

## Symantec™ Validation and ID Protection Service (VIP) Installation

This program allows you to generate a Security Code with an application you can install on your smart phone or tablet and have remote access to Children's software and resources.

**Note:** If you install VIP Access on a new mobile device or re-install VIP Access, you need to re-register the new Credential ID.

### Install VIP on Your Mobile Device

Includes iPhone®, iPad®, Windows Mobile®, Blackberry® and other smart phones/tablets.

- 1 On your mobile device, search in your App store for the free app (VIP Access).



- 2 Open **VIP Access** on your device to view your **Credential ID** and a **Security Code**.

### Register your VIP Credential

- 1 **On a Children's network computer:**

**Go to** <https://vip.kidsnet.childrenshc.org:8233/vipssp> and follow the instructions for **Using VIP to Login to Children's Remote Access Portal** at the end of this guide.

**OR**

**From a non- Children's network computer (aka your home computer):**

**Login** to Juniper at <https://www.childrensmn.org/signin> and click on the **Symantec VIP – Self Service** link.

**If unable to login, you must call the IT Service Desk at 952-992-5000.**

- 2 Log in using your **Children's User ID** and **password**.

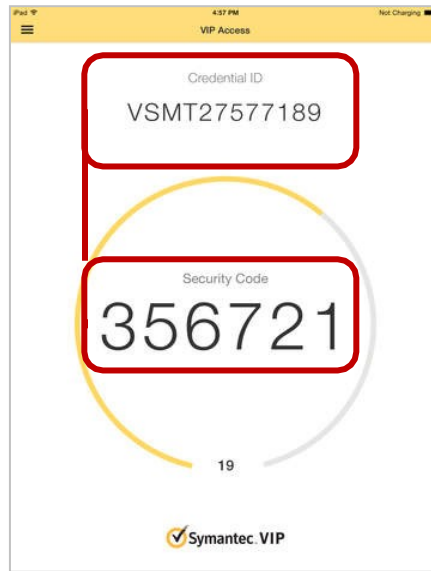
The screenshot shows a 'Sign In' form with two input fields: 'User Name' and 'Password'. Below the fields, there is a logo for Symantec Validation & ID Protection with the text 'Enabled by:'. To the right of the logo is a yellow 'Sign In' button.

- 3 Click **Register** if you are a **new user** or input your Security Code from your registered device if you are already set up with VIP Access.
- 4 On the Register Your Credential page, enter a **Credential Name** to identify your device.
- 5 Enter the **Credential ID** and the **Security Code** from the VIP Access app on your mobile device, and then click **Submit**.

\*Credential Name:

\*Credential ID:

\*Security Code:



## Use VIP to Login to Children's Secure Remote Access Portal

When you need remote secure access to Children's you can enter your Children's network **Username** and **Password** on the **Employee & Physician Login** page.

- 1 Go to <https://www.childrensmn.org/signin>
- 2 Open your VIP Access app.
- 3 Enter your Children's network **Username** and **Password**
- 4 Click **Sign In**.

**Children's Secure Access**

Username

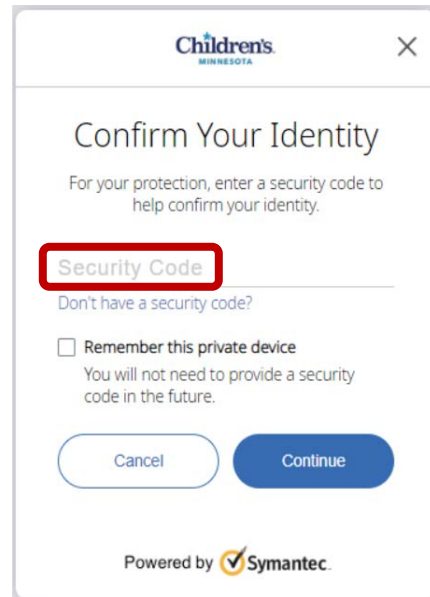
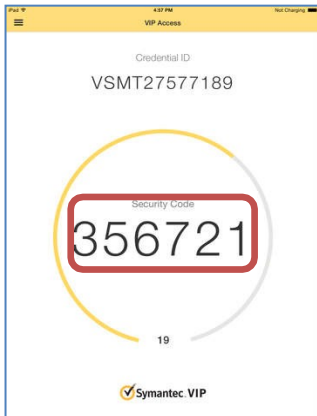
Password

Enter your Children's Username and Password

Use of this portal by clicking on the "Sign In" button implies your acceptance of **Children's remote access policy**

**SIGN IN**

- 5 Enter the **Security Code** from your VIP Access app in the **Security Code** field.



- 6 Only check **Remember this private device** if you are the only user of the device. To ensure security, do not check this box on a public PC.
- 7 Click **Continue**.
- 8 If prompted, install the required plug-ins.
- 9 When the install is complete, you can **Name Your Device** so you can easily identify it in the future.
- 10 Click **Continue**.

