Enabling New (red) BI&A Token
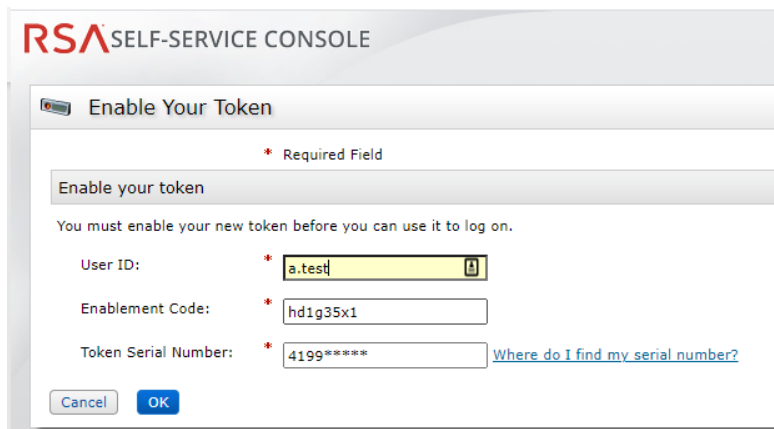
The purpose of this document is to show step by step how to enable a new (red) RSA token to replace the current (and expiring) BI&A token.

1. Once you have your token in hand, go to the following link:
   https://rsa-webtier-1.bia-boeing.com/console-selfservice/EnableToken.do?action=nvEnableToken

2. Enter the requested information:
   a. User ID (firstname.lastname)
   b. Enablement Code[1] = this code will be found in the email received when your request was approved. Search 'enablement code' in your inbox and you should be able to find the email with the relevant information
   c. Token Serial Number = found on the back of your token, begins with 4199


Hit 'Ok'. Once done correctly, you will get a message that you have successfully enabled your token and is ready to use.

(keep scrolling down)

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[1] The enablement code seen in the screenshot will **not** be the one you use. Each approved request has its own, unique enablement code that is found in the email sent when request was approved. Email sender was biarsa@bia-boeing.com

3. The new (red) token needs a PIN created and can be done so from the Dashboard of the RSA self-service. If not logged in, go through steps 5-7. Once logged in, you will see a note that a PIN needs to be created for your RSA SecurID token. Select 'Create PIN' under the new token:
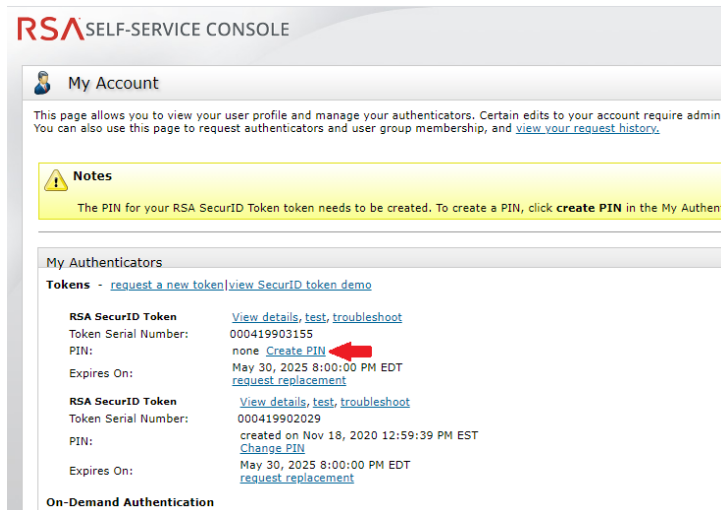
4. The next screen will have two fields for PIN creation. The PIN is 4-8 characters long (alphanumeric). Since this is a new token, you can set the PIN to the one you currently use on the expiring (blue) token.

Hit 'Save'. If PIN meets requirements, you will see a message the you have successfully changed your SecurID PIN. Now, when signing into office.com (to access OWA, OneDrive, SharePoint, or Other O365 services), you will use the new, red token to login.
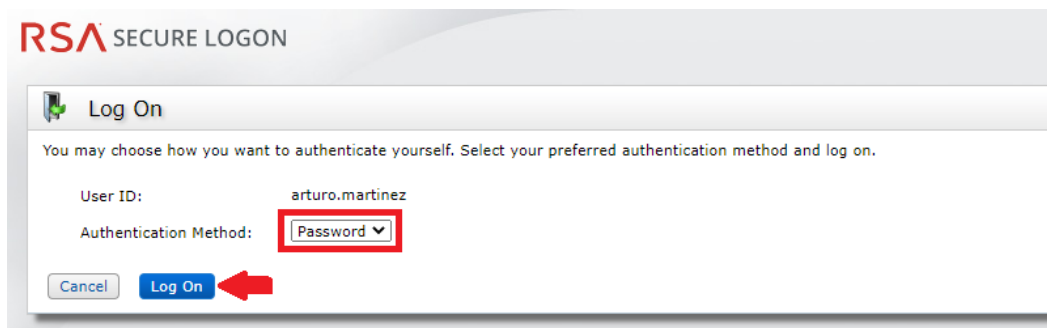
Once the new token is enabled, you may throw away in your home trash can, or at work, your old token.

5. Using Chrome or Firefox, go to the RSA self-service console:
    https://rsa-webtier-1.bia-boeing.com/ssc
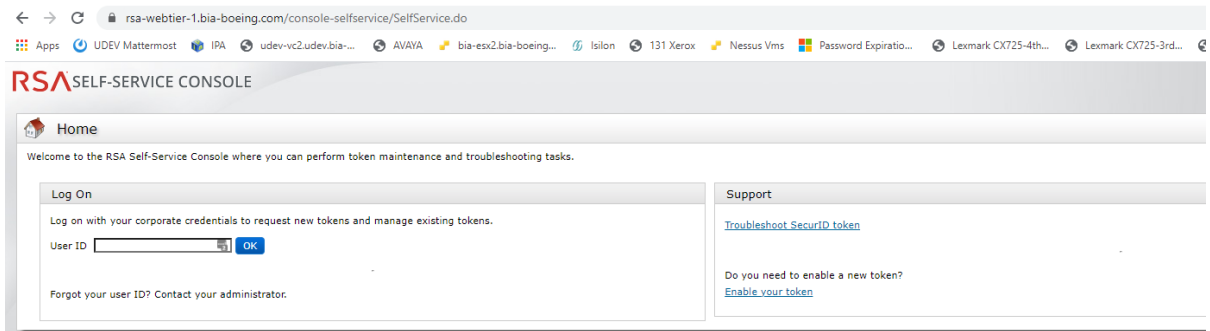
For User ID, enter BIA username: firstname.lastname (i.e. email address without '@bia-boeing.com') and hit 'OK'.

6. In the drop-down, select 'Password' and hit 'Log On'.

7. Enter password[2] on next screen and hit 'Log On'.

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[2] This will be your windows password, same one used to log onto BIA machines/BIA email.