

GO Quick Guide

GO Quick Guide for RSA Hard and Soft Tokens

Prior to Hard and Soft Token setup, preliminary Citrix and Java setup are required. For preliminary instructions, see the [“GO User Guides”](#) link on the [GO Home Page](#) for both Mac and Windows “Quick Guides” and the more detailed, illustrated “User Guides”.



1. Setup for RSA Hard Token

1. In your browser, navigate to the [GO Home Page](#), click on the “I Agree” button after the “Read This First” message, and select the **RSA icon** corresponding to your **Windows or Mac** Operating System.
2. When the GO Login window displays, enter your OpenNet **Username** and **Password**, then enter the one-time **6-digit numeric “Passcode”** (displayed every 60 seconds) in the “**PIN + Token Code**” field and select **Sign In**.

NOTE: Entering your token passcode without a PIN is valid initially, enabling you to bring up a screen to create a 6-digit PIN. Once your PIN is created, and for all subsequent logons, you will need to enter the PIN + RSA Token Code (no spaces).

3. Proceed with GO login by selecting the User Desktop icon to launch a GO session. The complete GO launch procedure is found below in the section “3. Normal GO Login”.

2. Setup for RSA Soft Token—BlackBerry Devices



Perform the one-time steps below to install the RSA Soft Token on your BlackBerry device.

*NOTE: Exact screens will be determined by the model of BlackBerry device you have; e.g. in some cases the **Download** folder referenced below will be the **Applications** folder.*

1. Before logging into the GO System with your Soft Token, you must first download the token onto your BlackBerry device. These steps are performed one time.
2. Navigate to the **Downloads** folder on your BlackBerry and open your Downloads folder.
3. Select the “**RSA SecurID**” icon (which is pushed out automatically to all centrally managed BlackBerry devices).
4. Now press the **Menu** button on your BlackBerry—you will then be asked to accept the license agreement. Scroll to “**Accept**” and press the **trackball** to accept the License Agreement.

NOTE: After you accept the License Agreement, the BlackBerry device will automatically retrieve the RSA seedkey. (You need a good signal for retrieval!)

5. Whenever you click on the RSA SecurID icon (in the **Downloads** or **Applications** folder, depending upon your device), the RSA software generates a random 8-digit number, that you will use (along with your RSA Soft Token 6-digit PIN) to logon to GO.

3. Normal GO Login

1. Once you have created your RSA PIN, and for all future logins, navigate to the [GO Home Page](#), click on the “**I Agree**” button after the “Read This First” message, and select the **Windows or Mac icon**, depending on your system.
2. Next, in the GO Login screen, **enter** your OpenNet **Username, Password**, and the appropriate **6-digit PIN** plus **passcode**, and then click “**Sign In**”.
3. When you see the GO System Desktop Launch Screen, select **User Desktop** to launch a remote desktop session.
4. The **User Desktop** will now launch (the first time **may take up to 5 minutes – be patient!**); thereafter the Desktop **may take up to 30 seconds to display**, depending upon your connection). You may now access applications either from the Start menu or from the User Desktop itself.

NOTE: The initial GO desktop will display with only the Recycle Bin. You may customize by adding application icons and changing some of your desktop settings as you would your OS desktop.

5. It is very important to both **log out** of the User Desktop **and** to **end** the **Citrix session**. First, on the User Desktop, in the **Start** menu click the **Log off** button. Second, in the **upper right** hand corner of the Citrix **GO** screen, click on **Log Off**.
6. After login to GO, you may enable printing by selecting “**Required System Setup**” tab on the top of the [GO Home Page](#), for either Windows or Mac, and clicking on “Install Printing Software”. (**Note:** Do not install Printing Software until you have successfully logged in to GO.)