

Managing your Two-Factor Authentication (2FA) registered credential – Symantec VIP Access

Prerequisites (READ ME FIRST):

You must have already registered one of the below devices to manage your 2FA device. If you have not already registered, visit the Two-Factor Authentication registration instructions [here](#).

- Smartphone or similar device.
- Desktop version (laptop or desktop machine).
- Hardware Token Card.

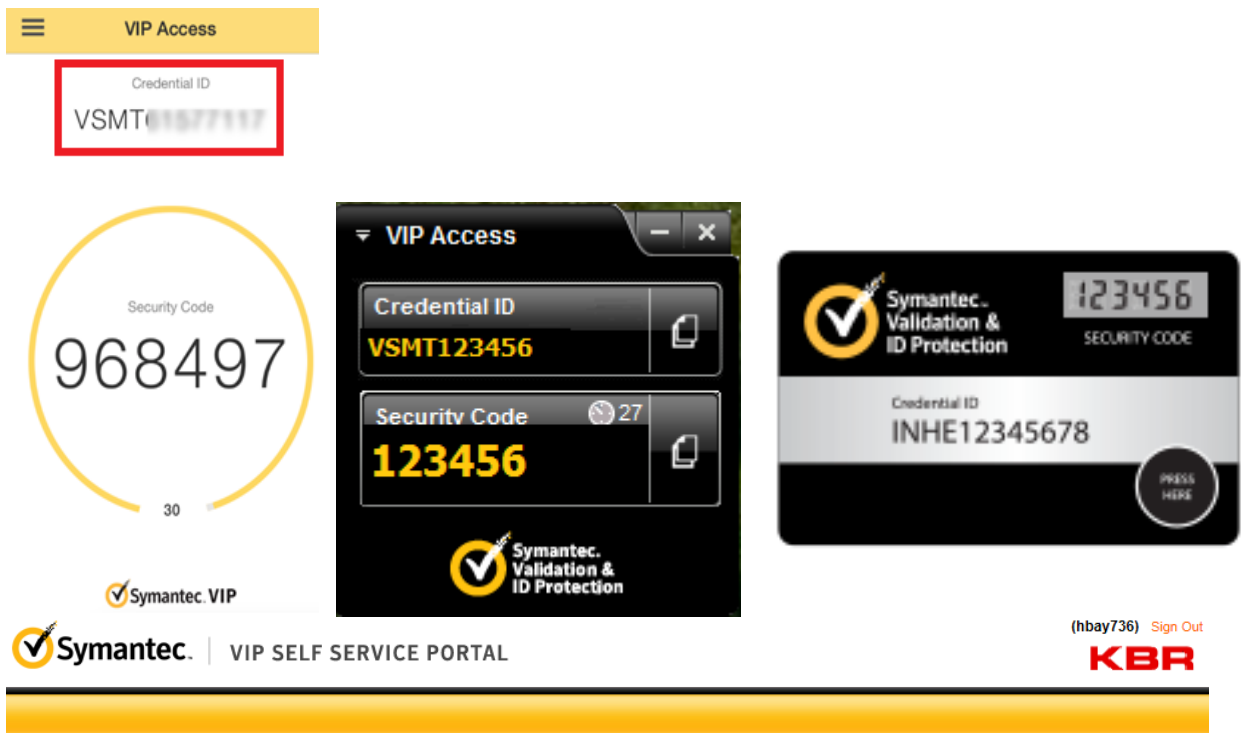
Once you have registered your two-factor authentication (2FA) credential, you can manage it. For example, you may need to remove a credential if you receive a new phone, computer or hardware token.

1. Go to <https://2fa.kbr.com/>.

The screenshot shows the Symantec VIP Self Service Portal sign-in page. At the top, there is a header with the Symantec logo, the text 'VIP SELF SERVICE PORTAL', and the KBR logo. Below the header is a yellow decorative bar. The main content area is titled 'Welcome to the Symantec® VIP Self Service Portal' and includes the instruction: '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' with masked characters. Below the password field, it says 'Enabled by:' followed by the Symantec Validation & ID Protection logo. A yellow 'Sign In' button is located to the right of the logo.

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

3. Enter in the security code from your registered credential (mobile device, desktop computer or hardware token card), into the 'Security Code' field on your web browser.



To Complete Your Sign-in

For your protection, first confirm your identity by entering a security code from your credential that has **already been registered** to your account.

Confirm Your Identity

Enter a security code from this credential:

Credential Name: **Mary's Phone**

Credential ID: **VSTZ**

Credential Type: **VIP Credential**

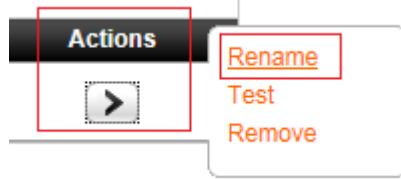
Security Code:

What is a Security Code?

[Trouble signing in?](#)

NOTE: If the Credential ID listed in the web browser does not match what is listed as the Credential ID on the device in your possession, the Security Code will not work and the device that is your possession will need to be properly registered.

- 4. Within the device manager, you will be able to do the following:
 - a. Rename your registered credential.
 - o Select the arrow (>) next to 'Actions' and select 'Rename.'



- o The Credential Name field will become editable. Type in the new credential name you wish.
- o Select 'Save' to save your changes.

You have successfully signed in.

Manage Your Credentials

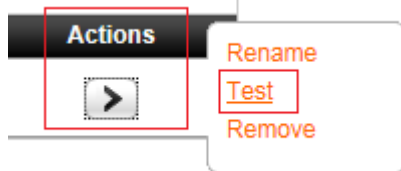
This VIP Self Service Portal enables you to register, test, or reset credentials. You can also remove credentials from your account.

Your Registered Credentials

Only one credential can be registered to your account at any one time.
To register another credential, remove your currently-registered credential first. [Register](#)

Credential Name	Credential ID	Type	State	Actions
<input type="text" value="Mary's Android"/>	VSTZ	VIP Credential	Enabled	Save Cancel

- b. Test your registered credential.
 - o Select the arrow (>) next to 'Actions' and select 'Test.'



- o Using your registered credential (mobile device, desktop computer or hardware token card), enter the 6-digit code that appears.
- o Select 'Test' to test the device.

Test Your Credential

Enter a security code from your credential and click **Test**.

Credential Name: Mary's Phone

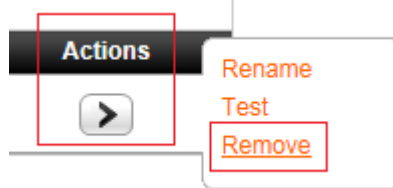
Credential ID: VSTZ

Credential Type: VIP Credential

Security Code:

- o A message appears that the credential is functioning properly.

- c. Remove your registered credential.
- Select the arrow (>) next to **Actions** and select **Remove**



- Select the 'Remove' button to successfully remove the credential.

Remove Credential

Are you sure you want to remove credential **Mary's Phone** ?

Note: Once your credential has been removed, it can no longer be used unless it is registered again.



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