

USDA



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ENTLAN Remote Access

WCTS Enterprise LAN
Remote Access User
Guide V 3.7

Departmental Management
Management Services
Washington Communications and Technology Services

Prepared by:

DM-MS/WCTS

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Written by:

DM-MS/WCTS

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Obtaining a Remote Access Account

*****SECURITY REMINDER*****
NEVER GIVE THE TOKEN SERIAL NUMBER, PIN,
OR PASSWORDS TO ANYONE

WCTS managed customers may request a remote access account by submitting an online form at:
<http://www.wtso.usda.gov/csbforms/CSBRemoteAccessRequest.aspx>

The screenshot shows a web browser window displaying the 'Remote Access Request (2-Factor Authentication)' form. The form is titled 'Remote Access Request (2-Factor Authentication)' and is part of the 'WCTS 2 Factor Authentication' section. It is divided into two main sections: 'SUPERVISOR OR REMOTE ACCESS APPROVING AUTHORITY INFORMATION' and 'REMOTE USER INFORMATION'. Both sections require fields for First Name, Last Name, Telephone#, E-mail, Office, Agency, and Division. There are also dropdown menus for Office, Agency, and Division. Below these sections, there are two checkboxes: 'Remote Access using (VPN or Web Based Citrix):' and 'Does the new Remote User have a LinPass?(Y/N):'. A 'Special Instructions:' text area is located at the bottom of the form. The form includes 'Submit' and 'Cancel' buttons. The browser's address bar shows the URL 'http://www.wtso.usda.gov/csbforms/CSBRemoteAccessRequest.aspx'.

Citrix Login Procedure using an RSA Key

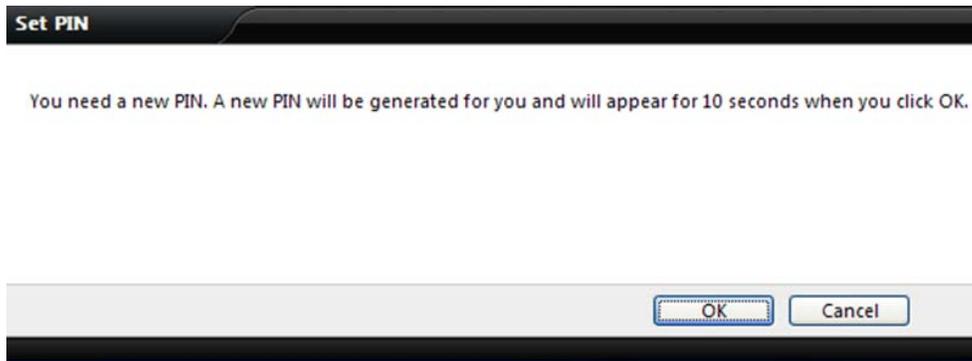
1. Access the login page using: <https://wctskkey.usda.gov>

The screenshot shows the login page for the United States Department of Agriculture. The page has a dark background with white text. At the top, it says 'United States Department of Agriculture' and '<NOTICE> United States Government System <NOTICE>'. Below this, there is a long paragraph of text explaining the security of the system and the user's responsibility. The text includes: '-You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only. -Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. -By using this information system, you understand and consent to the following: -You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system. -Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer. -By clicking Log On, I agree to all the above'. Below the text, there is a login form with fields for 'User name:', 'PASSCODE:', and 'Domain:'. The 'Domain:' dropdown menu is set to 'OCIO'. There is a 'Log On' button at the bottom right of the form. A small icon of a folder is visible on the left side of the page.

2. If this is your first time accessing Citrix using an RSA Key please continue reading. If not, skip to #7.



3. First time usage requires that a private "PIN" number be created. This "PIN" number will then be entered along with the regenerating code on the RSA Key for authentication. Upon your first login, please follow the steps below...
4. Enter your LAN username in the "User name:" field and in "PASSCODE:" enter only the **tokencode** (The 8 digit RSA code displayed on the RSA Key) and click the "Log On" button. You will then be notified of the required PIN change shown below.



5. Your new **8 digit PIN** will be auto generated by the system and will display for **10 SECONDS ONLY** - please be ready record your NEW PIN.



6. Enter your "User name" and "PASSCODE" (your PIN number + the six numbers generated by the RSA Key) and Click "Log On".

United States Department of Agriculture
<NOTICE> United States Government System <NOTICE>

-You are accessing a U.S. Government information system, which includes (1) this computer, (2) this computer network, (3) all computers connected to this network, and (4) all devices and storage media attached to this network or to a computer on this network. This information system is provided for U.S. Government-authorized use only.

-Unauthorized or improper use of this system may result in disciplinary action, as well as civil and criminal penalties. -By using this information system, you understand and consent to the following:

-You have no reasonable expectation of privacy regarding any communications or data transiting or stored on this information system. At any time, the government may for any lawful government purpose monitor, intercept, search and seize any communication or data transiting or stored on this information system.

-Any communications or data transiting or stored on this information system may be disclosed or used for any lawful government purpose. - Your consent is final and irrevocable. You may not rely on any statements or informal policies purporting to provide you with any expectation of privacy regarding communications on this system, whether oral or written, by your supervisor or any other official, except USDA's Chief Information Officer.

-By clicking Log On, I agree to all the above

User name:

PASSCODE:

Domain:

7. If prompted, you may need to enter your Windows/Network password to finally access your Applications page.
8. In some instances you may be prompted for the next token code, which is the next 6 digits from the RSA key.
9. If successful, you should see your published applications (See Page 6) or be prompted to download the Citrix Client if it's not installed on your workstation (See Page 5).

*****ALWAYS REMEMBER THE FOLLOWING*****

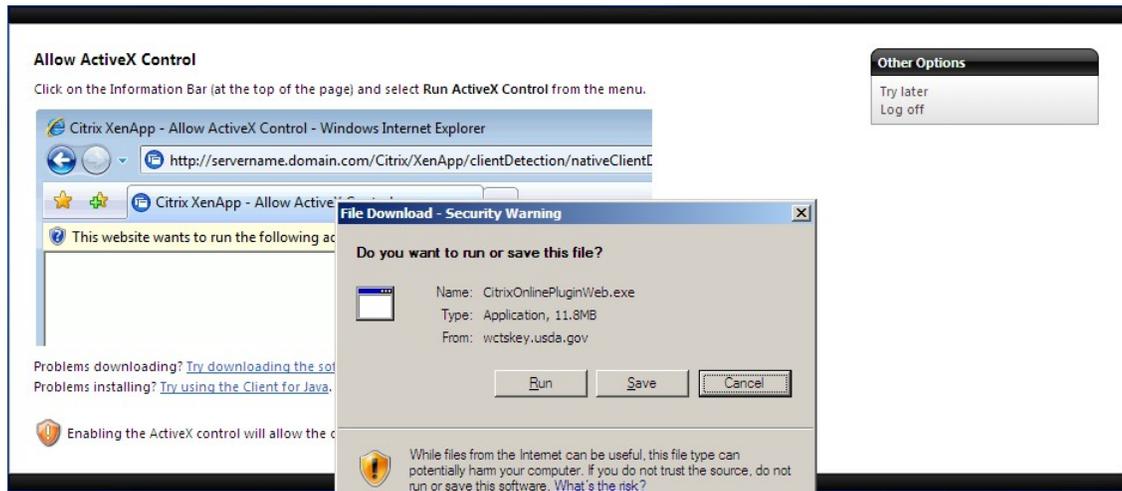
- **Never give the token serial number, PIN, or passwords to anyone. WCTS WILL NEVER ASK FOR THEM.**
- **To help avoid phishing attacks, do not enter tokencodes into links that you clicked in email. Instead, type in the URL of the reputable site to which you want to authenticate.**
- **Always log out of applications when you're done with them.**
- **Always lock your desktop when you step away.**

Downloading the Citrix Client

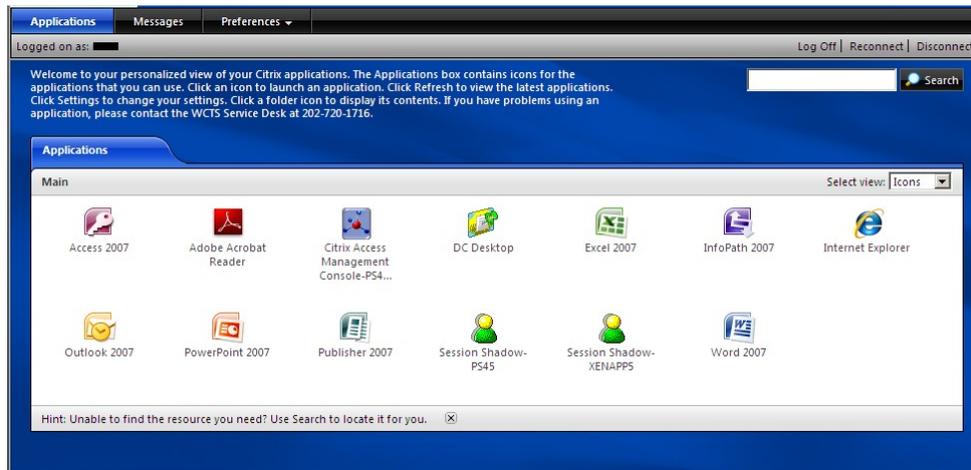
1. If you've received this screen, please select the check box to download and install the Citrix Client (it will be one time only)



2. Select Run (and then Run again when prompted). Allow the install to complete...



Welcome to your Applications page!



A few items to note:

Within the RSA Key's display, on the left (as circled below), you will notice 6 small bars. Each bar represents 10 seconds and once they run down, a new RSA code will be generated. If one or two bars remain, it's suggested that you wait for a new code to generate due to the time it requires some users to enter their PIN and RSA code. Avoid exposing the RSA Key to extreme temperatures. If you lose your RSA Key, please notify The Service Desk.



For further assistance, please contact the WCTS Service Desk at (202) 720-1716