



## Two-Factor Authentication (2FA) Registration Instructions – Symantec VIP Access

To strengthen KBR information security and safeguard company data, Information Technology has implemented two-factor authentication for remote access. Two-factor authentication (2FA) provides identification of users by pairing two different components for enhanced security, to protect access to networks and websites. These components may be something the user has (a security code), and something the user knows (a password).

### **Prerequisites (READ ME FIRST):** **PLEASE PRINT THESE INSTRUCTIONS**

**Two-Factor Authentication is as easy as 1, 2, 3! Specific details are outlined in this document. Summary steps:**

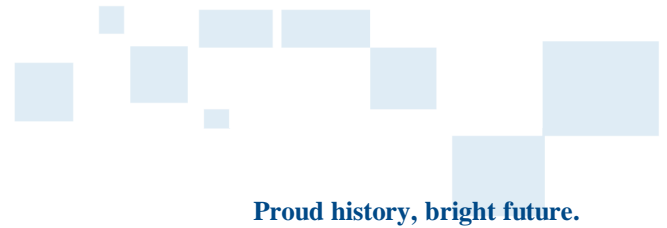
1. Install the Symantec VIP application on your smartphone/mobile device, or on your computer. We recommend the smartphone/mobile device as the preferred method, as this device can travel with you and can conveniently provide your VIP security code at any time for any application requiring the two factor authentication 6 digit security code.
2. Once you have installed the Symantec VIP application, launch your Internet Browser on your computer and register the credential that appears on your mobile device on the [Symantec VIP Self Service Portal](#).
3. Now that you have installed and registered the Symantec VIP application, you may now use the randomly generated 6-digit Security Code to log into selected KBR applications such as Citrix, Outlook Web Access, VPN and SharePoint.

#### **For smartphones or mobile devices (RECOMMENDED)**

- Connect to a secure Wi-Fi connection.
- It is recommended to power off/on your device.
- You must set up your Google Play or Apple Store ID (or available application store for your device) and password prior to beginning the installation, as you may need to enter them if prompted.
- The Symantec VIP application is FREE and is usually less than 2MB.
- Symantec VIP does not require mobile data or Wi-Fi connection to use the application, once installed.

#### **Desktop Version (laptop or desktop machine):**

- You will need to install the software from the Symantec website on your machine to use the desktop version.
- KBR computers will allow the desktop version installation, but other company's computers may require administrative privileges to install the software. If you are experiencing difficulties with installing the application



Proud history, bright future.

from the Symantec website, contact your company's IT support.

- **For a hardware token card:**

If you don't have access to a smartphone or mobile device, or cannot install the desktop version on your computer, please contact your assigned KBR Project support or send an email to KBR IT 2FA Support at [kbrit2fasupport@kbr.com](mailto:kbrit2fasupport@kbr.com) to obtain a KBR issued VIP Hardware Token Card.

Begin by selecting your preferred installation and registration method below.

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**[Registration instructions for smartphone or similar devices](#)**

**[Registration instructions for desktop version \(laptop or desktop machines\)](#)**

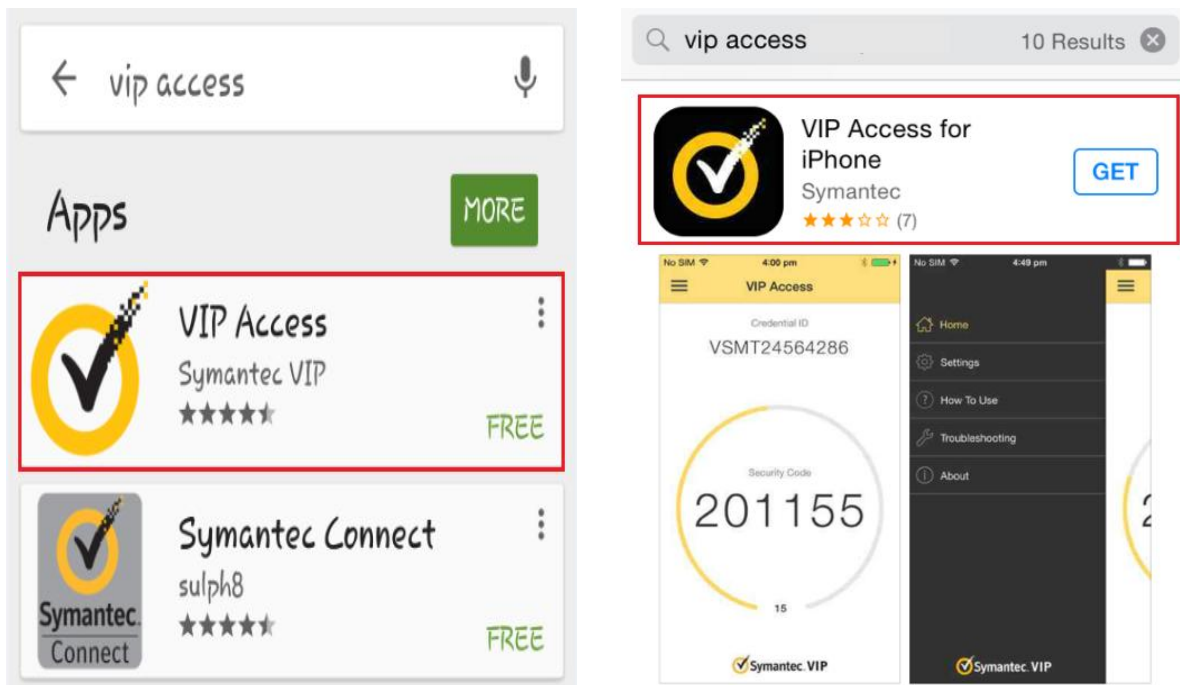
**[Registration instructions for Hardware Token Card](#)**

## Registration instructions for smartphone or mobile devices

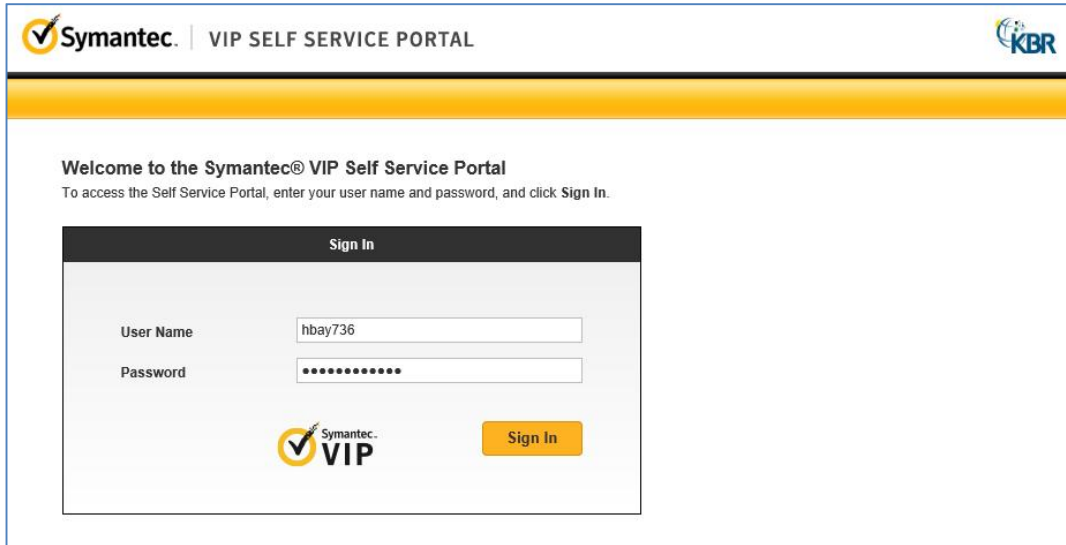
1. On your mobile device, launch the appropriate app store to install the VIP Access app. (Google Play, Apple Store, etc.)
2. Search for 'VIP Access' in your app store and follow the on-screen instructions for installing the app.

**NOTE:** Symantec VIP is available on most devices:

- iPhone and iPad running iOS 7.0 and higher
- Android running v4.0 and higher
- Windows phone running 7.5, 8, and 8.1
- Blackberry 10 and higher

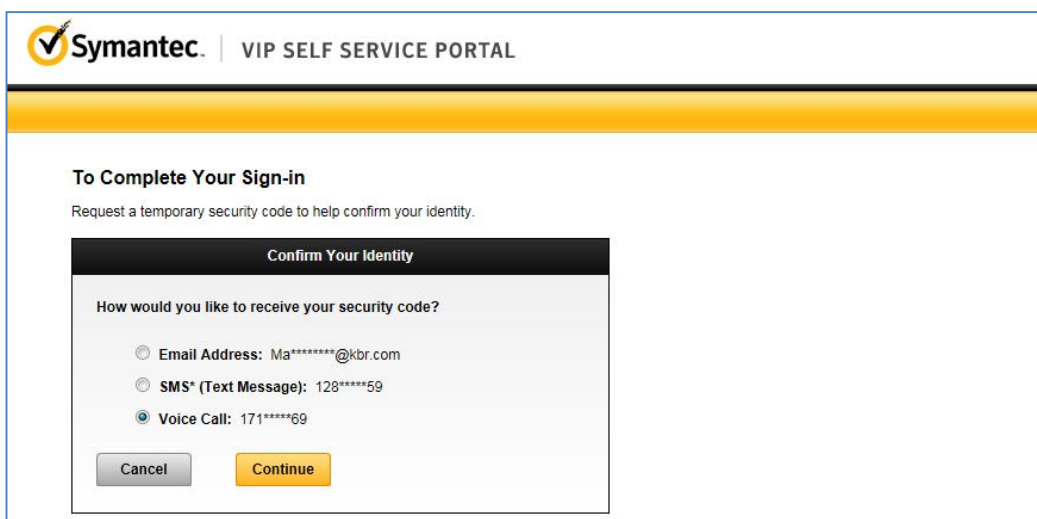


3. Once the application is installed on your mobile device, from your computer launch your internet browser and go to <https://2fa.kbr.com/>.



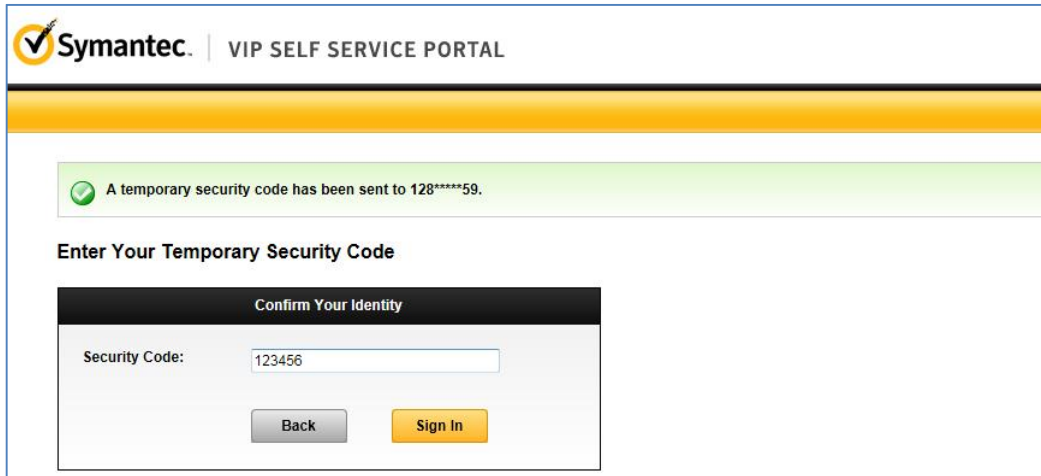
4. Log in with your **XNET or KBR Network User ID and Password.**
5. You will be required to complete a one-time sign-in to confirm your identity. Select one of the options in the 'Confirm your Identity' window.

**NOTE:** Some users may have more options than others, based on the information that is listed in Outlook Properties/Active Directory. For external non-KBR employees an email address may be the only option available. For external non-KBR employees whose email address is incorrect, please contact your KBR sponsor for assistance.



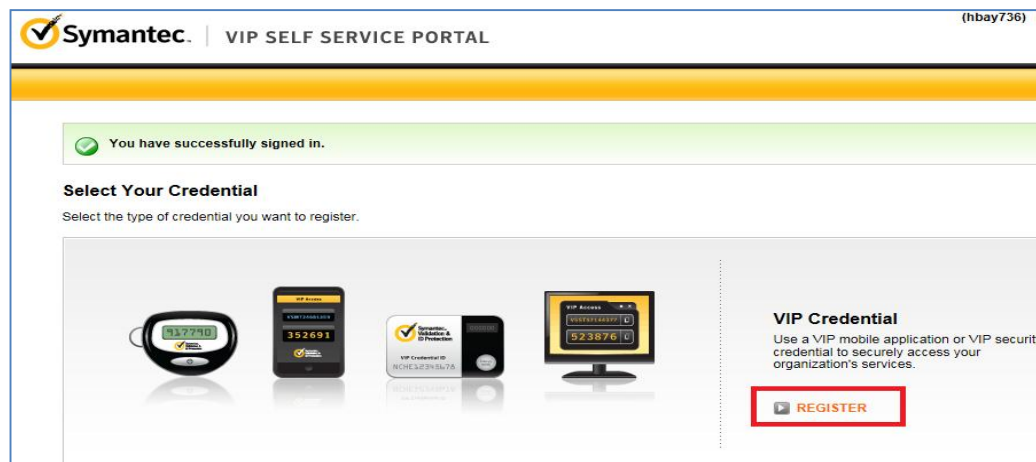
6. Enter the 6 digit code that was sent via the means selected in step 5, and select 'Sign In.'

**NOTE:** This code will only be used the one time and can be deleted once completed with this sign in.



The screenshot shows the Symantec VIP Self Service Portal. At the top, there is a green banner with a checkmark icon and the text "A temporary security code has been sent to 128\*\*\*\*59." Below this, the heading "Enter Your Temporary Security Code" is displayed. A form titled "Confirm Your Identity" contains a "Security Code:" label and a text input field with the value "123456". At the bottom of the form are two buttons: "Back" and "Sign In".

7. Click '**Register**' to begin.

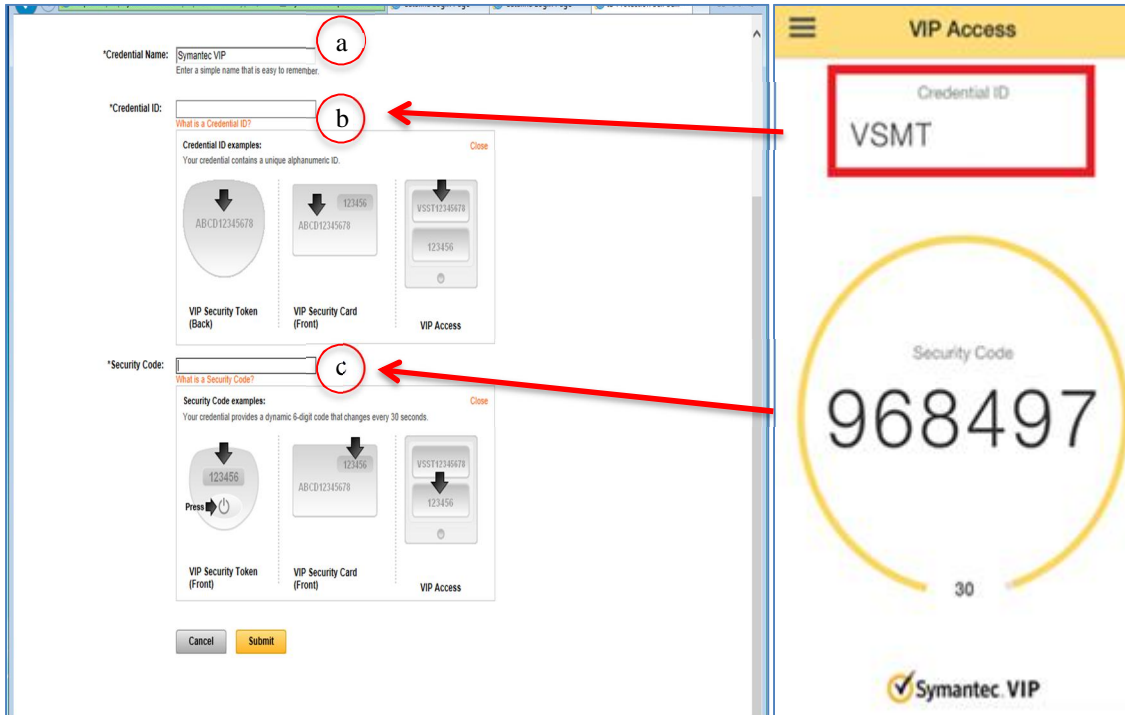


The screenshot shows the Symantec VIP Self Service Portal registration screen. At the top, there is a green banner with a checkmark icon and the text "You have successfully signed in." Below this, the heading "Select Your Credential" is displayed, followed by the instruction "Select the type of credential you want to register." There are four icons representing different credential types: a physical token, a smartphone, a physical card, and a computer monitor displaying a credential. To the right of these icons, the text "VIP Credential" is displayed, followed by the instruction "Use a VIP mobile application or VIP security credential to securely access your organization's services." At the bottom right, there is a red-bordered button labeled "REGISTER".

8. On the registration screen:

- a. In the '**Credential Name**' field, enter a generic name for your device, such as 'My iPhone' or 'My Android,' etc.
- b. Launch the VIP Access app you just installed on your smartphone or mobile device and locate the credential ID, then enter that credential ID listed into the **Credential ID** field in your web browser on your computer.
- c. Go back to the VIP Access app on your smartphone or mobile device and locate the **Security** Code. Enter the displayed unique 6-digit security

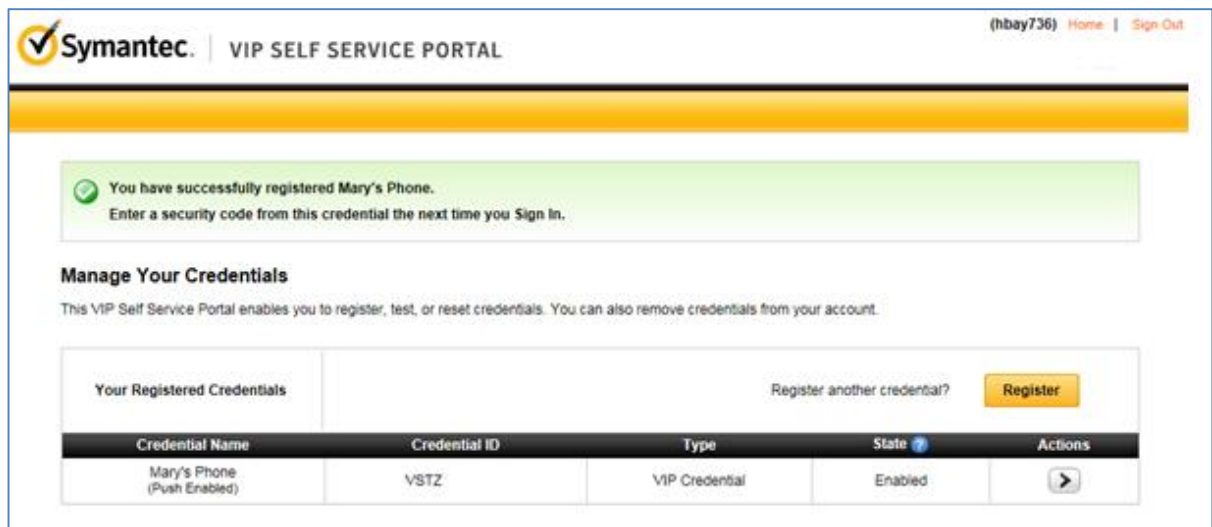
code listed into the ‘**Security Code**’ field in your web browser on your computer.



9. Select ‘**Submit.**’

10. You will receive a confirmation that your device has been successfully registered.

**NOTE:** Your newly registered credential will appear under “**Your Registered Credentials**” in the VIP Self-Service Portal.



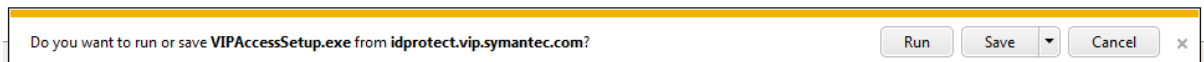
11. You are now able to successfully log in to KBR specific applications which prompt you for two-factor authentication. (SharePoint, Citrix, VPN, OWA, etc,)

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## Registration instructions for desktop version (laptop or desktop machines)

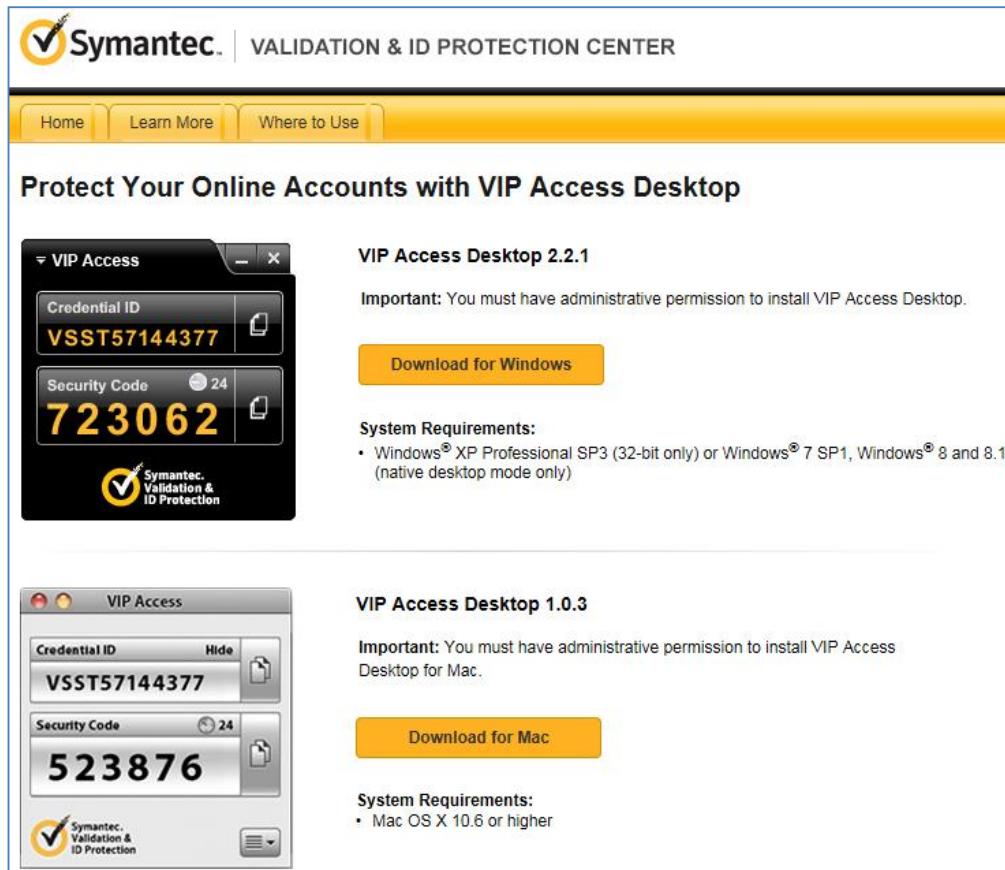
1. On your laptop or desktop computer, launch your internet browser and go to <https://idprotect.vip.symantec.com/desktop/home.v>
2. At the bottom of the internet browser window, select '**Run**' to run the VIP Access setup install that should pop up.

**NOTE:** If selecting "**Run**" does not kick off the installation, you may need to select '**Save**' and run the installation with administrative rights.



**NOTE:** If you don't receive the pop up window, select '**Get VIP Access Desktop**' in the upper right hand corner of the browser window, then select the appropriate operating system





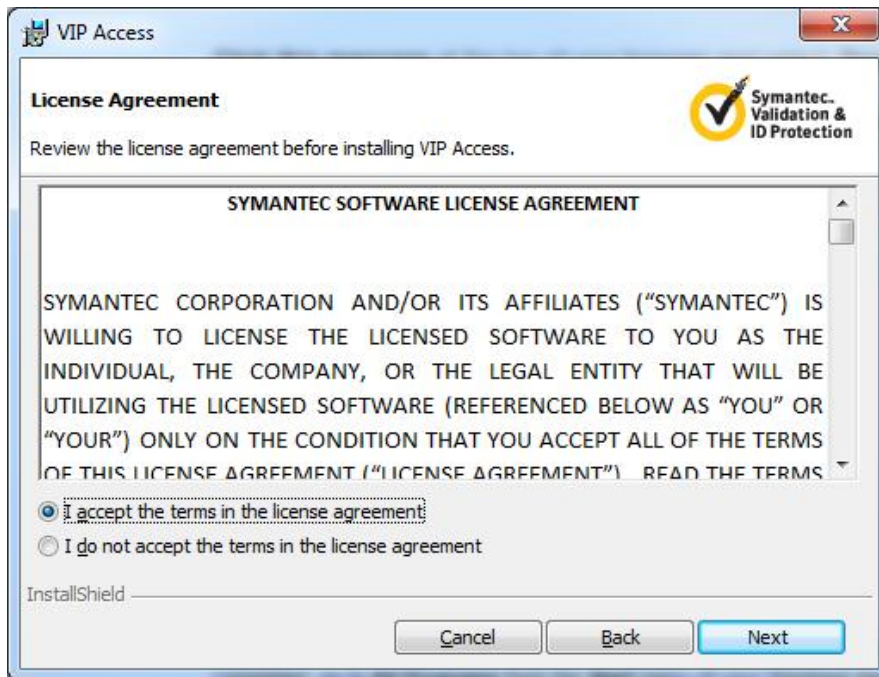
The screenshot shows the Symantec Validation & ID Protection Center website. The page title is "Protect Your Online Accounts with VIP Access Desktop". It features two main sections for downloading the software:

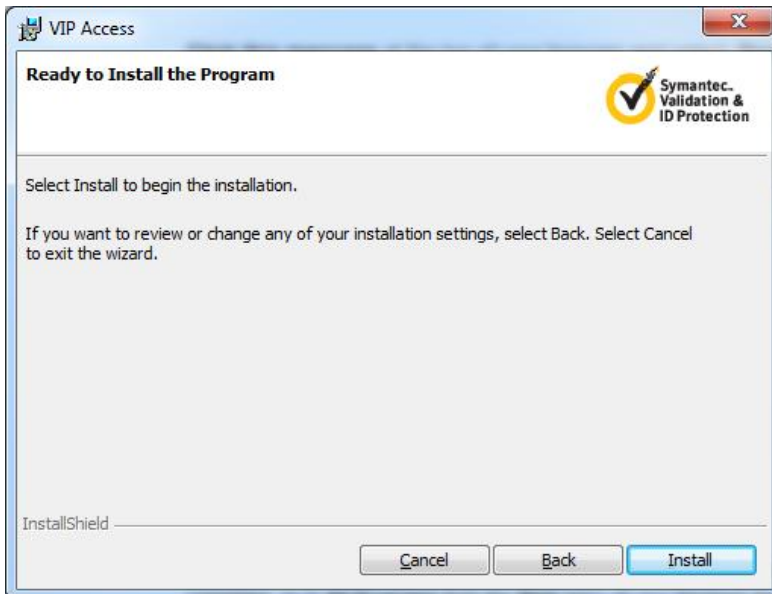
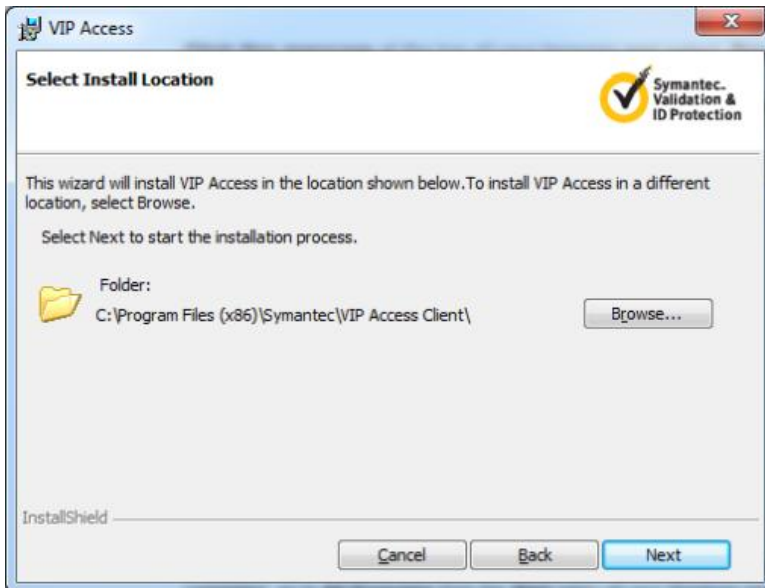
- VIP Access Desktop 2.2.1:** Includes a "Download for Windows" button and system requirements: Windows XP Professional SP3 (32-bit only) or Windows 7 SP1, Windows 8 and 8.1 (native desktop mode only).
- VIP Access Desktop 1.0.3:** Includes a "Download for Mac" button and system requirements: Mac OS X 10.6 or higher.

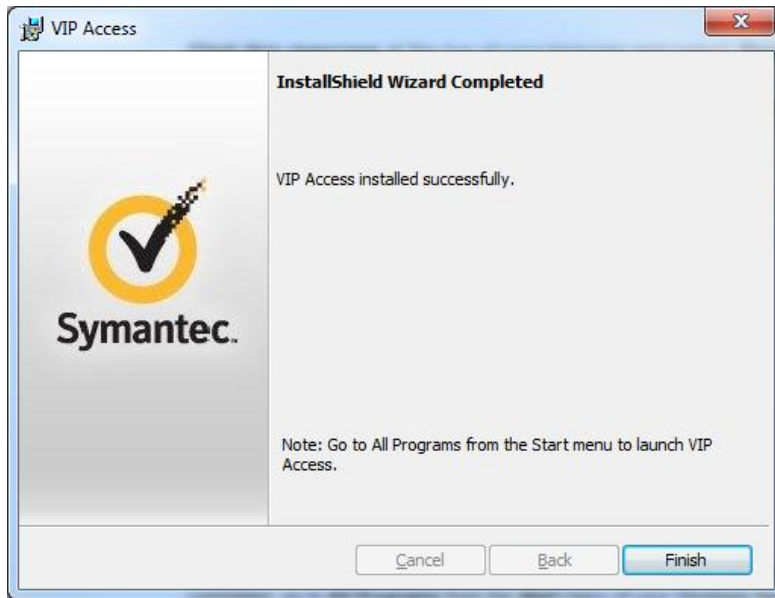
Both sections include a "Important" note: "You must have administrative permission to install VIP Access Desktop." The page also features a navigation bar with "Home", "Learn More", and "Where to Use" links, and a header with the Symantec logo and "VALIDATION & ID PROTECTION CENTER".

3. Follow through with the installation instructions as prompted.  
**NOTE:** Installation instructions may look different depending upon the browser and the operating system being used.





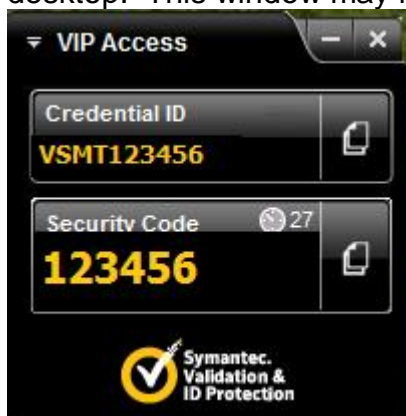




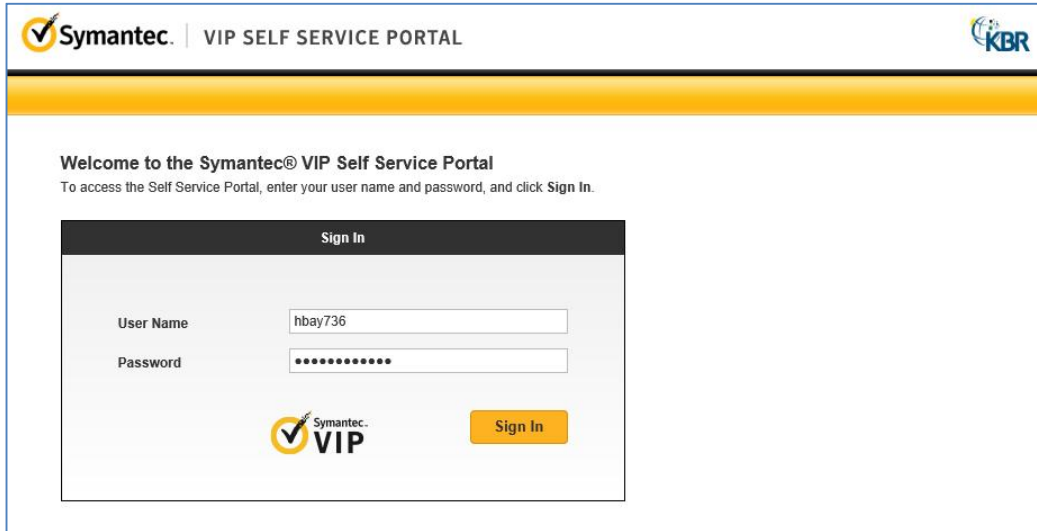
- An icon should appear as 'VIP Access' on your desktop when completed.  
**NOTE:** Location of the installed application may vary depending upon the operating system.



- Open the application which will bring up the VIP Access desktop tool on your desktop. This window may hide behind other windows that may be open.



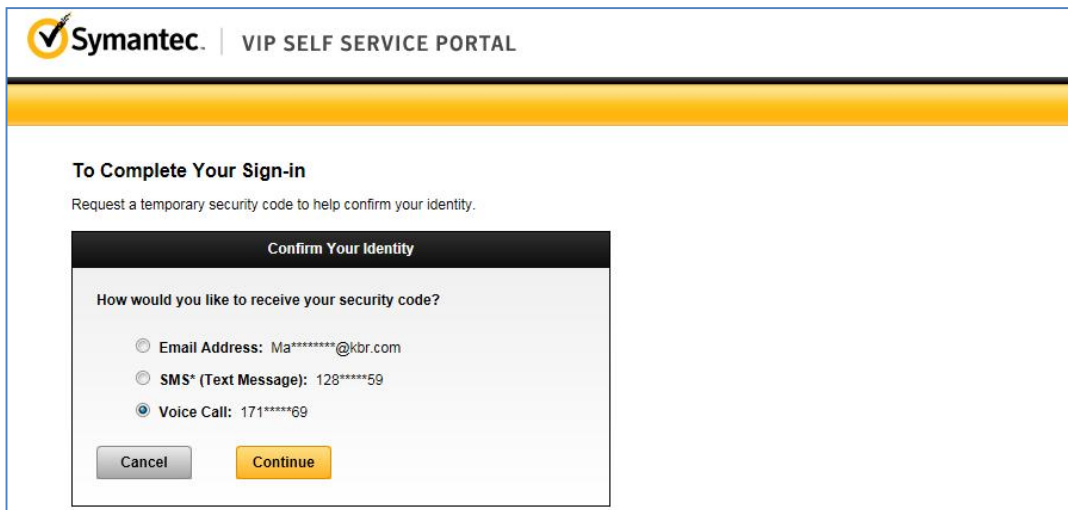
6. On your computer, launch your internet browser and go to <https://2fa.kbr.com/>.



The screenshot shows the Symantec VIP Self Service Portal. At the top, there is a navigation bar with the Symantec logo and the text "VIP SELF SERVICE PORTAL" on the left, and the KBR logo on the right. Below the navigation bar is a yellow horizontal bar. The main content area has a heading "Welcome to the Symantec® VIP Self Service Portal" and a sub-heading "To access the Self Service Portal, enter your user name and password, and click Sign In." Below this is a "Sign In" form with two input fields: "User Name" containing "hbay736" and "Password" containing a series of dots. At the bottom of the form is the Symantec VIP logo and a yellow "Sign In" button.

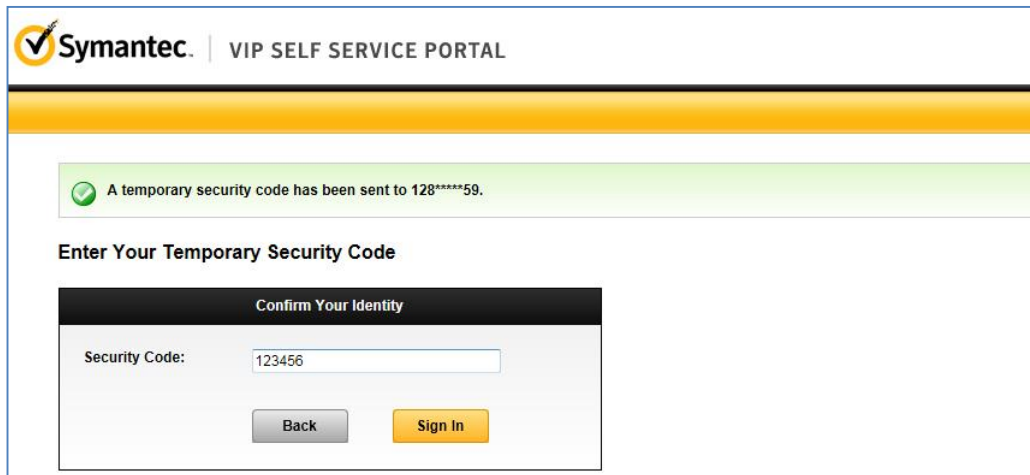
7. Log in with your **XNET or KBR Network User ID and Password**.
8. Select the appropriate option which fits your needs, to complete your one-time sign-in, to help confirm your identity.

**NOTE:** Some users may have more options than others, based off of the information that is listed in Outlook Properties/Active Directory. For external non-KBR employees, an email address may be the only option available.



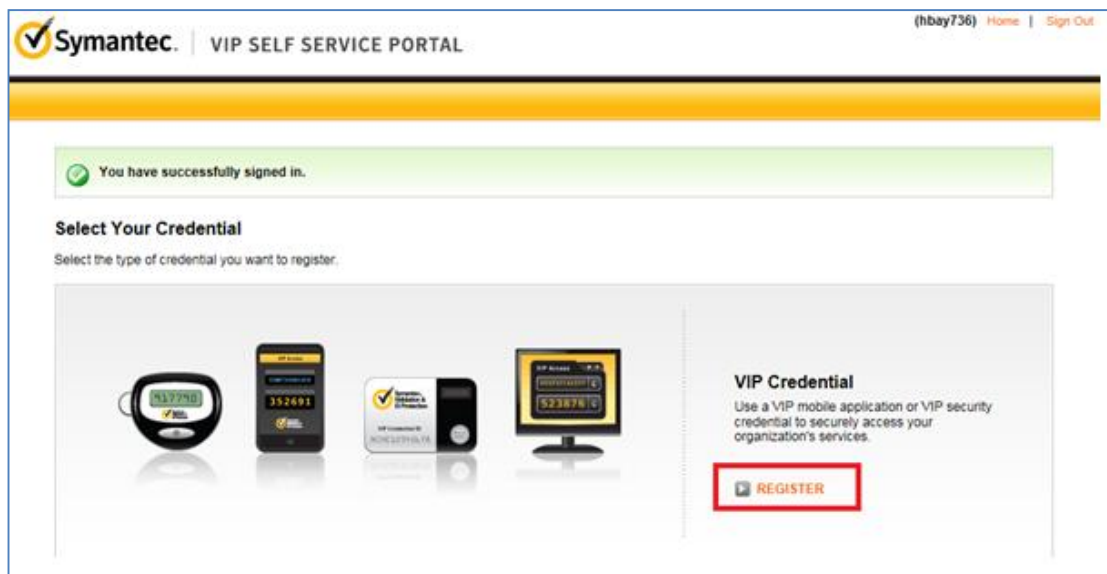
The screenshot shows the Symantec VIP Self Service Portal. At the top, there is a navigation bar with the Symantec logo and the text "VIP SELF SERVICE PORTAL" on the left, and the KBR logo on the right. Below the navigation bar is a yellow horizontal bar. The main content area has a heading "To Complete Your Sign-in" and a sub-heading "Request a temporary security code to help confirm your identity." Below this is a "Confirm Your Identity" form with the question "How would you like to receive your security code?" and three radio button options: "Email Address: Ma\*\*\*\*\*@kbr.com", "SMS\* (Text Message): 128\*\*\*\*\*59", and "Voice Call: 171\*\*\*\*\*69". At the bottom of the form are two buttons: "Cancel" and "Continue".

9. Enter the 6-digit code that was sent via the means selected in step 4, and select **'Sign In.'**



The screenshot shows the Symantec VIP Self Service Portal. At the top, there is a green notification bar with a checkmark icon and the text: "A temporary security code has been sent to 128\*\*\*\*59." Below this, the heading "Enter Your Temporary Security Code" is displayed. A form titled "Confirm Your Identity" contains a "Security Code:" label and a text input field with the value "123456". Below the input field are two buttons: "Back" and "Sign In".

10. Click **'Register'** to begin.




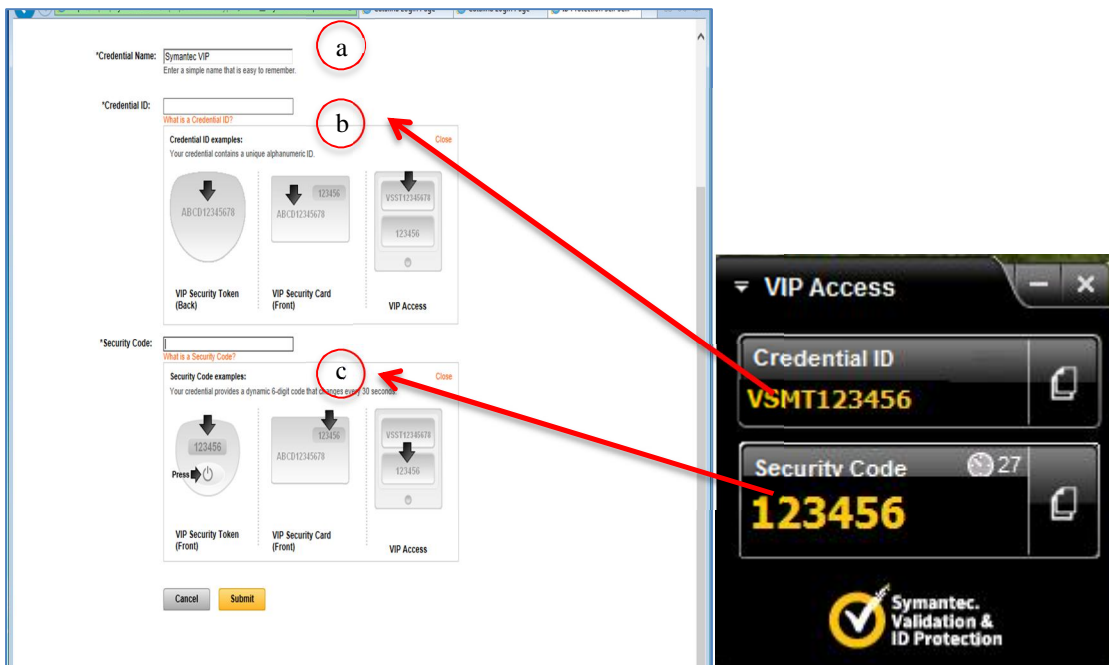
The screenshot shows the Symantec VIP Self Service Portal after a successful sign-in. A green notification bar at the top says "You have successfully signed in." Below this, the heading "Select Your Credential" is shown, followed by the instruction "Select the type of credential you want to register:". There are four icons representing different credential types: a mobile phone, a physical security token, a computer monitor, and a tablet. To the right of these icons, the text "VIP Credential" is displayed, followed by the description: "Use a VIP mobile application or VIP security credential to securely access your organization's services." A red-bordered button labeled "REGISTER" is located at the bottom right of the selection area.

11. On the registration screen:

- a. In the **'Credential Name'** field, enter a generic name for your device, such as 'My desktop' or 'My laptop,' etc.

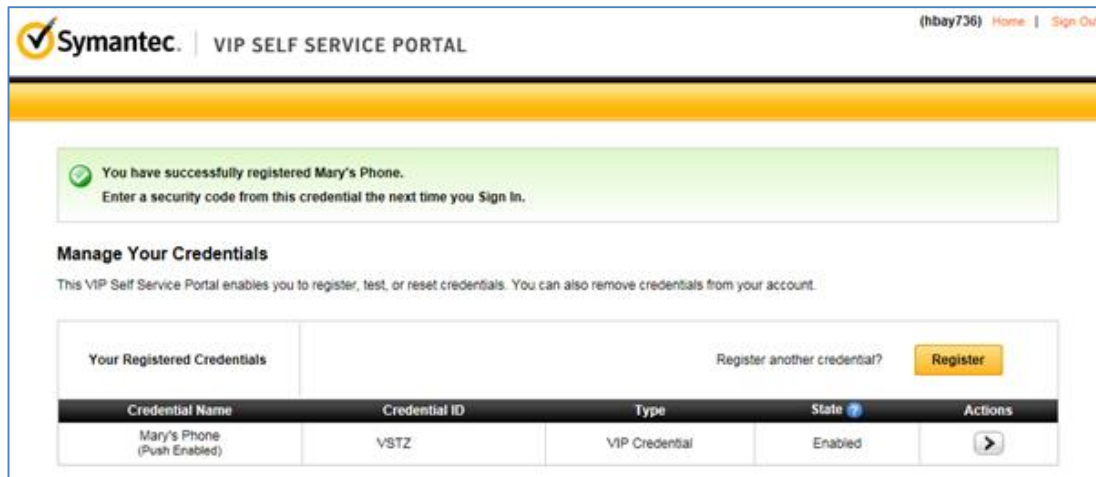
- b. From the newly installed VIP Access desktop application, locate the **Credential ID**. Enter it into the **Credential ID** field in your internet browser on your computer.
- c. Go back to the VIP Access desktop application and find the **Security Code**. Enter in your unique 6-digit security code in the '**Security Code**' field in your internet browser on your computer.

**NOTE:** You may click on the  icon to the right of the Security Code to copy the code.



12. Select '**Submit.**'

- 13. You will receive a confirmation that your device has been successfully registered.  
**NOTE:** Credential ID in the confirmation screen should match the Credential ID listed on the registered device.

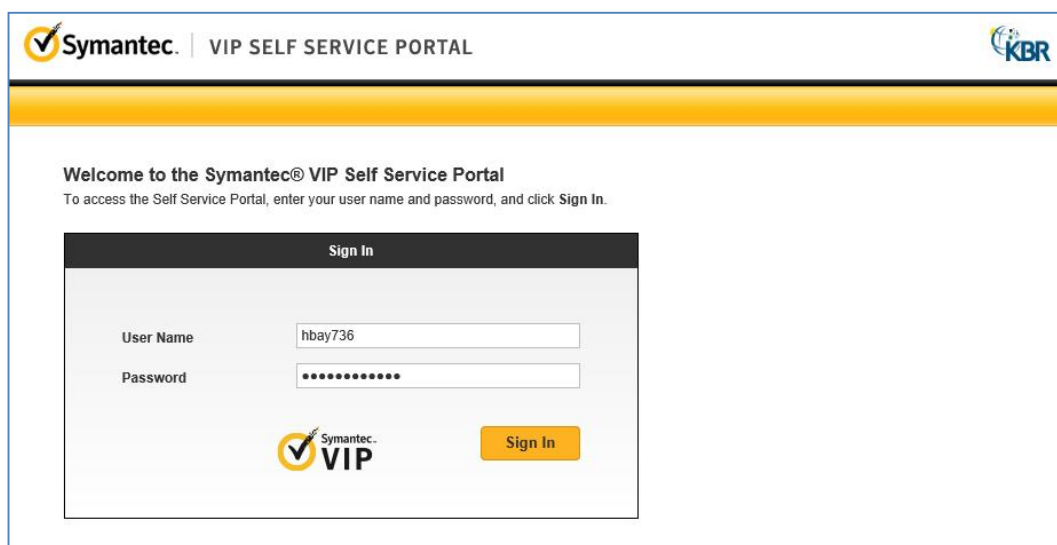


14. You are now able to successfully log in to KBR specific applications which prompt you for two-factor authentication. (SharePoint, Citrix, VPN, OWA, etc,)

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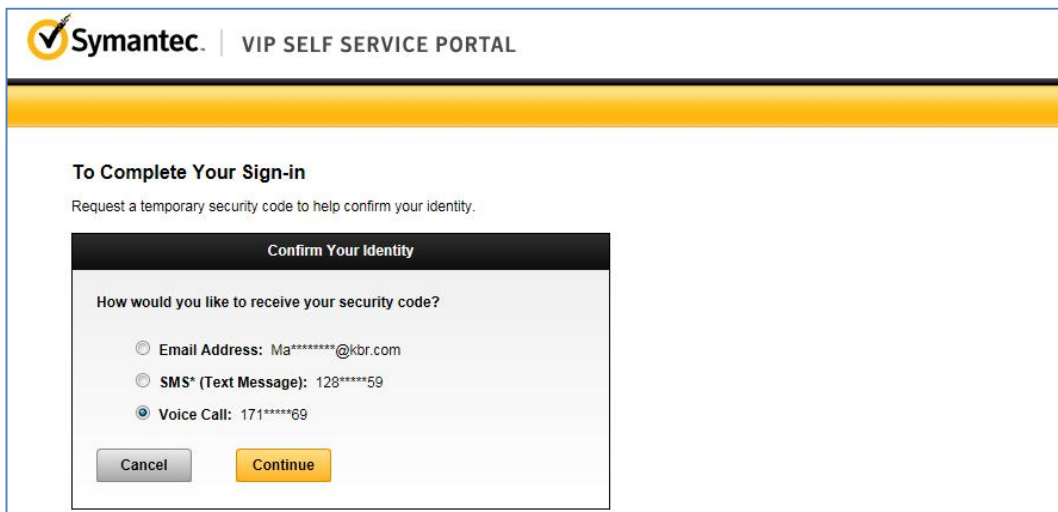
## Registration instructions for Hardware Token Card

1. With the hardware token card in hand, on your computer launch your internet browser and go to <https://2fa.kbr.com/>.



2. Log in with your **XNET or KBR Network User ID and Password.**

- You will be required to complete a one-time sign-in to confirm your identity. Select one of the options in the 'Confirm your Identity' window.  
**NOTE:** Some users may have more options than others, based on the information that is listed in Outlook Properties/Active Directory. For external non-KBR employees, an email address may be the only option available. For external non-KBR employees whose email address is incorrect, please contact your KBR sponsor for assistance.



**Symantec** | VIP SELF SERVICE PORTAL

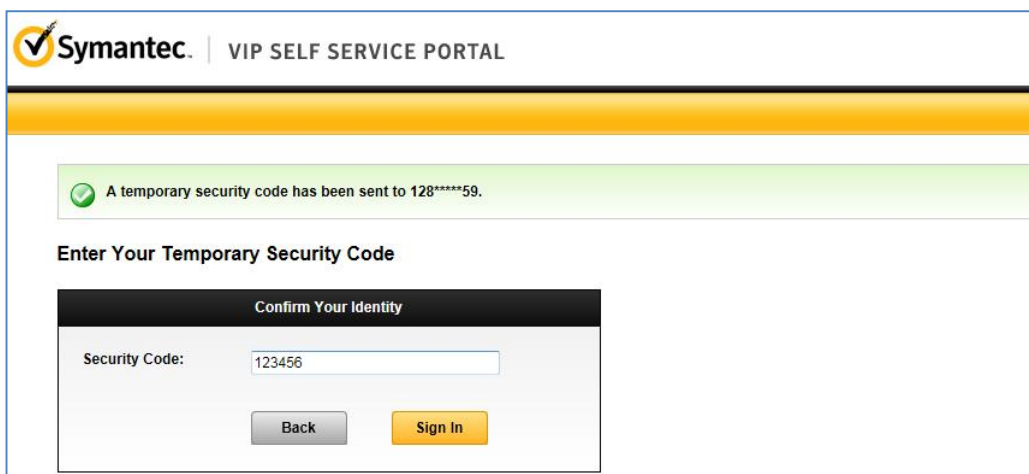
**To Complete Your Sign-in**  
Request a temporary security code to help confirm your identity.

**Confirm Your Identity**

How would you like to receive your security code?

- Email Address: Ma\*\*\*\*\*@kbr.com
- SMS\* (Text Message): 128\*\*\*\*\*59
- Voice Call: 171\*\*\*\*\*69

- Enter the 6 digit code that was sent via the means selected in step 3, and select 'Sign In.'



**Symantec** | VIP SELF SERVICE PORTAL

A temporary security code has been sent to 128\*\*\*\*\*59.

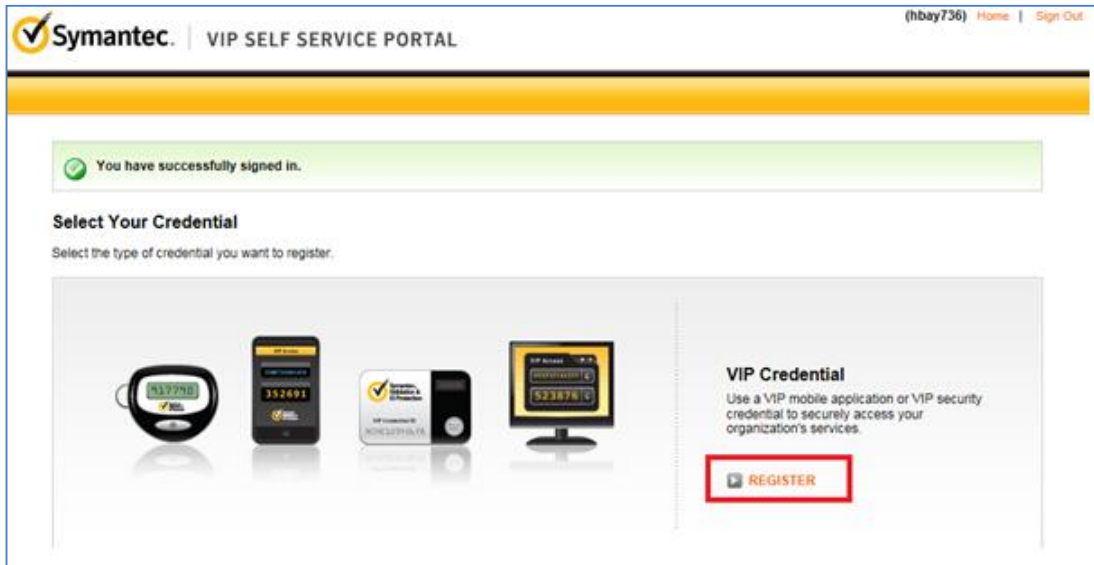
**Enter Your Temporary Security Code**

**Confirm Your Identity**

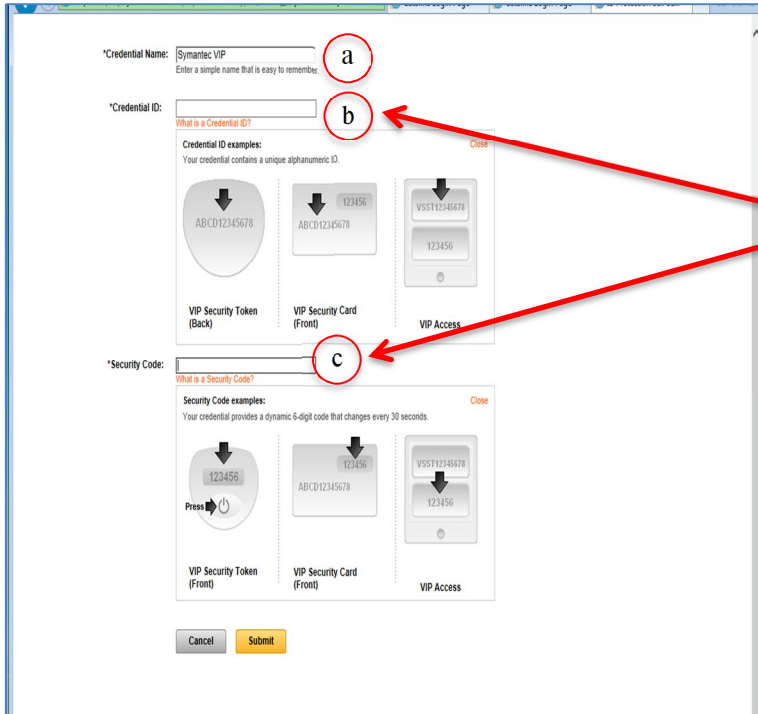
Security Code:



5. Click '**Register**' to begin.



6. On the registration screen:
  - a. In the '**Credential Name**' field, enter a generic name for your device, such as 'My Token or 'My Hardware Card,' etc.
  - b. Enter the credential ID from your hardware token card into the '**Credential ID**' in your web browser.
  - c. On your Hardware Token Card, click the '**Press Here**' button to display your 6-digit unique security bode in the upper righthand corner of the card. Enter this code into the '**Security Code**' in your web browser.



\*Credential Name: Symantec VIP  
Enter a simple name that is easy to remember.

\*Credential ID:  
What is a Credential ID?  
Credential ID examples:  
Your credential contains a unique alphanumeric ID.

\*Security Code:  
What is a Security Code?  
Security Code examples:  
Your credential provides a dynamic 6-digit code that changes every 30 seconds.




7. Select **‘Submit.’**

8. You will receive a confirmation that your hardware token card has been successfully registered.


**NOTE:** Credential ID in the confirmation screen should match the Credential ID listed on the Token Card.

Symantec | VIP SELF SERVICE PORTAL (hbay736) Home | Sign Out

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 You have successfully registered Mary's Phone.  
Enter a security code from this credential the next time you Sign In.

**Manage Your Credentials**  
This VIP Self Service Portal enables you to register, test, or reset credentials. You can also remove credentials from your account.

Your Registered Credentials	Register another credential? <span style="float: right;"><a href="#">Register</a></span>			
Credential Name	Credential ID	Type	State	Actions
Mary's Phone (Push Enabled)	VSTZ	VIP Credential	Enabled	

9. You are now able to successfully log in to KBR specific applications which prompt you for two-factor authentication. (SharePoint, Citrix, VPN, OWA, etc,)

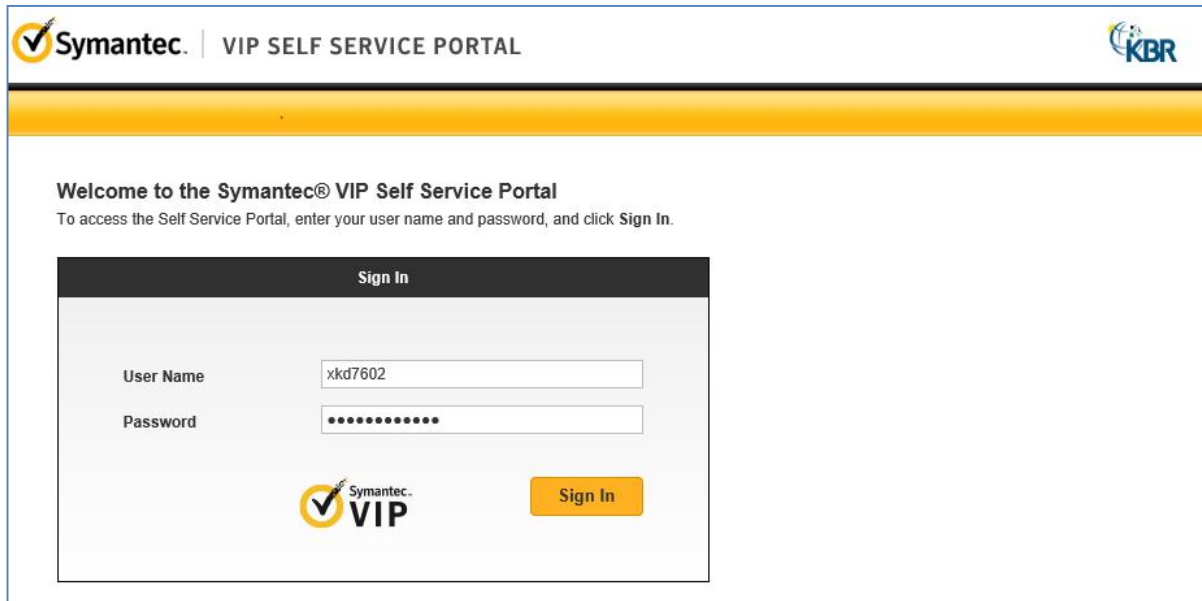
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## Using your Registered Credential

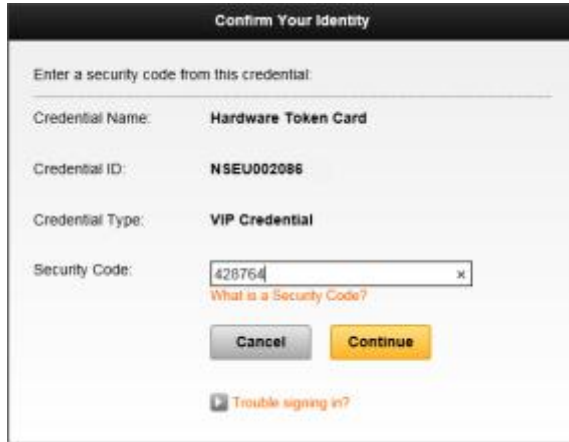
Now that you have installed the Symantec VIP application or received your Hardware Token Card and registered your credential, you may now use the randomly generated 6-digit Security Code to log into selected KBR applications. You may test with the following site, to ensure your registered credential is working.

### XNET and KBR users:

1. Before testing your credential, close all internet browsers that are open.
2. Launch a new internet browser session.
3. Go to <https://2fa.kbr.com>



4. Enter your **XNET or KBR Network User ID and Password**. Select 'Sign In.'
5. To complete your sign in, enter your randomly generated 6-digit security code from your newly registered credential (mobile device, desktop computer or hardware token card), and select 'Continue.'

A screenshot of a 'Confirm Your Identity' dialog box. It has a black header with the title 'Confirm Your Identity'. Below the header, it says 'Enter a security code from this credential:'. The form contains the following fields: 'Credential Name: Hardware Token Card', 'Credential ID: NSEU002086', and 'Credential Type: VIP Credential'. The 'Security Code:' field contains the text '428764' and has a small 'x' icon to its right. Below the security code field is a link that says 'What is a Security Code?'. At the bottom of the form are two buttons: a grey 'Cancel' button and a yellow 'Continue' button. Below the buttons is a link that says 'Trouble signing in?' with a small icon to its left.

6. If all the fields above are entered correctly, you will be granted access.

