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)
  o Connect to a secure Wi-Fi connection.
  o It is recommended to power off/on your device.
  o 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.
  o The Symantec VIP application is FREE and is usually less than 2MB.
  o Symantec VIP does not require mobile data or Wi-Fi connection to use the application, once installed.

- Desktop Version (laptop or desktop machine):
  o You will need to install the software from the Symantec website on your machine to use the desktop version.
  o 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
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 to obtain a KBR issued VIP Hardware Token Card.

Begin by selecting your preferred installation and registration method below.

**Table of contents…**

- [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.

7. Click ‘Register’ to begin.

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.
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.)

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.

   ![VIP Access Setup](image)

   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.
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.
Welcome to the VIP Access Setup Wizard

Use this wizard to install Validation and ID Protection Service (VIP) Access.

WARNING: This computer program is protected by copyright law and international treaties. Unauthorized duplication or distribution of the program, or any portion of it, may result in severe civil or criminal penalties, and will be prosecuted to the maximum extent possible under the law.

License Agreement

Review the license agreement before installing VIP Access.

SYMANTEC SOFTWARE LICENSE AGREEMENT

SYMANTEC CORPORATION AND/OR ITS AFFILIATES ("SYMANTEC") IS WILLING TO LICENSE THE LICENSED SOFTWARE TO YOU AS THE INDIVIDUAL, THE COMPANY, OR THE LEGAL ENTITY THAT WILL BE UTILIZING THE LICENSED SOFTWARE (REFERENCED BELOW AS "YOU" OR "YOUR") ONLY ON THE CONDITION THAT YOU ACCEPT ALL OF THE TERMS OF THIS LICENSE AGREEMENT ("LICENSE AGREEMENT"). READ THE TERMS

- [ ] I accept the terms in the license agreement
- [ ] I do not accept the terms in the license agreement

InstallShield
4. 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.

5. 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.

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

10. Click ‘Register’ to begin.

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.)

**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/](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 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.

![Confirm Your Identity Window]

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

![Enter Your Temporary Security Code]

![Successful Sign-In Message]
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 code in the upper righthand corner of the card. Enter this code into the ‘**Security Code**’ in your web browser.
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.
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.)

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