to <https://remote.cheshire.gov.uk/token>

- Sign into the **Token Self Service Portal** using your network username and password.
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**Welcome to the
Token Self Service Portal**

Username

Password

Sign in to activate your software or physical token

You can also resync your tokens if you have any problems logging in

This portal is only for activating and resyncing your tokens. When complete, please sign out and use your usual link

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Please note that from here you will NOT be able to access any other network resources.

- At the “**Login**” screen, sign in with the same network username and password

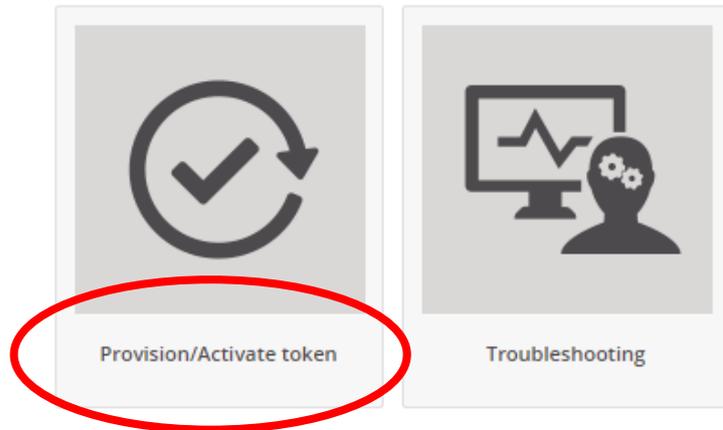
Login

User ID

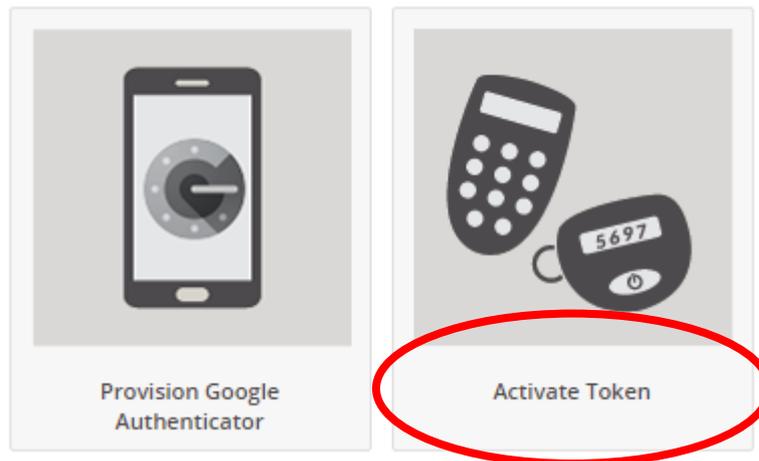
User Password

- To activate a physical token please select **“Provision/Activate Token”**

What do you wish to do?



- Select **“Activate Token”**



If you receive a notice in the top right of the screen

“User: XXXXX already has a token serial number associated in the LDAP directory. Please confirm that you want to overwrite the token serial number.”

And you are activating a replacement token please press **Confirm**

- **Step 1:** Select the physical token image

Step 1: Select device



- **Step 2:** Type in the “**Serial Number**” from the back of the physical token.
 - o You must type in the serial number as one whole number, no spaces, ignore hyphens
 - o e.g. 2279738707
- Click “**Continue**”

Step 2: User information

Enter the serial number of the token followed by "Continue".
The serial number is found on the back of the token.



Serial Number:



- **Step 3:** Press the button on the front of the physical token. This will generate a random 6 digit code which you must key into the “**One-time password**” field on your token portal screen

ACTIVATE TOKEN



Step 3: One-time password

Generate a one-time password on your token. Enter the password in the field below, then click on "Continue".

One-time password:



- Click “**Continue**”

- **Step 4: Confirmation message.**
- If provisioned correctly you will receive the below **"Confirmation"** message

ACTIVATE TOKEN

1 2 3 4

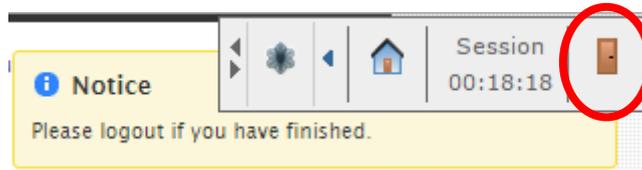
SELECT DEVICE USER INFORMATION ONE-TIME PASSWORD CONFIRMATION

Step 4: Confirmation

You have successfully activated your token. You are now ready to use the token for login.



- Please ensure you **Sign Out** using the door icon, once you have completed your token provision



How to re-sync your Digipass G06 token

Please go to <https://remote.cheshire.gov.uk/token>

- Sign into the **Token Self Service Portal** using your network username and password.

Welcome to the
Token Self Service Portal

Username
Password

Sign In

Sign in to activate your software or physical token

You can also resync your tokens if you have any problems logging in

This portal is only for activating and resyncing your tokens. When complete, please sign out and use your usual link

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Please note that from here you will NOT be able to access any other network resources.

- At the “**Login**” screen, sign in with the same network username and password

Login

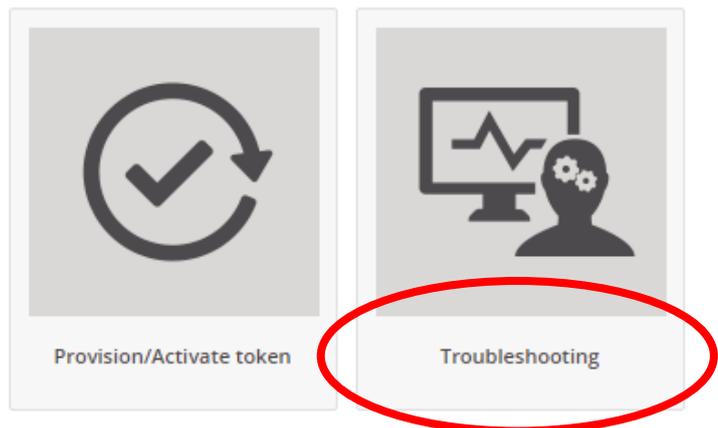
User ID

User Password

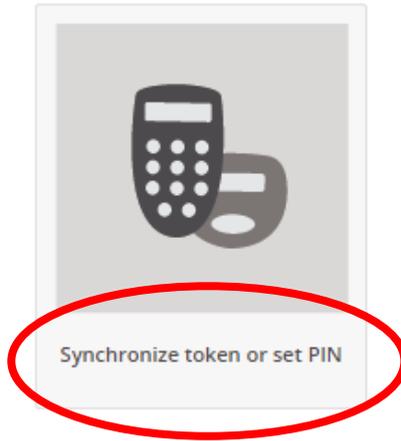
LOGIN

- To re-synchronize a physical token, please select “**Troubleshooting**”

What do you wish to do?



- Select **“Synchronize token or set PIN”**



- Press the button on the front of the physical token. This will generate a random 6 digit code. That current 6 digit code that is which you must key into the **“One-time password”** field on your token portal screen

SYNCHRONIZE TOKEN OR SET PIN

1 RESET/SYNCHRONIZE TOKEN 2 CONFIRMATION

Step 1: Reset/Synchronize token

Enter your one-time password and whether you wish to reset your current PIN or choose a new PIN.

One-time password:

BACK CONTINUE

- Once you have entered the 6 digit code, click **“Continue”** a confirmation message will display

SYNCHRONIZE TOKEN OR SET PIN

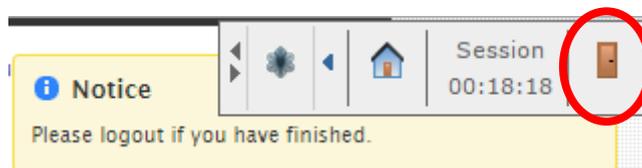
1 RESET/SYNCHRONIZE TOKEN 2 CONFIRMATION

Step 2: Confirmation

You have successfully synchronized your token. You are now ready to use token for login.

Home

- Please ensure you **“Sign Out”** using the door icon, once you have completed your token provision



- You can now close your web browser