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 select '**Install**.'
3. 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. Complete the one-time sign-in to confirm your identity.
6. Enter the 6 digit code that was sent via the means selected in step 5 and select **'Sign In.'**
7. Click '**Register**' to begin.
8. On the registration screen:
   a. In the **'Credential Name'** field, enter a generic name for your device.
   b. Enter the Credential ID from the app on your mobile device, into the **Credential ID** field in your internet browser on your computer.
   c. Enter the 6-digit Security Code from the app on your mobile device, into the **'Security Code'** field in your internet browser on your computer.
9. Select **'Submit.'**
10. Your credential has been successfully registered.
11. You are now able to successfully log in to KBR specific applications.

Registration instructions for desktop version (laptop or desktop computers)

1. On your laptop or desktop computer, launch your internet browser and go to https://idprotect.vip.symantec.com/desktop/home.v
2. Select **'Run'** to run the VIP Access setup install.
   NOTE: If selecting **'Run'** does not kick off the installation, you may need to select **'Save'** and run the installation with administrative rights.
3. Launch the 'VIP Access' desktop tool from your desktop or Programs menu.
4. From your computer, launch your internet browser and go to https://2fa.kbr.com/.
5. Log in with your **XNET or KBR Network User ID and Password**.
6. Complete the one-time sign-in to confirm your identity.
7. Enter the 6 digit code that was sent via the means selected in step 6 and select **'Sign In.'**
8. Click '**Register**' to begin.
9. On the registration screen:
   a. In the **'Credential Name'** field, enter a generic name for your device.
   b. Enter the Credential ID from the desktop tool, into the **Credential ID** field in your internet browser on your computer.
   c. Enter the 6-digit Security Code from the desktop tool, into the **'Security Code'** field in your internet browser on your computer.
10. Select **'Submit.'**
11. Your credential has been successfully registered.
12. You are now able to successfully log in to KBR specific applications.

Registration instructions for hardware token card

1. With your 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**.
3. 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 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.

4. Enter the 6 digit code that was sent via step 3, and select **'Sign In.'**
5. On the right, 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 your Credential ID from your Hardware Token Card into the **'Credential ID'** field in your web browser.
   c. On your Hardware Token Card, click the **'Press Here'** button to display your 6-digit unique security code in the upper right hand corner of the card. Enter this code into the **'Security Code'** field in your web browser.
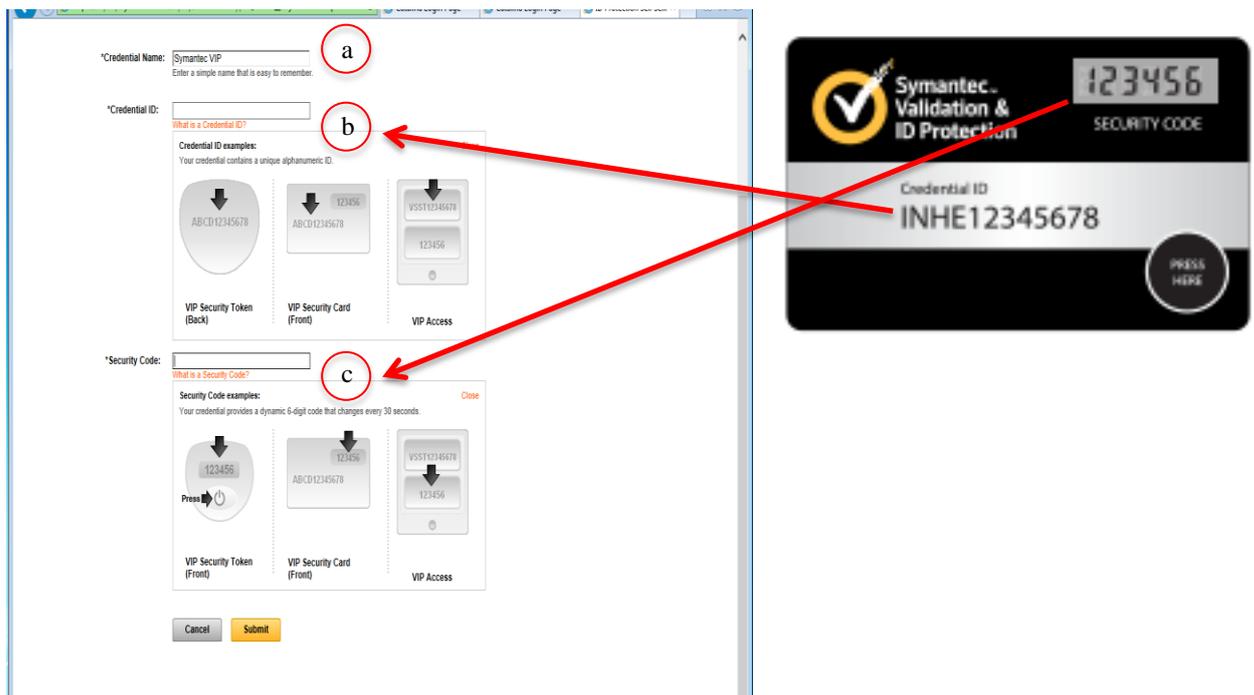
7. Select **'Submit.'**
8. You will receive a confirmation that your Hardware Token Card has been successfully registered.
9. You are now able to successfully log in to KBR specific applications which prompt you for two-factor authentication. (SharePoint, Citrix, VPN, OWA, etc,)

*For detailed installation instructions, including pre-requisites and videos, click **here**.