

CLASS

Continued Learning And Software Skills

Burnet, Duckworth & Palmer LLP

Remote Desktop for Windows XP using Keyfob RSA SecurID Log-On / Log Off Instructions

LOGGING INTO VT.BDPLAW.NET ON WINDOWS XP USING KEYFOB

1. Assuming that you have created your Desktop icon, proceed to Step (2). If not refer to the user guide "[vt.bdplaw.net for Windows XP](#)" in "Help & Support" on the Intranet or visit www.bdplaw.net
2. Double-Click on your Desktop icon "BDP vTS1"
3. Click on "Other User" button. The following will appear:



4. In the "RSA SecurID" log on screen as illustrated above, in the "User name" field enter your username (replace username with your username you use at BDP). In the "Passcode" field enter your RSA SecureID Passcode. This is your **4 digit pin (0+Lawyer Number)** followed immediately with the **6 digit Keyfob number** that appears on your Keyfob. If you have a two-digit Lawyer Number (i.e. 070) enter **0070** on your device. Click on the arrow key when done



An example of entering your Passcode is described below:

*Be sure to enter your 4 digit pin number along with this code. For example: If your pin was 1234, you would enter 1234234836.

5. Once you have entered your "Passcode", proceed to the next step
6. Simply click **OK** on the "Windows Security" screen: The following will then appear:



7. Type your "Windows Password" (same as office) and press **ENTER** or click **Arrow key** to complete log-on process

LOGGING OFF FROM VT.BDPLAW.NET ON WINDOWS XP

Do not click the "X" on the Remote Desktop banner. Instead do the following:

1. Click **Start**
2. Click **Log-off "username" only**

ENABLING A LOCKED REMOTE SESSION

If you log-on incorrectly more than 3 times, your Remote Session will be locked permanently and you will need to contact your administrator on the next business day to un-lock your account